

The EWE CLUB



*Diocese of Coventry Multi
Academy Trust
St John's C of E Academy*

Child Registration Pack

2019/2020

Child's name.....

St John's Church of England Academy

The Ewe Club

Introduction

The Governors welcome your child to The Ewe Club, our before and after school provision here, at St. John's Church of England Academy.

We hope you will find our club to be warm and welcoming, a place where children can rest and play in a secure and caring environment.

The Ewe Club is committed to providing high quality childcare and stimulating, creating play activities. The Club will provide a range of activities and choices which will ensure that children are happy during their time at the Club. Activities will include games & sports, arts & crafts, design technology, reading, role play & dressing up. Your child will be cared for by fully qualified staff.

The Club aims to promote equal opportunities for all children regardless of gender, ethnicity, attainment, background or disability.

All information in relation to the children is dealt with in a confidential and sensitive manner. All information is retained in accordance with the Data Protection Act.

We value our relationship with parents and aim to work together for the benefit of the children. We welcome your views and comments and will be happy to meet with you if you have any concerns or suggestions regarding The Ewe Club or your child. Our policies are available for you to look at in The Ewe Club.





Admissions Form – The Ewe Club 2019-20

Child's Full Name:.....

Name to be used at the Club:.....

Date of Birth:Gender:.....

Ethnicity:.....

Religion:

Languages Spoken:

Names of Parents/Carers:

Home Address (parent 1)

Mr/Mrs

Home Telephone Number

Mobile Number

Place of work.....

Daytime phone number

Email Address.....

Home Address (parent 2) if different from above

Mr/Mrs.....

Home telephone number.....

Mobile number

Place of work

Daytime phone number

Email Address.....

Other Emergency Contact Details:

1. Name : Relationship:.....

Phone number.....

2. Name :Relationship:.....

Phone number.....

Names of Persons authorised to collect your child (including contact numbers):

.....

Who has parental responsibility for this child?

Do both parents have equal access rights? Yes / No

Please note – if someone other than the named person/s on this form are to pick up your child, the Ewe Club Manager should be informed in writing, in advance. That person should be introduced to the Manager or bring identification with them, ideally bearing a photograph (Driving license or passport).

Doctor's Name:

Doctor's Address/Telephone Number:.....

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Details of any Significant Health Issues (including a special educational needs and/or physical disabilities statement):

Details of any Special Dietary Requirements and food allergies. Details of any skin reaction to handling products e.g. (paints, seeds, plants, nuts):

Any Other Relevant Information.

I hereby consent for my child to take up a place at this Club, according to the terms and conditions set out in its policies and procedures. I have understood the expectations and obligations relating to both myself and the Club and agree to abide by them.

I understand that persistent late or non-payment of fees will jeopardise my child's continued attendance at the Club.

I confirm that the information given above is correct, and any amendments will be advised in writing to the Ewe Club.

Signature of Parent/Carer:

Date.....

If you have any questions or comments, please get in touch with the Manager.



Photograph/Media/Internet Consent Form

The Ewe Club 2019-2020

There are occasions when it would be beneficial to include your child's photograph on school material. This may be for display within the club facility, as a record of activities completed or for promotional purposes.

Please would you complete this form so that we have a clear record of occasions when we may include your child in a photograph.

Name of child;

I agree to my child having his/her photograph taken for:

- A record of activities completed
- Display in the club
- Inclusion in the school brochure/newsletter
- Publish on the school web site/school Twitter & Facebook
- Inclusion in local media (Coventry Telegraph)
- Inclusion on the City Council website
- Publish on Multi Academy Trust & Diocese of Coventry websites, promotional materials

Please cross out clearly the above occasions when you do **not** want your child's photograph to be used.

Signed..... Date

Request for regular places for September 2019

To secure the sessions you require at the Ewe Club, please indicate with a tick in the table below the regular session/s you would like to book for your child.

On which date would you like your child to start?.....

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
AM session 7.45am- 8.55am £4.30 per session					
PM session 3.30pm- 5.45pm £7.50 per session					

Payment Terms and conditions.

- Payments may be made weekly, monthly or half-termly **in advance**, either in via ParentPay or childcare vouchers.
- If payment is not received by the due date, a text message will be sent as a reminder. If a payment becomes more than 4 weeks in arrears, the Governors have the right to withdraw the child's place with immediate effect.
- Extra sessions may be requested with a minimum of 24 hours' notice and the Club will always try and accommodate the request. A request may be declined if staffing numbers are insufficient. **All extra sessions must be paid for at the time of booking.**
- Sessions are still chargeable if a child is absent due to a sickness, school trip/sports match/residential trips and holidays in term time.
- **If you collect your child after 5:45pm, a late fee of £5.00 is payable.**

Parent's Signature:.....

Date:.....