

# The School on the Green after school club

Please find enclosed

Enrolment Form

Medical Form

Fees

Permissions

contact

# Enrolment Form

## Child's Details

Child's Full Name

\_\_\_\_\_

Child's known name (if different to above)

\_\_\_\_\_

Child's date of birth \_\_\_\_\_

Child's Position in Family \_\_\_\_\_

Child's first language \_\_\_\_\_

Child's Religion \_\_\_\_\_

Name(s) of Parent(s)/Carer(s) with whom the child normally lives

\_\_\_\_\_ Parent/carer 1

\_\_\_\_\_ Parent/carer 2

Is parent/carer 1 a legal guardian of this child Yes/No  
( delete as appropriate)

Is parent/carer 2 a legal guardian of this child Yes/No  
( delete as appropriate)

Mother's/Carer Name \_\_\_\_\_

(parent 1)

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Home Phone \_\_\_\_\_

Job Title / Work Place \_\_\_\_\_

Phone number \_\_\_\_\_

Mobile number \_\_\_\_\_

Email address \_\_\_\_\_

Father's/Carer Name \_\_\_\_\_

(parent 2)

Address \_\_\_\_\_

(if different from above)

\_\_\_\_\_

Postcode \_\_\_\_\_

Home Phone \_\_\_\_\_

Job Title / Work Place \_\_\_\_\_

Phone number \_\_\_\_\_

Mobile number \_\_\_\_\_

Email address \_\_\_\_\_

# Emergency Contacts

## *My First Contact*

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone number \_\_\_\_\_

Mobile \_\_\_\_\_

## *My Second Contact*

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone number \_\_\_\_\_

Mobile \_\_\_\_\_

## *My Third Contact*

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone number \_\_\_\_\_

Mobile \_\_\_\_\_

In the event that no one can be contacted in an emergency the club Manager will allow other trained professionals to make decisions in the best interest of your child (e.g. medical staff).

## Alternative Person to Pick Up Your Child

It is assumed that any of the above named persons will be allowed to collect your child unless stated. Please also state below the names of any other persons authorised to collect your child from the club.

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**Please note** if someone else is collecting your child you must inform staff by recording that person's name on our attendance sheet. Children will not be released to people whose names are not listed either above or on the attendance sheet. Adults who do not regularly collect your child will be required to supply staff with a password that will be checked before the child is released. Please set a **PASSWORD** we can use in this instance



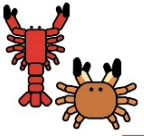
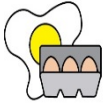
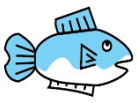
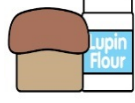








Password.....

It would always be helpful if you could meet the person before or provide a photograph to ensure your child's safety.



Does your child have any known medical problems that we should know about (e.g. Asthma, Eczema)?

Does your child have an allergic reaction to any of the following known allergens ( please indicate allergy by ticking box)

 Celery <input type="checkbox"/>	 Wheat <input type="checkbox"/>	 Shellfish <input type="checkbox"/>	 Eggs <input type="checkbox"/>	 Fish <input type="checkbox"/>	 Gluten <input type="checkbox"/>	 Milk <input type="checkbox"/>
 Molluscs <input type="checkbox"/>	 Mustard <input type="checkbox"/>	 Nuts <input type="checkbox"/>	 Peanuts <input type="checkbox"/>	 Sesame seeds <input type="checkbox"/>	 Soya <input type="checkbox"/>	 Sulphites <input type="checkbox"/>

Any other allergies not listed above

How does your child react to these? (so that we know the symptoms to look for in cases of emergency)

Are there any special dietary needs or preferences?

Please give details

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Does your child have any other special needs and / or require any additional support?

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Are there any other professionals involved with your child? (e.g. Social services, Speech therapy etc.)

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## Accidents

In the event of a serious accident, staff will attempt to telephone parents or the emergency contacts as provided. The child's own doctor would also be contacted. Should a child need to receive emergency treatment away from the club, a member of staff would accompany the child to either a surgery or hospital until a parent/carer arrived. All major and minor accidents are recorded in the 'Accident Book'. Please be aware that we need to keep a record of all accidents and if you are approached by a member of staff to complete our accident records we would appreciate your co-operation. Should a child receive a knock to the head the Manager will phone to inform parents and you will receive a 'bump to the head' form.

## Medicines

We must be advised of all medication that your child may take on a regular basis. We are unable to give any medicines unless they have been prescribed by a doctor and we have written consent - this means that we are unable to administer medicines such as Calpol unless a doctor's prescription label is on the bottle. If you require prescription medicines to be administered to your child details must be recorded in the medication book.

## Policies and Procedures and information sharing

A complete set of policies and procedures are available in the reception area for you to read, a separate reference copy is also available, Personal copies will be sent out via email on request (you will appreciate the reproduction of paper copies is very costly).

## Fees

### Afterschool club

Cost of session for a child will be £14.00 per day (3.00 pm - 6.00 pm) or £10.50 per day (3.00 pm - 5.00 pm)

Fees must be paid within 7 days from when the invoice is received and payments should be made in advance on a monthly or termly basis

Late collection charges £10 for every half an hour.

Activities could be arranged at £2.00 per child per session, minimum of 6 children needed

If paying by cheque:

Please draw a cheque in your favour of "The School on the Green Limited"

By bank transfer:

Bank: NatWest

Name: The School on the Green Limited

Sort Code: 60-10-43

Account Number: 15324761

childcare vouchers can be accepted, please contact us to find out which providers can be used.

## Permissions

Do you give permission for First Aid to be administered to your child in case of an accident or emergency?	Yes	No
	Yes	No

Do you give permission for medical treatment to be sought and administered in the case of an accident or emergency?		
<p>Do you give permission for your child's photo to be taken during activities and displayed in the club?</p> <p>Do you give permission for your child's photo to be used for publicity purposes (i.e. in our prospectus and on the website?)</p> <p>Do you give permission for your child to appear in video clips for evidence of development</p> <p>Do you give permission for your child to go on club outings (This includes nature walks &amp; playing on the cricket field outside the boundary regarded as the club premises).</p> <p>Do you give permission for your child to be photographed or recorded on video by other parents during school parties, nativity performances, sports day and fun day activities?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>
Do you agree to be responsible for informing the club of changes of circumstance, including contact names, addresses, phone numbers, email addresses etc.?	Yes	No
<p>Do you give permission for the club staff to apply sun cream to your child?</p> <p>Do you give permission for your child to take part in food activities? ( cooking)</p> <p>Do you give permission for your child to take part in gardening/planting activities?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p>

<p>Do you give permission for staff and other agencies such as OFSTED, Area SENCO and Health Visitor to carry out and record observations on your child for the purpose of developmental assessment?</p>	<p>Yes</p>	<p>No</p>
<p>Do you give permission for your child to have their face painted during fund raising or party events?</p> <p>Do you give permission for your child's to eat the following foods at fund raising events or party events?</p> <p>Pizza</p> <p>Hotdog</p> <p>Ketchup</p> <p>Mini Milk</p> <p>Ice Lollies</p> <p>Pancakes</p> <p>Sugar/Lemon</p> <p>Do you give permission for your child to hot chocolate as a warming drink in cold weather</p> <p><i>We will still ask for permission throughout the year to ensure you are happy for your child to take part in activities.</i></p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>

Name of Child

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I wish to enrol the above child at The School on the Green after school club. I have read the Policies and Procedures and agree to comply with the terms and conditions as stated, plus any updated information when necessary.

Name of Parent(s)/Carer(s)

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Signature of Parent(s)/Carer(s)

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Relationship with child.....

Date.....

The School on the Green after school club Signature

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Mrs. Nimalika Fonseka on behalf of The School on the Green after school club

Date: .....

## Contact

The School on the Green after school club  
The Cricket Pavilion  
Penn Street  
Amersham  
Buckinghamshire  
HP7 0PX

Mrs Nimalika Fonseka

Day time Telephone Number 01494 715518

Mobile Phone Number                      07853879795

Email address: [enquiries@theschoolonthegreen.co.uk](mailto:enquiries@theschoolonthegreen.co.uk)

Website: [www.theschoolonthegreen.co.uk](http://www.theschoolonthegreen.co.uk)

### Feedback & Complaints

We welcome all feedback from parents, whether face to face, by phone, by email or in writing. We have a well-qualified, enthusiastic and energetic team and we know that the service we provide can only be improved by constant evaluation and re-assessment. Your concerns and views are a very important part of that process.

We also believe that parents are entitled to a courteous and prompt response to any concerns they may have. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with your

concerns which comply with The Children's Act 2004 regulations. Please refer to our full Feedback and Complaints Policy for full details.

At any point before, during or after this process, a parent has every right to make a formal complaint to OFSTED (as per the Children's Act Regulations) at the following address: -

**Ofsted**  
**Piccadilly Gate**  
**Store Street**  
**Manchester**  
**M1 2WD**  
**Tel: 0300 123 1231**  
**[www.ofsted.gov.uk](http://www.ofsted.gov.uk)**