

# HIGHFIELD STARS CLUB

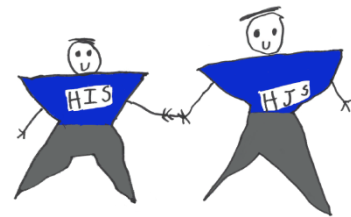
## BEFORE & AFTER SCHOOL CLUB

Highfield Infants' School, Highfield Drive, Bromley, BR2 0RX

Email: [stars@highfield-inf.bromley.sch.uk](mailto:stars@highfield-inf.bromley.sch.uk)

Telephone: 020 8464 7804

Mobile: 07921 535966 (during club hours)



## REGISTRATION FORM

Child's Full Name:		
Child's Preferred Name (if different):		Male/Female:
Address:		Date of Birth:
Postcode:	Age:	Class:
Name of 1 <sup>st</sup> Parent/Carer including title – please indicate (Mr / Mrs / Miss / Ms / Dr):		
<i>Please note that contact 1 will be sent a registration link for ParentZone, an app which allows the contact to view the child's booking pattern and make online payments.</i>		
Home Tel:	Mobile Tel:	
Occupation:	Work Tel:	
Email Address:		
Does this parent have parental responsibility? <b>Yes/No</b>		
Name of 2 <sup>nd</sup> Parent/Carer including title - please indicate (Mr / Mrs / Miss / Ms / Dr):		
Home Tel:	Mobile Tel:	
Occupation:	Work Tel:	
Email Address:		
Does this parent have parental responsibility? <b>Yes/No</b>		
<b>MEDICAL INFORMATION &amp; SPECIAL OR PARTICULAR NEEDS</b>		
Doctor's Name & Address:		
Doctor's Tel:		
If you answer yes to any of the following questions, please provide further details in the space provided or in the <u>Relevant Information Section</u> . We may also require you to fill in a further form to provide more information.		
Does your child have any know illnesses/allergies/conditions?		Yes/No
Does your child have any special dietary requirements?		Yes/No
Does your child require help administering medicine?		Yes/No
Does your child have any particular or special needs?		Yes/No
Does your child have a Statement of Education needs?		Yes/No

If your child or family have an attached Social Worker, please give their name:		Yes/No
<b>EMERGENCY CONTACTS &amp; COLLECTION ARRANGEMENTS</b> These are people other than parent/guardian(s) named above. We will always try to contact the parent/carer(s) first in an emergency situation.		
Password for Collections:		
1. Title (Mr / Mrs / Miss / Ms / Dr)		Relationship to Child:
Name:		
Home Tel:	Work Tel:	Mobile Tel:
Can this person collect your child without us being given prior notification? <b>Yes/No</b>	Can this person be called to collect if your child has not been collected and you cannot be contacted? <b>Yes/No</b>	Can this person be called in an emergency if you cannot be contacted? <b>Yes/No</b>
2. Title (Mr / Mrs / Miss / Ms / Dr)		Relationship to Child:
Name:		
Home Tel:	Work Tel:	Mobile Tel:
Can this person collect your child without us being given prior notification? <b>Yes/No</b>	Can this person be called to collect if your child has not been collected and you cannot be contacted? <b>Yes/No</b>	Can this person be called in an emergency if you cannot be contacted? <b>Yes/No</b>
<b>RELEVANT INFORMATION</b> Please provide any other information you feel may be relevant. Please include details of any of your child's likes and dislikes.		
<b>IF ANY OF THE ABOVE INFORMATION CHANGES PLEASE NOTIFY HIGHFIELD          US AS A MATTER OF URGENCY ON 020 8464 7804          or <a href="mailto:stars@highfield-inf.bromley.sch.uk">stars@highfield-inf.bromley.sch.uk</a></b>		
Are you, or will you, be claiming the childcare element of Working Tax Credit?		Yes/No

**CONSENT REQUESTS**

(please sign each section)

I, being the parent/carer of the afore-mentioned child, give consent that, in the event that I am unable to be contacted, my child may undergo any emergency medical treatment as deemed necessary by medical personnel, if the delay in getting my signature is considered by the doctor to endanger my child's health & safety.

I give consent for my child to be taken off site by Highfield staff when carrying out fire & emergency evacuation drills as well as real events.

I have received a copy of Highfield Stars Club Terms & Conditions and have read, understood and agree to all of the terms as set out within.

I confirm that all information provided is correct and full to the best of my knowledge.

Signed:

Date:

**Sessions**

Before school sessions run from 7.45am to 8.45am

After school sessions run from 3.15pm to 6.00pm\*

\* Please note that collections made after 6pm will incur a late collection fee for each child

**Arrangements for drop off and collection of children to and from the Junior School**

The club operates in the school hall at Highfield Infants' School.

In the morning, Junior School children will be accompanied by a Highfield Stars Club member of staff to the Junior School Office by 8.45 am where the children will be admitted to school.

After school, Junior School children attending the Highfield Stars Club will go to the Junior School Office where they will be collected by a Highfield Before and After School Club member and walked back down to the Highfield Stars club.

**For Office Use Only**

	Registration Form completed including password, emergency contacts, doctors details & consent requests recv'd (date)	Signed T&C Returned recv'd	Acknowledgement sent via email (date)	Waiting list updated (if necessary) (date)	Entered onto C/C (date)	Bill payer details set up on I/Connect (date)	Copy of registration form to DH (date)
<b>Please tick or date</b>							

*Highfield Infants' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*