



Oak Fun Clubs Breakfast and After School Club Registration Form

Please complete and return this form by email to office@kentshillpark.school before booking any sessions using your online account.

Oakgrove Primary and Nursery, Altas Way, Oakgrove, Milton Keynes, MK10 9SG

Child's Surname:

First Name:

Date of birth:

Gender:

Home Address (including Post Code)

Home Phone Number:

EMERGENCY CONTACT NUMBERS: It is extremely important that we are able to make contact with you during the Breakfast Club/After School Club should there be a problem with your child. Please therefore give daytime details and at least one other contact person and indicate the order in which they should be contacted. Please give names and address of both parents (where possible).

First Parent Name:

Title

Daytime telephone number:

Daytime address:

Home telephone number:

Home address:

Mobile number:

Contact Order:

Second Parent/Second Contact Name:

Title

Daytime telephone number:

Daytime address:

Home telephone number:

Home address:

Mobile number:

Contact Order:

MEDICAL DETAILS:

Name of family doctor:

Telephone Number:

Address:

Are there any medical problems likely to cause difficulty or be relevant while attending The Breakfast Club e.g. emotional, diet, fits, medication, etc.?

Details of any regular medication: (e.g. asthma inhaler)

Will your child need to have their medication in school?

If yes, please give details and ensure you provide an additional item of that medication to be held at Oakgrove

Is your child allergic to plasters?

Is your child allergic to nuts?

Dietary Needs

Please tick if your child has any of the following dietary needs.

Dietary Need	Tick here	Dietary Need	Tick here
Artificial Colouring Allergy		Gluten Free	
Kosher foods only		No dairy produce	
No nuts of any type		No pork	
No beef		Halal	
Seafood Allergy		Vegetarian	

Please detail any further dietary needs the school needs to be aware of:-

Photo Consent

I consent to my child being photographed whilst at the Oak Fun Clubs for publicity and displays:

YES

NO

Signed:

Please provide any other information regarding your child that Oak Fun Clubs should be aware of.

CHILDCARE VOUCHERS:

Please complete all these details if you would like to use Childcare Vouchers as part or whole payment.

Childcare Voucher Provider:	
Total Monthly Voucher Payment Amount: (This will be the total of the two amounts detailed below for Breakfast and After School Club)	
Breakfast Club Monthly Voucher Payment Value:	
After School Club Monthly Voucher Payment Value:	

I understand that it is my responsibility to ensure I update any information directly with the breakfast and after school club by completing a new registration form.

Signed:

Date

Name:

Relationship to child

Tear off slip – to be kept by parent

- All Oaks Fun Club bookings must be paid for **in advance** (at least 1 school day in advance) of your child attending the club.
- Bookings should be made through your child's Scopay/Tucasi Account unless you are paying with Childcare Vouchers.
- Please contact the School Office if you are paying with Childcare Vouchers.

Late collection

Oaks Fun Club runs until 6pm in the evening. Parents must collect their child on time, based on the session they have booked; by 4.30pm for an early finish session or 6pm for a late finish session.

Failure to do so will result in a Penalty Payment as detailed below:

If your child is booked in for an early finish of 4.30pm and you are late by more than 15 minutes you will be charged an additional £2 to take their session up to a Late Oaks finish of 6pm.

If you do not collect your child by 6pm you will incur a charge of £5 for the first 15 minutes and then £1 per minute thereafter.

If you are going to be late you must inform us by calling the Oaks number on 07917700453.



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Persons Authorised to Collect Children from Breakfast and After School Club

We will not hand over your child to any unauthorised person. If you have not informed us of any changes and an unauthorised person comes to collect your child, they will not be able to do so until we have contacted to you and sought authorisation.

If you wish anyone else to collect you child on any specific day you must either inform a member of staff of this when you drop your child off in the morning or call the School Office and notify us of the changes (**calls must be made before 11am/2.30pm for Nursery and 2.30pm for the rest of the school**).

Name of Child	
Class	
Date	

The following persons are authorised to collect my child from school:

Name	Relationship to Child

End of School Day Permission for Your Child to Leave School without an Authorised Person Collecting Them

If your child is in Years 4, 5 or 6 and you are happy for them to take responsibility for getting home without being collected by an authorised person, please indicate below

I am happy for _____ to be dismissed from school and to travel home from school without an authorised person collecting them.

Signed:

Date:

Print Name:

Relationship to Child: