



ACORNS NURSERY BREAKFAST AND AFTER SCHOOL CLUB

Registration Form

**For Pupils Attending
Acorns Nursery**

**Tithepit Shaw Lane
Warlingham
Surrey
CR6 9AQ
Ofsted No: 144230**

Contact Acorns Nursery

01883 622000 (7.30am – 3.00pm)

Contact The Afterschool Club on

07394 571 311 (3.00pm – 6.00pm)

Acorns Nursery Breakfast and After School Club Registration Form

Child's Name: _____

D.O.B. _____

Parent/Guardian: _____ Tel: _____

Address: _____ Mob: _____

Emergency Contact Information – for the times your child will be in this provision

Emergency Contact 1:

Name: _____ Tel: _____

Relationship to child _____ Mob: _____

Emergency Contact 2:

Name: _____ Tel: _____

Relationship to child _____ Mob: _____

Collection

Please list the names of all adults (aged 16 or over) who may collect your child from the After School Club

Name	Relationship to Child	Telephone Number
1.		
2.		
3.		

Attached to this registration form is a copy of the After School/Breakfast club Arrival and Departure Policy. Within the Departures section we refer to the password that must be given to a member of staff when an adult collects a child from the provision. Please could you write your selected password below and ensure that this password is made available to any named/emergency adult who has to collect your child/ren.

Password: _____

Password Hint: _____

Medical Information (e.g. asthma)

Please supply inhalers/Auto Injector together with the signed pupil medication request.

Food Allergy/Intolerance – please detail

Other Information

If there is any other information you would like us to know, please write in the space below:-

Permission for Emergency Treatment

In an emergency, when a parent's attendance cannot be immediate, it is sometimes necessary to obtain treatment from a doctor or casualty department of a hospital. As a delay in such circumstances is highly undesirable, we would ask that you give your consent below in case such an emergency should unfortunately arise.

In the event of sudden illness or accident affecting my child, if recommended by a doctor, I agree to emergency treatment, including any operative treatment and/or administration of a general anaesthetic to my child.

I agree to all necessary information regarding my child being passed to the emergency services to enable successful treatment.

Child's Name

Signed Parent/Carer

Print name

Date

Parent/Carer Consent

I agree to the terms and conditions as set out by the Before/After School Club.

Signed: (Parent/Carer) Date:

Children's Contract

I (name) agree to follow all school rules..

Child's Signature: Date:.....

A child cannot attend until this agreement is signed. Please return to Acorns Nursery A.S.A.P.

PUPIL MEDICATION REQUEST

School Name and Address: Acorns Nursery/ Hamsey Green Primary School
Breakfast and After School Club
Tithepit Shaw Lane, Warlingham, Surrey, CR6 9AQ

Child's Name _____

Parent's surname if different _____

Home address _____

Condition or illness _____

☎ Parent's home _____

☎ Work _____

GP Name _____ Location _____ ☎ _____

Please tick the appropriate box

☐ I agree to members of staff administering medicines/providing treatment to my child as directed below.

☐ I agree to update information about my child's medical needs held by the Breakfast and Ocean club and that this information will be verified by GP and/or medical Consultant.

☐ I will ensure that the medicine held has not exceeded its expiry date.

Signed _____ Date _____
(Parent)

Cont

Name of medicine	Dose	Frequency/times	Completion date of course if known	Expiry date of medicine
Special instructions				
Allergies				
Other prescribed medicines child takes at home				

NOTE: Where possible the need for medicines to be administered at school should be avoided.
Parents are therefore requested to try to arrange the timing of doses accordingly.

Acorns Breakfast/After School Club - Terms and Conditions

Please read the following carefully.

1. Fees are invoiced via the finance department and must be paid a term in advance.
2. The school fully understands that sometimes parents require emergency after school childcare and this can be arranged via Acorns Nursery. Registers are taken and the session will be invoiced by the Finance Department.
3. The school accepts childcare vouchers – please ask the office for the registration number of the schemes we already use.
4. Parents paying by employer vouchers schemes can book sessions required – the system will recognise a voucher account.
5. The admin fee is covered under your Acorns deposit.
6. Should arrangements be made at any time for any adult other than those already named to collect a child, a member of staff must be informed by the parent in advance. All adults collecting children MUST give the correct password and must sign the child out before leaving.
7. All information given to employees of the school is covered by the Data Protection Policy.
8. Children must be collected by 6.00 p.m. Failure to comply will result in a late charge.
9. Respect for and proper use of all property, equipment and the premises is essential and must be maintained by all persons (child or adult) at all times.
10. Unless it is requested or optional as part of an activity, children MUST NOT bring toys, games or valuable items, including money. The school will not be held responsible for any personal items lost or stolen.