

**Hampstead Parochial C.E. Primary School**  
**Extended Services Registration Form**  
**£25.00 per child September 2019-July 2020**  
**PLEASE PRINT CLEARLY**

**Child's name:** ..... **Male / Female**

**Date of birth:**..... **Class:** .....

**In case of emergency- Contact 1**

**Parent/Carers name:**.....

**Child's home**

**Address:**.....

**Full Postcode:** ..... **Email Address:** .....

**Contact Number (1)** .....

(2) .....

(3) .....

**In case of emergency- Contact 2**

**Name:** .....

**Relationship to the child:** .....

**Contact Number (1)** .....

(2) .....

(3) .....

**In case of emergency Contact 3**

**Name:** .....

**Relationship to the child:** .....

**Contact Number (1)** .....

(2) .....

(3) .....

**I have read, understand and agree to the terms and conditions overleaf.**

**Parent /carer signature** ..... **Date** .....

## TERMS AND CONDITIONS

**The parent/carers of a child attending after school clubs agrees to the following conditions.**

All parents and children attending ASC must adhere to the ASC and General school policies. A copy of the ASC policy can be found on the school web site.

1. To pay an annual Registration Fee for each child the fee is payable throughout the year and is not discounted according to terms or length of time that clubs are used
2. No child may attend a club without a registration and a booked place.
3. All Hampstead Parochial CE School policies apply to School Clubs.
4. Club leaders and directors have the right to refuse club membership to children for inappropriate behaviour. Children will follow the schools Golden Rules ,ethos and the Behaviour Policy.
5. A child attending the School Clubs does not have the right to bring a friend or sibling unless the friend or sibling is registered and has a booked place.
6. Children will not be allowed to leave the premises during club time.
7. All children must be collected and **signed out** by an adult or sibling/approved carer over the age of 16.
8. Parents or persons elected to collect a child **must collect on time**, failure to do so will result in an automatic fee being charged (please see late collection fees a copy of which is available on request from the school office).Persistent late collections may result in the child losing their place in the After School Club facility.
9. Please ensure that your child is sent to school with a drink and a small, healthy snack.
10. Should you have any queries regarding your child within the Breakfast Club or After School Clubs, please make an appointment to discuss these with one of the Extended Services staff through the school office.
11. Please make a note of the School Clubs telephone number-

**The House- 020 7433 6757.**

If you wish to book your child into one of the following clubs at the ***last minute***, please leave a **brief**, clear message on "The House" telephone number listed above. All messages are picked up by 3:30pm every day. Please include details such as your **child's name, year and what date and time/s you wish your child to attend and what time you will be collecting them (for after school clubs)** **PLEASE DO NOT CALL THE SCHOOL OFFICE**

Breakfast Club	runs every day from 08.00 – 09.00am
Home from Home - Fun Club	runs every day from 3.30pm to 4.45pm
Leisure Club	runs every day from 4.45pm to 6.00pm

*Your child will not be able to attend one of the activity clubs unless **booked AND paid** in advance for the term.*