

OFFICE USE:

<input type="checkbox"/> REC ____/____/____	<input type="checkbox"/> SYS ____/____/____	<input type="checkbox"/> PM/CP ____/____/____
<input type="checkbox"/> REVIEW 1 ____/____/____	<input type="checkbox"/> REVIEW 2 ____/____/____	

CLAIRES COURT SCHOOLS
Holiday Club



Registration Form

Full Name of Child to be Registered:
Has this child attended Claires Court Schools Holiday Club before? <input type="checkbox"/> No, this is a NEW registration <input type="checkbox"/> Yes, this is an UPDATE to my existing registration

To complete registration, parents/guardians must fill out all sections of the Registration Form. A Registration Form is required for each child. This information will be stored securely. You will only need to complete this form on your first visit, but it is the parents/guardians responsibility to ensure the information is kept current and up-to-date.

When completed the parents/guardians must sign and date where indicated and return at the address below.

A separate booking form is used to reserve places at Holiday Club and need to be completed prior to each holiday period. A booking will not be confirmed without a completed Registration Form.

Our information is not linked to Claires Court Schools so if you child is a pupil at the school, you must still notify Holiday Club as well as school of any change of information.

Important Information

- If your child requires medication to be taken whilst at Holiday Club please complete and sign a Prescribed Medication form that can be downloaded from our website.
- Familiarise yourself with our policies and procedures that are aligned with the school, they can be found on the main school website at www.clairescourt.com.
- Ensure you have read the Holiday Club Terms and Conditions which can be found on our website.
- Please see the booking form for specific booking requirements.

Holiday Club, Claires Court Schools, The College, 1 College Avenue
Maidenhead, Berkshire, SL6 6AW

Tel: 01628 687440

Website: www.clairescourt.com/holidayclub

Email: holidayclub@clairescourt.com

Child Details				
Childs Full Name:	DOB:	Age:	Gender:	School:
			<input type="checkbox"/> M <input type="checkbox"/> F	
Address:				
Postcode:				
Parent/Guardian Details				
Name of Parent/Guardian 1:	Title:	Relationship to Child:		
Address:				
Same as child: <input type="checkbox"/>				
or Other:				
Postcode:				
Home Tel:	Mobile Tel:	Work Tel:		
Email Address:				
Name of Parent/Guardian 2:	Title:	Relationship to Child:		
Address:				
Same as child: <input type="checkbox"/>				
or Other:				
Postcode:				
Home Tel:	Mobile Tel:	Work Tel:		
As above: <input type="checkbox"/> or Other:				
Email Address:				

Other Details**Childs dietary requirements:**None:

Detail:

Childs medical history including childhood illnesses which influence daily care (allergies, allergies to any medication, asthma, any other medical conditions):None:

Detail:

If your child requires medication to be taken whilst at Holiday Club please complete and sign a medication form found on our website.

Detail your child's immunisations and childhood diseases:Measles: Yes No
Date:Tetanus: Yes No
Date:MMR: Yes No
Date:Had Chicken Pox: Yes NoHad Mumps: Yes NoHad Measles: Yes No**Provide any additional comments you would like to give us about your child (e.g. child's preferred name):**None:

Detail:

Doctor Details

Doctors Name:

Tel No:

Surgery Name and Address:

Postcode:

Contacts		
Detail contacts in the order you would like them contacted in the case of an emergency;		
1 st Contact:	2 nd Contact:	3 rd Contact:
<input type="checkbox"/> Parent/guardian 1 <input type="checkbox"/> or Parent/guardian 2	<input type="checkbox"/> Parent/guardian 1 <input type="checkbox"/> or Parent/guardian 2 <input type="checkbox"/> or Other contact; Name: Relationship: Home No: Mobile No:	<input type="checkbox"/> Other contact; Name: Relationship: Home No: Mobile No:

Permissions
Confirm agreements for your child whilst in our care;
<p>I agree to my child's face and hands to be painted.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Other:</p>
<p>I consent to any emergency medical treatment necessary, and authorise staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Other:</p>
<p>I agree that staff can take my child on activities at Holiday Club that may involve visiting parks, libraries or other off site locations.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Other:</p>
<p>I consent to my child using computer stations and have access to pre-determined web sites with adult supervision.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Other:</p>
<p>I agree to my child being photographed by staff for publicity and display.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Other:</p>
<p>I consent to you applying the sun cream I have provided to my child.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Other:</p>

Other

Please let us know how you found out about Claires Court Schools Holiday Club:

Claires Court Schools Maidenhead Advertiser Families Magazine Word of Mouth
Other, please detail:

Agreement

I/we agree to:

- the Terms and Conditions of making a booking.
- provide up-to-date information about my child including any update to contact details.
- collect my child promptly at the end of the booked session (latest Monday to Thursday 18:00 and Friday 17:30 - Holiday Club staff may have to inform Social Services if any child is remaining after 18:00 as these are our registered hours).
- sign my child out of Holiday Club.
- notify the staff in advance if any adult other than those specified in 'Contacts' is to drop-off or pick-up my child.
- inform Holiday Club if my child is to be absent from a booking for any reason.

Authorisation

Are there any orders excluding any adults who should not collect your child/children?

No:

Detail:

Signature/s:

Parent/guardian 1: or Parent/guardian 2:

Signature:

Date:

and/or Parent/guardian 1: or Parent/guardian 2:

Signature:

Date: