

Portsmouth

After School Club Registration form

Child's Name: Male/Female Date of Birth: ___ / ___ / ____	Parents Full Names: Child's usual address: Post Code: Home phone number: Email address: *if other parent/carer(s) live at an alternative address, please provide this on the reverse of this form.						
Doctor's name and surgery address: Telephone number:							
Emergency Contacts <table> <tr> <td>Name:</td> <td>Name:</td> </tr> <tr> <td>Relationship to child:</td> <td>Relationship to child:</td> </tr> <tr> <td>Telephone number:</td> <td>Telephone number:</td> </tr> </table>		Name:	Name:	Relationship to child:	Relationship to child:	Telephone number:	Telephone number:
Name:	Name:						
Relationship to child:	Relationship to child:						
Telephone number:	Telephone number:						
Any additional information e.g. allergies	Full names of any other person(s) authorised to collect your child aside from named parent/carer(s) above:						
If applicable, please provide the full names of any adults who CANNOT collect your child:							

Bookings Required – please tick for regular bookings – Regular bookings are to be emailed to pgs@ymca-fg.org each ½ term.

Monday Tuesday Wednesday Thursday Friday

If only ad-hoc sessions required email date to pgs@ymca-fg.org- Date care required from ___ / ___ / ___

**Your local
community
charity**

www.ymca-fg.org

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YMCA

Fairthorne Group

I consent to photos being taken of my child for promotional material _____

I consent to filming of my child for promotional material _____

Payments are to be made in advanced via BACS, Childcare vouchers or over the phone by calling 07789483709 or 02382 145480

Our after school club administrator must be informed of any changes made to your contact details and booking requirements. When completing this form, please refer to the Booking Conditions.

Permission: I consent to any emergency medical treatment necessary whilst the above named child is under the care of Portsmouth YMCA. I have read and accept the booking conditions. I am in a position of parental responsibility and consent to this child participating at the After School Club.

Signed: Date...../...../.....

Please sign and return completed form to PGS after school care, YMCA Portsea, Union Street, Portsea, Portsmouth PO1 3BY Tel: 07789 483709 / 07824809390

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- Portsmouth Grammar School after school club is for pupils of the school only.
- Registration forms must be completed and returned to the after school club team at least 24 hours before commencement date of care. Children cannot be accepted into our care without this completed form.
- At least two emergency contact names and numbers must be provided for emergency purposes.
- Registration forms must include an original signature of the parent/guardian or an adult acting in loco parentis for each child. Emails are not acceptable.
- Children must be booked onto sessions in advanced. Regular sessions are to be booked each 1/2 term at a time. Please note failing to book via pgs@ymca-fg.org you will be charged a £10 no booking fee.
- All children will be signed in to after school club at a designated meeting point. The YMCA are not responsible for a child until they are signed in on the register.
- Once registered you will receive your personal reference and bank details to enable payments to be made- if paying by via childcare vouchers please inform which childcare vouchers you will be using.
- In the event of a medical emergency every effort will be made to contact the parent/guardian before arranging medical treatment. If this is not possible we will inform you at the earliest possible time afterwards.
- We require written and signed consent if a child requires any form of medication to be administered whilst in our care.
- Children who have fallen ill will not be allowed to attend after school club to avoid spreading infection.
- Refunds will only be given on production of a doctor's note.
- Our registration requires us to provide full and accurate daily registers. The after school club team require written notification of any changes made to the regular session bookings.
- In order to comply with our Ofsted registration, your child must be collected by 6:00pm. Failure to do so will result in a late collection fine of £12 per child per 15 minutes or part thereof.
- Payment must be made either by BACS or childcare vouchers. Please note payments should be made in advanced. Alternatively you are able to pay using VISA/DEBIT over the phone via 07789483709 or 02382145480. We are unable to accept bookings without one of these forms of payment. Payment by childcare voucher will only be accepted if the account balance is cleared on a monthly basis.
- Sessions may be cancelled with the after school club team up to 5.00pm on the working day **before** the day of the session. These sessions will be credited to your account. Cancellations made after this time will not be refunded.
- The YMCA reserves the right to terminate any booking for any reason.
- Photographs may be taken by us of the children which may be used in future publicity. Please inform the YMCA Fairthorne Group if you do not wish your child to be photographed.
- YMCA Fairthorne Group does not accept responsibility for personal possessions. Parents should ensure that items are adequately labelled and covered by insurance.
- Children displaying inappropriate and antisocial behaviour may, as a last resort, be excluded from the after school club.
- In accordance with the YMCA Fairthorne Group Confidentiality Policy and Data Protection Regulations (1998) the personal details of after school club will not be disclosed to any third parties, other than those contracted to deliver services on behalf of YMCA Fairthorne Group.
- YMCA Portsmouth is part of YMCA Fairthorne Group, a registered charity no. 1090981 and a company limited by guarantee registered in England and Wales, no. 4336719. Registered Office: Bugle House, 53 Bugle Street, Southampton SO14 2LF tel: 02382 140640 info@ymca-fg.org