



CLIFTON MOOR OUT OF SCHOOL CLUB

Child's Registration Pack 2025/26

All sections must be completed before we can confirm a booking. A separate form must be completed for each child.

Personal Details

Surname	
Child's Name	
Date of Birth	
Address:	
Teacher(s)	

Parent/Carer Details (Emergency contact 1)

All sections must be completed.

Name		
Relationship to Child/Children		
Home Tel no.	Mobile Tel no.	Work Tel no.
Email Address (All correspondence and invoices will be emailed to this address)		

Parent/Carer Details (Emergency contact 2)

Name		
Relationship to Child/Children		
Home Tel no.	Mobile Tel no.	Work Tel no.
Email Address (optional)		

Emergency contact 3 (must be over 16 years of age)

Name	
Relationship to Child/Children	
Contact Tel Number/s:	
Password (must be used if your child/children are to be collected by someone unknown to staff)	

Doctor's Details		
Surgery Name & Address	Doctor's Name	Surgery Tel no.
Permissions		
All sections must be completed.		
Do you give permission for your child to receive appropriate medical attention for minor injuries?		
Do you give permission for your child to receive appropriate medical attention in an emergency? <i>You will be contacted but a doctor may deem it necessary to proceed with treatment, including surgery, before your consent is obtained. By agreeing to this you waive your right of informed consent to such treatment. You also give your permission for your child/children to be transported by ambulance to a hospital.</i>		
Do you give permission for your child to wear a plaster if the occasion arises?		
Do you give permission for our staff to apply sun-cream to your child if needed? <i>Please Note: sun-cream should be provided in a labelled bottle if possible.</i>		
Do you give permission for your child to be photographed for publicity purposes?		
Do you give permission for images of your child to be shared on the clubs X account and for educational use?		
Do you give permission for your child to watch U rated films?		
Do you give permission for your child to watch PG rated films?		
Do you give permission for us to share information about your child with school?		
In compliance with current legislation and requirements, we may be obliged to share information with other childcare professionals, e.g. social workers or other settings, in order to maintain a consistency of care and to ensure the health and wellbeing, of your child/children.		
Additional information you would like us to know about your child/children (e.g. Likes/dislikes, worries or concerns. If your child has SEND, please see the next page)		

General Health & Wellbeing All sections must be completed.

Hearing	
Sight	
Toileting Needs	
Communication & Language Support e.g. PECS, Makaton	
Home Language	
Preferred Language	
Festivals you celebrate	

Additional Needs and Medical Information

All sections must be completed. If any of the following apply, you will be asked to complete additional forms before your child attends the setting. You agree to share relevant updates with us regarding this information for example, any changes to an EHCP.

Additional Needs and Medical Information		For completion by cmoosc:
Known Allergies		Forms received:
Medication		Forms received:
Dietary needs		Forms received:
SEND (Special Educational Needs and Disability) PLEASE NOTE: A child with SEND cannot attend our setting until we have received a copy of an EHCP (Education Health and Care Plan) if applicable. Robust risk assessments must also be in place.		For completion by cmoosc: EHCP: <input type="checkbox"/> My Support Plan: <input type="checkbox"/> Risk Assessment <input type="checkbox"/> Other <input type="checkbox"/>

If you would like to discuss anything about your child/children confidentially please speak to the manager or deputy manager

CMOOSC Privacy Notice

At CMOOSC we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone, email, social media and post, so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (e.g. to take online bookings, or to issue invoices)
- have obtained your prior permission

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.

Signed: _____ Date: _____

Name: _____

* We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.

Clifton Moor Out of School Club

Terms & Conditions

Our Promise to Parents

We will take care of your child during out of school hours in a safe, fun, happy and enjoyable environment, offering an exciting and varied programme of activities. We will keep you informed of current affairs at club and work with you and the school to manage behaviour effectively. A full copy of all our policies and procedures are available on request.

Admissions Policy

Payment: Breakfast Club £5.50, After School Club £11.00, (prices subject to change)

- Payment is required in advance. This can be by BACS or childcare vouchers
- Please be aware that childcare vouchers can take 5 working days to clear
- Permanently booked sessions will be invoiced monthly in advance. Variable bookings will be invoiced monthly in arrears
- Any outstanding fees must be cleared within 5 working days. Please note persistent late payment of fees may result in your child's place being withdrawn

Cancellations: All bookings, once made, must be paid for. If you feel that you should not be charged for a session, please discuss it with the Manager.

Late collection charges: After school club closes at 6pm prompt. Any children not collected by this time will incur an additional charge of £10 per 15 minutes, per child.

Collecting children: If a known person is unable to collect your child you must inform the club. Your child will not be released to an unknown person without prior notice. The unknown person must use the password entered on your child's registration form.

Signing in and out: OFSTED regulations state all children must be signed in and out of the setting.

Medicines policy: We are not able to accept any child with an infectious condition. (Please see club notice board for exclusion periods).

If your child is prescribed medication which they need to take during their time with us, we will administer this, but a consent form must be completed (ask for details). If your child needs to take the medicine at school, a school form must be completed.

We cannot administer any medication which is not prescribed. This includes Calpol, Paracetamol and Ibuprofen.

If your child has an illness or allergy which requires them to need regular medication you will be asked to complete a health care form or long-term medication permission form. Without this we are not able to administer their medication. (Please note this includes asthma inhalers).

Complaints procedure: In the event of any complaints or concerns involving the setting please do not hesitate to speak to the manager. Full details of our complaint's procedure are displayed on our board.

Parent/Carer Signatures

(To be signed by **ALL** people listed on this form as having care or parental responsibility of the child/children)

I declare all the information in this pack to be true, agree to the terms and conditions, and will contact the club if any of the details change

Print Name:	Sign:	Date:
Print Name:	Sign:	Date:
Print Name:	Sign:	Date:

CLIFTON MOOR OUT OF SCHOOL CLUB

Days required

Please ensure you complete all sides, and return this form before your child is due to start with us Failure to do so may result in your child's place being unavailable.

Childs Name

Parents name contact number

Please circle which days you require and return with your child's registration form. (Regular booked places are guaranteed and charged in advance)

Breakfast Club After School Club

Mon Tues Wed Thur Fri Mon Tues Wed Thur Fri
.....

I wish to use the club on an ADHOC basis and will give as much notice as possible (**at least a weeks notice.**) to ensure my child's place. Yes Approx. how many days a week ?
.....

Adhoc bookings can not be made over the weekend for Mondays.

In the event of an emergency and a place needs to be booked on the same day, please ring and or text the club first, before informing the school. The school **cannot take bookings** for our club,

(Adhoc cannot be guaranteed as the child to adult ratio will not be compromised.)