

# **HAMSEY GREEN PRIMARY SCHOOL SURFERS AND OCEAN CLUB**

**For Pupils Attending  
Hamsey Green Primary School**

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

**Contact the afterschool and breakfast club on**

**01883 622000 (8.30am – 3.00pm)**

**0739 4571311 (7.30am – 8.40am and 3.00pm – 6.00pm)**

# 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: \_\_\_\_\_

Please indicate which payment method you will be using:

Pay as you go  Vouchers

## 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: \_\_\_\_\_

### Medical Information (e.g. asthma)

Please supply inhalers/epi-pens 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 the School Office A.S.A.P.

## PUPIL MEDICATION REQUEST


School Name and Address: Hamsey Green Primary School Surfers and Ocean Club  
Tithepit Shaw Lane, Warlingham, Surrey, CR6 9AN


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

My child will be responsible for the self-administration of medicines as directed below.

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 Surfers 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.

# Surfers/Ocean Club

## Terms and Conditions

Please read the following carefully.

1. The current fee per morning session is £4.00 (as at September 2016) The current fee per afternoon session is £9.00 (as at September 2016) £1.00 reduction for additional siblings. Fees are payable in advance.
2. The school fully understands that sometimes parents require emergency after school childcare and this can be arranged via the school office – an on-line payment will be required before 3.00pm for that emergency session.
3. All bookings must be made on-line and payment should be made at time of booking except where employer voucher schemes are used. Credit/debit cards and pay point payments are accepted. Please aware that pay point payments can take up to 48 working hours to clear.
4. Any pupil attending either session more than twice which has not been booked and paid for online (excluding voucher accounts) will have the place withdrawn and will need to make alternative childcare arrangements.
5. The school accepts childcare vouchers – please ask the office for the registration number of the schemes we already use.
6. Parents paying by employer vouches schemes can book sessions required – the system will recognise a voucher account.
7. A non-refundable payment of £2.00 will be charged to each new applicant to cover administration costs.
8. An admin fee of £4.50 will be charged for the completion of each form requesting additional financial information e.g. child tax forms and statements.
9. 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.
10. All information given to employees of the school is covered by the Data Protection Policy.
11. Children must be collected by 6.00 p.m. Failure to comply will result in a fine, please see page 3.
12. 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.
13. 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.
14. Accounts which are inactive for more than half a term will be closed unless advised otherwise to [oceanclub@hamsey.surrey.sch.uk](mailto:oceanclub@hamsey.surrey.sch.uk).