



Safari Club

Registration Form (2023/24)

**Please complete separate forms for each child.
Parents are required to fill this in annually.**

PLEASE COMPLETE THE FORM IN BLOCK CAPITALS

Child's Full Name:	
Child's preferred Name:	Male/Female:
Full Postal Address and Postcode:	Date of Birth: Age: Class:
Name of 1 st Parent/Guardian:	Name of 2 nd Parent/Guardian:
Home Telephone Number	Home Telephone Number:
Work Telephone Number:	Work Telephone Number:
Mobile Number:	Mobile Number:
Email:	Email:

Emergency Contacts

Please ensure that you notify us immediately of any changes to contact information.

1.Name:	Relationship to child:
Address:	Mobile Telephone:
Home telephone:	Work Telephone:
2.Name:	Relationship to child:
Address:	Mobile Telephone:
Home Telephone:	Work Telephone:

If you wish to book Regular Confirmed Bookings please specify which day(s) of the week you wish for your child to attend the Safari Club. **This would need to be for at least a term.**

Monday	Tuesday	Wednesday	Thursday	Friday

Charge: £12 per child per Regular Confirmed session. Sessions are booked by the school office half termly in advance.

Please tick this box if you wish to register for Ad-hoc bookings. Charge: £14 per Session. Adhoc bookings must be paid for immediately via School Gateway. Due to time constraints we are unable to accept Childcare Vouchers/Tax Free Childcare for Ad-hoc bookings

Please indicate if you wish to pay using Childcare Vouchers/Tax Free Childcare. (Regular Confirmed Bookings only)

Yes No

Please state who your childcare voucher provider is and any reference used to help us identify your payment.....

Medical & SEND Information

Please state all medical information and/or Special Education Needs or Disabilities that we may need to be aware of. Please continue on a separate sheet if necessary. Safari Club is an inclusive wraparound care club, this is to ensure we can best support the children in our care.

Does your child need to take medication whilst attending the club? (if Yes, please complete a permission to administer medication form) _____

Are there any foods or drinks your child is not allowed to consume? If Yes please list-

Due to (please circle): preference religion allergy other



Safari Club **Terms and Conditions**

(Parents/Carers are required to sign this annually)

Child's Name:

What we offer

Our Club follows the play work principles. The children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available. We run age appropriate adult led activities and physical activities where possible.

We provide a variety of healthy meal options and promote independence, by encouraging the children to clear away after themselves. For 2023/24 we will be using our School Meal provider Olive Dining who use fresh ingredients and follow statutory guidelines. Menus will be available to view on the school website once confirmed. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

Terms and Conditions

Booking and Payment of Fees

Regular Confirmed Booking – Bookings are pre-arranged for the same days each week and cost £12.00 per session. It is not possible to swap days, cancel or refund monies due to non-attendance or change of mind once a booking has been made. Sessions are booked by the school office half termly in advance. Payments should be made via School Gateway with payments due in advance for the entire half term two working weeks before the end of the previous half term, with the exception of bookings for the start of the school year (September) where payment must be made by 1st August.

Childcare Voucher and Tax Free Childcare payments

Please email the school office admin@raglan.bromley.sch.uk stating the date released, amount and reference.

Childcare Vouchers/Tax Free Childcare payments are manually applied to School Gateway and can take up to 5 working days to clear in the school bank account. Please release the payment at least 5 working days before the payment deadline. When the payment is applied you will receive an automated 'receipt' from School Gateway to confirm payment. You may receive automated payment reminders until the payment has been applied to School Gateway.

Ad-hoc Bookings – (Subject to availability) These bookings are made by phoning the School Office on 02084606558 giving at least 24hrs notice and are payable at the time of the request and will not be confirmed until payment is made. Each Ad-hoc booking will be charged at £14.00 per session and is payable immediately via School Gateway. Once paid bookings are not transferable. If payment is not received we will be unable to take any further ad-hoc bookings from you. Due to time constraints we are unable to accept Childcare Voucher or Tax Free Childcare payments for Ad-hoc bookings.

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- **Raglan is a nut free school. Please do not send your child into school with any food items containing nuts. Children are provided with a healthy meal whilst attending Safari club.**
- Safari club will not run on the last day of term when there is an early finish.
- Once sessions are reserved and booked termly in advance, six weeks notice (not including school holidays) is required in writing if you wish to amend or cancel your sessions. Failure to adhere to the terms and conditions may result in children losing their place in the club.
- If the club is forced to close because of circumstances beyond our control (floods, snow, lack of services, force majeure), we will not be able to refund fees.
- I am aware that Raglan Primary School manages this club in accordance with policies in place within the school, including; Safeguarding, Behaviour & Relationships, Inclusion, Equality and Complaints. I can confirm that I am familiar with the policies which are available on the School's website.
- A Registration Form will need to be completed before your child is allowed to stay at the Safari Club. Please inform the club leader of any change in contact details including any additional information which may be relevant in caring for my child e.g. allergies, medical, additional needs etc. I give consent that, in the event that I am unable to be contacted, my child may undergo any emergency medical treatment as deemed necessary by medical personnel, if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.
- When collecting my children I should arrive at the Studio and ensure my child is signed out on departure. I am aware that no child can be collected by anyone under 16 years of age and anyone collecting my child must be known by the club staff or by prearrangement with the club leader. If you are going to be late or there is an emergency please phone the Studio directly by ringing the school office number 0208 460 6558 and press 7. This phone is only answered during club hours 3.30-6pm.
- **If a child attends an after school activity club on the same day they are booked into the Safari Club, parents must advise both parties so that they can arrange the safe handover from one to the other.**
- Safari Club will be open from 3:15pm – 6:00pm and will be held in the Studio. The session will finish promptly at 6:00pm. Late fees will apply at the rate of £5.00 for every 5 minutes you are late after 6.00pm. You will be asked to sign receipt book and given a copy with the time.
- In line with the School policy Safari Club will not be held responsible for the loss of valuables.

- Information held by Safari Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concern, I understand that the Safeguarding Officer has a legal duty to pass certain information onto external agencies including: Local Authority Designated Officer for Safeguarding and Social Care in line the school's Child Protection Policy,
- I confirm that I have read and accept the terms and conditions above:

Child's Name.....

Parent/Carer Name.....

Signature of Parent/Carer.....