



## REGISTRATION FORM

All the children who attend Cool Kids Club must be registered  
Attendance fees are shown in the Club Rules.

**Please complete one form per child. Please PRINT clearly.**

Child's name in full:	
Child's date of birth:	Home telephone number:
Home Address:	
School attended:	Class:
Mother's Name:	
Does she have parental responsibility? Yes/ No	
Father's Name:	
Does he have parental responsibility? Yes/ No	
Daytime telephone number:	
Name & telephone number of person collecting child from the club if different from above:	
Name & telephone number of a person locally who can collect the child from the club in an emergency:	
Email address for payments via ParentMail:	
Child's doctor:	
Telephone number:	Surgery address:
Additional information i.e. special diet, allergies, conditions, health problems or anything else the Club should know about your child.	
Does your child require any special access requirements or methods of communication? If so please list below:	

I consent to my child receiving medical treatment in the event of an emergency.

I understand the Club cannot accept responsibility for the children's possessions or valuables whilst they are attending the club.

I will notify the Club if any of the above details change.

Parent's/Carer's name (Block Capitals).....

Signature..... Date .....

# Rules and Regulations

- A registration form must be completed by all parents/guardians before a place can be allocated.
- Payments are submitted at the time of your advanced online booking via your ParentMail account.
- The rates for the C.K.C. is £4.00 per hour or part of an hour.\*
- To ensure your child's safety, please make sure the C.K.C. is informed of any changes in circumstances.
- Session 1) 7.30 am—8.50 am is £4.00; Session 2) 3.00/3.15-4.30 is £4.00 and Session 3) 3.00/3.15-5.25 is £7.00. In the event that our child is attending an alternative extra-curricular club and wishes to attend the club for the second hour only, then a retainer of £1.50 is to be paid for the first hour of Cool Kids Club.
- Late bookings made within two days will need to complete a paper copy and will incur a £2 extra charge per child per session.
- Credits will be added to your CKC ParentMail account against any cancelled sessions of any child if cancelled at least 2 days in advance. Credits for unplanned absences, including sudden sickness of the child, can only be given in exceptional circumstances (at the discretion of the Governors of Hadrian Academy).
- **If on collection of your child, the time exceeds your allocated session, you will be charged for the following session. Children not collected by 5.25pm: for up to 15 minutes late there will be a charge of £5.00 and for up to 30 minutes late, the charge will be £10.00.\* each 15 minutes after that will incur an extra £5 cost to pay for 2 members of staff.**
- Any parent collecting their child after 5.30pm will have this recorded. If your name is recorded 3 times in an academic year you will be asked to make alternative arrangements for your child.
- The Play Leader will not allow a child to be collected from a session by anyone other than those adults nominated on the registration form, without written permission from that child's parent/guardian.
- **Sickness, accidents, first aid and emergencies:** If a child becomes ill during a session every effort will be made to contact one of the people listed on the registration form to arrange collection of the child. The child will be cared for until collected and any first aid administered. In the event of a serious accident, every effort will be made to contact the parent/guardian and in the event of an emergency, an ambulance will be called.
- It is made clear that the Club CANNOT accept responsibility for a child's possessions or valuables whilst they are attending the Club. The child will not need to bring any food/drink with them, as a light snack and drink will be provided.

Signature of parent/guardian.....

Full Name (Printed).....

Date Signed.....