



St. Philomena's Catholic Primary School

Headteacher: Miss V Maher

Green Room Club and/or Breakfast Club Enrolment Form

If you require assistance to complete this form,
please do not hesitate to contact the school office

We would be grateful if you would complete the form
as fully as possible to enable us to meet the needs of your child.

If there is any information you do not wish to supply,
please note this under the relevant section.

Child's First Name

Surname

Name Likes to be Known by

Address

Sex

Male

Female

Date of Birth

Contact Details

Name and
relationship

Telephone Number

Home

Mobile

Does your child have any Special Dietary Requirements or Allergies that
we should be aware of:

Yes

No

If 'Yes', please give details of these Requirements and/or Allergies

Please return this form to the school office

Health Information

Name of GP

Address

Telephone

Medication

If your child requires any medication while in the Breakfast Club or the After School Club a "Medication" authorisation form should be completed and signed. Forms are available from the office.

Does your child have fits or seizures?

Yes

No

If 'Yes', please give details of warning signs, anything that triggers this condition, frequency and length of fits and action to be taken.

Is there any other information you would like to add on this section?

Emergency Contacts

(Friend, relative - this MUST BE someone other than the Parent/Carer)

1. Name

Telephone Number

Home

Mobile

Relationship to Child

2.

Name

Telephone Number

Home

Mobile

Relationship to Child

Play and Activities

1. **What particular activities does your child enjoy, both indoor and outdoor? Please describe:**

2. **How does your child relate to other children?**

3. **What toys or objects interest your child or does your child have any special hobbies? Please describe:**

4. **Are there any activities that your child will not enjoy or dislikes, or has a fear or phobia about? Please describe:**

5. **Are there any activities, which may be unsuitable for medical reasons?**

6. **Is there any other information you would like to add on this section? If so, please describe:**

Behaviour, Danger and Risk Taking

1. Would your child attempt to run away or wander off if not closely supervised at the scheme?

Yes

No

If 'Yes', please give details:

2. Does your child have an awareness of dangerous situations?

Yes

No

If 'No', please describe or give examples:

3. Is your child likely to display any challenging and/or anti-social and/or difficult behaviour?

Yes

No

If 'Yes', please describe:

4. How would you normally respond to calm/comfort or distract your child?

5. How does your child react to new situations?

6. Are there any situations or events that make your child particularly anxious?

If so, please give details:

7. Is there any other information you would like to add to this section? If so, please give details:

General Information

Is there anything else you would like to tell us about your child that might assist us in ensuring that we can make their time enjoyable and a positive experience and help us in ensuring that they attend the most appropriate scheme, including any comment on 'age-appropriate' activities? If so, please state below:

Consent

Accidents and Injury

In the event of my child being involved in an accident whilst attending an activity, I understand that every effort will be made to contact the Parent/Carer. If I cannot be reached I give authorisation for trained staff to undertake basic First Aid and for trained staff to undertake any medical treatment that my child requires.

Signature

Confidentiality and Child Protection

St Philomena's CP School adheres to a policy of confidentiality within their service, but we reserve the right to inform the relevant agencies in the event of an issue arising with regard to Child Protection. We will take into account the rights and wishes of the child in line with Child Protection procedures.

Name (print)

Signature

Date

TIMES:

BREAKFAST CLUB : - 7.45 AM – 8.45AM

GREEN ROOM CLUB: - 3.20PM – 5.45PM

Unfortunately, we will have to make an extra charge if children are not collected promptly at 5.45 p.m. The cost will be £1 per minute. This may seem excessive, but staff will need to clean the room and get themselves off of the premises so that Mr Hill may lock up on time

PASSWORD: If you wish another adult to collect your child on your behalf please ensure that you that you inform the school office before 4.30pm.

Please provide us with a password:

Keep a note of this password and ensure that you only pass it on to the adult that you wish to collect your child.

St Philomena's exercises and maintains a debt free policy whereby all services and provisions should be paid for in advance – this includes dinner money, clubs and out of school child care provision, etc. Should the situation arise where money is owed, St Philomena's reserves the right to refer the matter to a debt recovery company where an additional 20% of the amount owing plus any administration charges will be charged to the debtor by the debt recovery company. Alternatively, we also reserve the right to pursue the debt through a small claims court, where the debtor will be responsible for the payment of all court charges.