

We See Jesus In Everything We Do



St Edward's Catholic First School, Parsonage Lane, Windsor SL4 5EN

Head Teacher: Mrs Sarah Matthews

Telephone: 01753 860607

Email: office@secfs.org.uk

Website: www.stedwardscatholicfirstschool.co.uk

Extended Hours Care Registration Form

Please complete one form per child

Breakfast Club runs from 7.15am – 8.30am, Monday to Friday at a daily cost of £6.00 if pre-booked & £7.00 if not booked and children attend ad hoc.

Cuckoo Club runs from 3.15pm to 6.00pm, Monday to Thursday and 3.15pm to 5.30pm on a Friday, at a daily cost of £12.00 if pre-booked & £15.00 on the day, if booked through the office.

Late pickups will be charged at £5 for every 5 minutes after 6.00pm.

Breakfast & Cuckoo Club term time opening & closing dates are on the school calendar on our website.

Child's Details

Child's Surname		Child's First Name	
Date of Birth		Child's Class	
First Language			

Primary Carer

Name		Mobile phone	
Relationship to child		Parental Responsibility? *	Yes / No
Home address		Home Phone Work Phone	
Email	*If parental responsibility restrictions apply, please advise club administrator		

Second Carer

Name		Mobile phone	
Relationship to child		Legal Parental Responsibility? *	Yes / No
Home address		Home Phone/ Work Phone	
Email	*If parental responsibility restrictions apply, please advise club administrator		

In case we are unable to contact either of the first two carers, please give details of an additional adult who may collect your child and a password to be given upon collection

Name		Mobile phone	
Home address		Relationship to child	

PASSWORD _____

Should my child need to be collected in an emergency by an individual not named on this form, I will contact the club administrator to advise them of the individual's name, and the individual will use the above password when collecting my child.

Doctor's details

Practice Name		Address	
Phone number		Registered Doctor	

Allergies, Dietary Requirements, Medical Conditions – Please enter 'NONE' if applicable

- I consent to my child attending St Edward's First School's extended hours care services and I have read, and accept to abide by the conditions in the Policies and Procedures document, available on the school's website
- Fees must be paid in advance in order to book
- I understand that if I collect my child late from Cuckoo Club I will incur charges which will become payable within one week
- I will advise the school office if any of the details on this form change (contacts, numbers, allergies, medical conditions etc)
- I give permission for a trained member of staff to administer First Aid if required
- I give permission for staff to seek any emergency medical advice or treatment in the event that my child is involved in a serious accident. Should this happen, I will be contacted by the club immediately on one of the numbers I have supplied
- I understand that the information on this form is confidential, but that it may need to be shared with other professionals if deemed necessary
- I am aware that staff have an obligation to report suspected child abuse
- I GIVE / DO NOT GIVE permission for my child to watch Parental Guidance (PG) films during Cuckoo Club (please indicate if you do not consent, or we will assume permission is given)

Child's Name _____

Parent's Signature _____

Parent's Name (please print) _____

Date _____