**Winkleigh Primary School Before School Club Registration Form**

**Name of Child** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact Details**

|  |  |  |
| --- | --- | --- |
| Priority | Name/relationship | Emergency Contact Number |
| 1 |  | Home/Mobile/Work (delete as appropriate) |  |
| 2 |  | Home/Mobile/Work (delete as appropriate) |  |

**Medical Details**

Name of Doctor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practice Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide details of any special dietary requirements, allergies or medical conditions

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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By registering my child with the before school club I agree to the terms and conditions below.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please return this page to school before your child attends his / her first session.*

**Winkleigh Primary School Before School Club**

**Terms and Conditions**

* Bookings must be made online using the School Gateway in advance the deadline is Saturday before the week commencing date.
* Fees must be paid at the point of booking on the Gateway.
* Ad hoc bookings will be accepted if places are available, a charge will be added to the Gateway.
* The club has the right to exclude a family for non-payment of fees.
* We will operate a credit system for cancellations which can be redeemed off the next booking. Credits for cancelled sessions will not be available unless a minimum of 24 hours’ notice is given or notification of illness is provided. If your child is off school due to sickness please call the school office on 01837 83354 to advise they will not be in. Failure to do so will incur the full cost of the session booked.
* On the rare occasion that the school must close unexpectedly, i.e. bad weather and the club will not be available, you will not be charged.

To make a booking please log in to your School Gateway account and look for the Before School Club option in the ‘Dinners’ menu, listed under your child’s name. Please select the dates you would like to book, then proceed through the Checkout process. If you have any issues, please contact the admin team.