



Registered Charity 1142955
OFSTED Registration EY445021



Botesdale After School Club
Enrolment Form and Individual Child Records
Tel: 07952961285

Childs name	
Date of Birth	
Home address	
Home telephone	
E-Mail Address	

Parent/s, Guardian/s and Carers details

Name	
Relationship to child	
Address	
Place of work	
Work telephone	
Mobile telephone	

Name	
Relationship to child	
Address	
Place of work	
Work telephone	
Mobile telephone	

Name	
Relationship to child	
Address	
Place of work	
Work telephone	
Mobile telephone	



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Emergency contact details other than above

Name	
Relationship to child	
Home telephone	
Mobile telephone	
Name of person who will normally collect your child	
Name of person/s who may collect your child	
Password for collection of your child by another	
Additional information, if needed i.e. who may or may not collect your child unless Club has been informed by you personally	

Child's doctor & health information

Name of doctor	
Surgery address	
Surgery telephone	
Does your child suffer from any health problems, allergies or have any special dietary requirements	

Permission agreements

I give permission to the following	Parent/guardian/carers signature
For staff to administer first aid and seek emergency medical treatment or advice.	
For my child to be escorted back to the school playing field for outdoor sports and games.	
For adhesive plasters to be applied to you child if necessary	
For sun cream to be provided and applied by your child.	



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For photographs of your child to be placed on BASC website.	
For staff to call an ambulance in the event of your child needing emergency hospital treatment and contact names cannot be reached immediately. To allow a member of staff to sign consent forms on the parent's behalf if a delay in treatment could endanger their child's life. This will only apply if the parent/carer is delayed in getting to the hospital.	
For staff to share information with other childcare provisions, i.e. OFSTED, Childminders, Pre-School, Primary School, Suffolk County Council, Inclusions Officers.	
For your child's date of birth to be added to the daily signing in/out sheet.	
Additional information regarding your child e. g. fears, likes, dislikes, comfort items and best friends.	

**The Club operates between 3.25pm and 6.00pm during term time. Your child can be collected any time during the session up until 6.00pm
Please tick to specify days required when booking sessions.**

Required Start date of Child _____

Monday	Tuesday	Wednesday	Thursday	Friday



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Optional information

Ethnic origin	
Religion	
Language spoken at home	

The children will be collected from St Botolph's C.E.V.C.P School, by Club staff and escorted safely to the Club, from where they will normally be collected, unless when in warmer weather the Club staff are able to take the children back to the School to enjoy outdoor sports and games, if this is the case children will need to be collected from the School playground, a notice will be placed on the front door of the village hall informing you of this.

Signature of Parent/Carer	Date
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