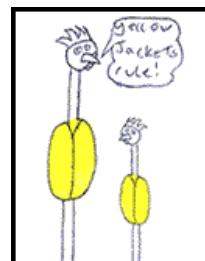


Ashley Down After School Club and Holiday Playscheme

139 Muller Road
Horfield URC
Bristol
BS7 9RE
(0117) 9040043
ashleydownasc@yahoo.co.uk
www.ashleydownafterschoolclub.org.uk



25th June 2010

Dear Parent/Guardian

The attached form will enable us to register your child at the after school club / holiday play scheme;

- **Parents of children currently at the club registered will need to re-register, the closing date for registration is Friday 16th July. New applicants need to return forms by Friday 23th July**
- **Fees are £7.50 per session. The acceptance of a place commits you to pay for that session for every week whether or not your child attends. Four weeks notice in writing must be given to change or terminate your arrangements.**
- **Please note that as of September 2010 a registration fee is no longer payable.**

In order for us to provide the best possible service please ensure that you have completed all elements of the form. If a section is not applicable to your child please indicate so on the form.

It is important that we are aware of any disability that your child may have in order that we can support them to get the best out of their play experience. We also need to be informed of any medication that your child needs to take on a regular basis.

Your child will not be excluded from the club because of any information you declare on this form. However, we may need to discuss further how we can best support your child at the club.

If you are unsure about any section of the form please discuss it with staff on site. New applicants are welcome to visit the club between 4.15 and 5.00 on any day.

The form needs to be returned to the club chair: Emma Hallett , 18 Quarrington Road, Horfield, BRISTOL BS7 9PL (an address slip is included with this letter)

Could you please inform us of changes to the information given on the registration form, particularly any changes in emergency contacts, as soon as possible please.

Could you also supply us with an e-mail address as this will be our main form of contact with you.

Thank you for your co-operation in this matter.

Yours sincerely

Emma Hallett
Club Chair

Please tick box if you give your consent to;

In the event of my child not being collected by 5.30.pm I give my permission for my emergency contact to collect my child. Staff will try and contact me. A note will be left on the door giving me information on who has collected my child if emergency contacts are not available. I understand that if staff are needed to stay to provide child care I will be charged.

I give consent for my child to receive medical treatment, if required. Every effort will be made to contact you beforehand.

I give permission for the staff of Ashley Down after School club to collect my child from school and escort them to the club and I understand that during holiday play schemes staff may take my child off site during certain activities.

I give my consent for photographs taken of my child whilst at the club to be used in publicity for the club.

Attendance

Please circle days you would like your child to attend:

After School Club: - Monday Tuesday Wednesday Thursday Friday

Holiday Play Schemes only: - (please tick)

To be signed by person with parental responsibility:

I understand and give my permission to all of the above.

This information is correct to the best of my knowledge.

Signed **Print name**

Date

Please return this completed form to the club chair; Emma Hallett, 18 Quarrington Road, Horfield, BRISTOL BS7 9PL using the pre-addressed label.

More information about the club, such as the club rules, discipline policy and how the club is run, can be found on the website: www.ashleydownafterschoolclub.org.uk. Look at the 'About us' tab. A membership pack will also be issued to you when we confirm your child/children's place/s.

Monitoring Form

The Club is partially funded by grants from Bristol City Council who have adopted a policy of recording the ethnic background of those who use its services. This is to ensure that services reach all sections of the community.

If you do not wish to complete this section it will not prevent your child from having a place at the club.

Ethnic Origins	Child 1	Child 2	Child 3	Parent 1	Parent 2
Black African					
Black Caribbean					
Black British					
Black Other					
Chinese					
Indian					
Pakistani					
Bangladeshi					
Other Asian					
White & Black Caribbean					
White and Black African					
White & Asian					
Other Mixed					
White British					
White Irish					
White Other					
Other Ethnicity					
First Language					
English					
Punjabi					
Gujarati					
Urdu					
Cantonese					
Other					
Religion					
Christian					
Hindu					
Muslim					
Sikh					
Rastafarian					
Other					
Disability					
Do you consider yourself disabled?					