



Email:  
 thegreenfieldclub@yahoo.co.uk  
 Website:  
[www.thegreenfieldclub.com](http://www.thegreenfieldclub.com)  
 (Reg. Charity No. 1087674)

The Greenfield Centre  
 Park Avenue  
 Winterbourne  
 Bristol  
 BS36 1NJ  
 01454 777604

## Out of School, In Service Days and Holiday Play Scheme

### Application for Membership- 2019/2020

All children who attend **must** be registered with the Club & pay an annual MEMBERSHIP FEE of **£25 per child**  
 Please tick & date here to let staff know your payment method: Cash  Childcare Vouchers  Bacs

Child's full name:
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Address:
Postcode:
Please tell us where the child normally lives/living arrangements:
Home telephone number:

Email address:
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Emergency password- (You may give this to a designated person to collect your child in an emergency. You must inform us if this is the case)

EMERGENCY PASSWORD:	Date of birth:	Age:
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Please tick Male: <input type="checkbox"/> Female: <input type="checkbox"/>	School attended/due to attend: & Class name:
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If your child is in the Early Years Foundation Stage (in Reception Class) please inform us of their other EYFS carers (for example childminder or Nursery), their address or telephone number & state whether they are previous or current:

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Parent/Carer name: (Please circle)	Relationship to Child:	Address: Daytime telephone number(s):
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Parent/Carer name: (Please circle)	Relationship to Child:	Address: Daytime telephone number(s):
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Parent/Carer name: (Please circle)	Relationship to Child:	Address: Daytime telephone number(s):
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Person(s) who will **collect** child in **ADDITION** to Parents/Carers: (Only the **named** persons below may collect your child, unless we are contacted by the parent with custody of the child, to make an alternative arrangement). We recommend that you add as **many** names as you can for contingency purposes.

Name:	Relationship to Child	Name:	Relationship to Child

Person(s) **NEVER** to collect child:

Name:	Relationship to child:	Name:	Relationship to child:

Please give details of any custody/residency orders in place relating to this child. We can only refuse a

parent's right to collect their child if we have Court Papers to demonstrate any custody or residency orders so please provide us with a copy of any relevant paperwork.

**Who has legal parental responsibility of the child?**

Doctor's name:

Doctor's address:

Please add any additional information you feel we should know about your child:  
**(Please discuss any additional needs with your child's key person or the Manager)**

**Dietary Requirements:**

**Health/Medical:**

**Special Educational Needs (including behaviour)**

**Religious/Cultural:**

**Other: (Family, food likes & dislikes, phobias, interests & hobbies)**

PLEASE TELL US MORE ABOUT YOUR CHILD TO HELP US SETTLE THEM IN AND TO ENSURE THAT THEY ARE HAPPY IN OUR CARE.

Please note that your personal or sensitive information is safeguarded as part of our Data Protection policy & procedure. Your details are used for legal, invoicing and care purposes only- more information can be found in our policies and procedures.

### **TERMS & CONDITIONS**

The Greenfield Club is registered with Ofsted. We are therefore obliged to follow the relevant Safeguarding (Child Protection) Procedures to report any concerns we have about the children in our care. The Greenfield Club has a Complaints Policy and Procedure. I understand that any concerns will be brought to the attention of the Manager immediately and that if this does not result in a successful conclusion then an official complaint must be made in writing.

- If my child goes on a supervised trip I will be expected to sign the booking form hence providing consent for the outing.
- I understand that The Greenfield Club cannot be held responsible for any possessions or valuables belonging to the children, whilst they are attending the Club.
- I agree to abide by the rules and regulations of the Club's Policies and Procedures. I understand that all of the Policies & Procedures are available upon request.
- I shall inform the Manager of any changes to the Membership details ie- address, contact numbers etc and any other relevant issues regarding the care and welfare of my child (medical details, custody issues etc)
- I understand that withholding any information about my child's development or needs may lead to their place being **withdrawn** from the Club.
- **I understand that any changes to my child's allocated place (permanent term time place) should be given to Staff to pass onto the Manager. This should be in the form of an Amendments & Cancellations form.**
- **I understand that FOUR weeks paid notice must be given for cancellation of an allocated place.**
- **I understand that I am expected to work alongside The Greenfield Club by informing staff/my child's Class teacher of any changes to my child's attendance.** (For example, informing staff in good time if my child will not be attending Club, if they are attending an after School Club at Elm Park or if they are returning after a break)
- I understand that the Club Staff shall collect the **Reception Class children** from their Classes whereas other children must make their own way to the School hall (Elm Park) or entrance foyer (St Michael's).
- I understand that this Membership Form must be completed as fully as possible and updated when any of the relevant information changes. **Any information on previous forms shall be replaced by this form.**

Parent/Carer 1: Signature: \_\_\_\_\_ & Date: \_\_\_\_\_ Parent/Carer 2: Signature: \_\_\_\_\_ & Date: \_\_\_\_\_

## Emergency Contacts

Parents/Guardians will be contacted first in the event of an emergency.

Please give at least two **ADDITIONAL** emergency contacts who are **ABLE** to collect your child in an emergency.

Please **DO NOT** add a name of someone aged under the age of 18 years old.

Full name of emergency contact	Relationship to child	Telephone number	Telephone number
1.			
2.			
3.			

## Consent

Please ensure that you complete the tick boxes for ALL consents. <span style="color: red;">Consent no.1 relates to staff acting as a proxy parent on your behalf.</span>	YES	NO
I authorise the staff of The Greenfield Club to <b>sign any written form of consent</b> required by the hospital authorities, if the delay in getting my signature is considered by the Doctor to endanger my child's health.		
I consent to my child taking part in <b>hand/face painting</b> . The Club shall inform parents of such activities at the time.		
I consent to my child being <b>photographed</b> for their paper <b>Play &amp; Learning Diary</b> (Reception children only), Club <b>Photo books</b> and <b>displays</b> inside/on the main door of the Club.		
I authorise the staff of The Greenfield Club to help my child with putting on their <b>sun cream</b>		
I give consent for photos of my child playing in group situations being <b>used in Play &amp; Learning Diaries (both paper and online versions if used) belonging to others</b> . I understand that each Reception Class child's Play & Learning Diary may be taken home to share with their parents/carers and shared with their School.		
I consent to my child being <b>photographed</b> for The Greenfield Club <b>Facebook Page</b> .		
I consent to my child being <b>photographed</b> for The Greenfield Club <b>website</b> and for <b>marketing and advertising</b> purposes (No names shall be put alongside photos)		
I understand that The Greenfield Club staff team may to take my child to the <b>park</b> at the end of The Greenfield Centre car park. (I understand that there will be a sign on the door to inform me if the children have been taken there)		
I understand that The Greenfield Club will contact me via my given <b>e-mail</b> address or via text message for invoices, non-urgent issues such as promoting Holiday Club, Newsletters and discussing other matters relating to my child's play and welfare (This helps us as a charity, to keep costs to a minimum and in turn, keep your childcare fees as low as possible). If I tick 'NO' here I understand I can 'opt out'.		

<b><u>The Greenfield Club Play Schemes that I may use in the future are:</u></b>	Breakfast Club (Elm Park children only)	After School Club (Elm Park & St Michael's)	School Holiday Play Scheme (all welcome)	Inset Days (Elm Park)
(Please tick)				