



## EPIC After-school Club Registration Form

| Child Name | Current Year Group | Date of Birth |
|------------|--------------------|---------------|
|            |                    |               |
|            |                    |               |
|            |                    |               |

### Parent/Carer Contact Details

| Parent/ Carer 1       |  |
|-----------------------|--|
| Name                  |  |
| Mobile No.            |  |
| Relationship to Child |  |

| Parent/ Carer 2       |  |
|-----------------------|--|
| Name                  |  |
| Mobile No.            |  |
| Relationship to Child |  |

### Others with Permission to Collect

|                       |  |
|-----------------------|--|
| Name                  |  |
| Mobile No.            |  |
| Relationship to Child |  |
| Password              |  |

|                       |  |
|-----------------------|--|
| Name                  |  |
| Mobile No.            |  |
| Relationship to Child |  |
| Password              |  |









### About Your Child

|                              |
|------------------------------|
| Special needs                |
|                              |
| Medical Needs                |
|                              |
| Dietary requirements         |
|                              |
| Child's Favourite Activities |
|                              |
| Other Information            |
|                              |

## Aims & Objective of EPIC

The primary aim of EPIC Club is to provide working parents with wrap-around care at the end of the school day in an effort to support busy working families. We aim to provide a safe, supportive and encouraging environment, where children can play, make friends, try out new activities and have fun. The club is non-profit making and the fees paid are merely to cover the costs of providing this service. Income and Expenditure is reviewed annually by governors and prices adjusted accordingly.

## General Information

|                                    |   |   |
|------------------------------------|---|---|
| <b>BOOKING</b>                     |    | <ul style="list-style-type: none"> <li>• Bookings MUST be made via School Gateway</li> <li>• Payment MUST be made at the point of booking</li> <li>• Deadline for booking is 2pm on the day of the session</li> <li>• No refunds will be given for cancelled sessions</li> </ul>  |
| <b>OTHER CLUBS</b>                 |    | <ul style="list-style-type: none"> <li>• Children attending EPIC are entitled to attend other afterschool clubs (e.g. Zumba) FREE OF CHARGE.</li> <li>• When booking onto these other clubs via the School Gateway there will be an option for ZERO payment.</li> <li>• ZERO payment transactions will be validated weekly</li> </ul> |
| <b>ARRIVAL AT EPIC</b>             |   | <ul style="list-style-type: none"> <li>• Children are escorted to EPIC by a member of staff</li> <li>• A daily register is kept by EPIC staff to record children arriving and departing.</li> <li>• Children attending other clubs whilst at EPIC are safely escorted to and from the other club</li> </ul>                           |
| <b>TIMES</b>                       |  | <ul style="list-style-type: none"> <li>• EPIC runs between 2:45pm - 6:00pm, Monday to Friday during the agreed school term.</li> <li>• Penalty charges will apply for late collections</li> <li>• No reductions/ refunds for early collection</li> </ul>  |
| <b>FEES &amp; PAYMENT</b>          |  | <ul style="list-style-type: none"> <li>• Daily charge is of £8</li> <li>• 15% discount if child is in everyday (£6.80 daily)</li> <li>• No refunds for parent cancelled sessions</li> <li>• Sessions the school cancels will of course be refunded</li> </ul>   |
| <b>FOOD</b>                        |  | <ul style="list-style-type: none"> <li>• A light snack is provided to each child during the session</li> <li>• A soft drink/ water is also provided</li> </ul>  |
| <b>ACCIDENTS &amp; EMERGENCIES</b> |  | <ul style="list-style-type: none"> <li>• In the event of an emergency EPIC will contact you ASAP</li> <li>• EPIC staff are first aid trained</li> <li>• EPIC adhere to the school's Health &amp; Safety policy</li> </ul>   |
| <b>LOST PROPERTY</b>               |  | <ul style="list-style-type: none"> <li>• Neither EPIC club nor the school will be liable for any loss of property.</li> <li>• Personal toys or items of value are brought to the club at the parents own risk</li> </ul>  |

## Holy Family EPIC Club Terms & Conditions

I understand that:

1. A registration form must be completed in full and that I must sign a terms and conditions agreement before my child can be allocated a place.
2. I must ensure all details on the registration form are accurate and up-to-date, particularly with reference to medical conditions and allergies and I will ensure any changes are notified to the school.
3. A known authorised adult (18+ years old) must collect my child and where applicable state the agreed password. This adult must also sign the collection register to confirm collection.
4. I must agree to abide by the late collection policy of EPIC club. Collections after 6pm will incur a late collection charge of £1.00 per 15 minutes. Any late collection charges will be invoiced to the family by the School Business Manager and further EPIC bookings will be prohibited until this charge has been settled.
5. EPIC Club does not run on days that the school is closed to pupils.
6. In extreme cases the club may have to close at short notice due to severe weather conditions or a failure on primary building services such as electricity, gas, water or sanitation. In these instances I will make every effort to collect my child promptly.
7. At time of booking on School Gateway I will select specific dates which I would like my child to attend and that I must pay for these sessions in advance via the School Gateway.
8. The only way to book an EPIC session is via the School Gateway and that the school will not take any verbal bookings in person or over the telephone.
9. If my child is unable to attend a booked session, for any reason, that I will NOT be entitled to a refund. However if the session is cancelled by the school that I will be entitled to a refund to my EPIC account.
10. Child Care Vouchers are accepted but that it is my responsibility to ensure that my voucher provider is set up with the school so that payments can be made.
11. I accept that my child may take part in 'messy' activities.
12. EPIC Club staff reserve the right to refuse any child entry into club if payment has not been made; including late collection charges and any other outstanding fees.
13. EPIC club staff have the right to exclude my child if their behaviour is overly disruptive or dangerous. I also agree to collect my child promptly if I am contacted about unacceptable behaviour and that I will NOT be refunded for that session.
14. EPIC staff will adhere to the school's Health and safety policy and that my child will be given the appropriate first aid in the event of an incident.

By signing this registration form you agree that you have read and understood all the terms and conditions above.

PARENT NAME:

SIGNATURE: