

# Booking Form



## 1. Your Child Details of the child in question

Please use BLOCK CAPITALS

Child's Full Name			
Date of Birth (DD/MM/)		Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address			
		Postcode	
Telephone Number			

## 2. Yourself Details of the person registering the child named above

Title (Mr, Mrs, Ms, Miss)		Full Name	
Address (if different)			
		Postcode	

## 3. First Contact Person to be called in case of an emergency

Full Name			
Relationship to Child			
Telephone Number			

## 4. Second Contact Second person to be called in case of an emergency

Full Name			
Relationship to Child			
Telephone Number			

## 5. Consent Second person to be called in case of an emergency

May we take photographs of your child and use them for our website and display purposes?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you give permission for the named child to go on trips?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

## 6. Extra Information

To help give you and your child the best possible experience, we would appreciate any information on:

Siblings at BLU Childrens Club .....

Languages spoken at home .....

All medical conditions (e.g asthma) .....

Any special dietary requirements or allergies .....

## 7. Important Information

### Booking and cancellations

We require three working days notice for any cancellations. Please note that you are charged for the space that you have booked and not your child's attendance.

### Absences

Fees can only be waived on production of a doctor's note or hospital, dentist, doctor's appointment card.

### Fees

All fees must be paid in full monthly unless a different agreement on fees is made and confirmed in writing. All accounts shall be settled in full by the final day of each half term. A £10 administration charge will be made for any cheques returned unpaid.

### Collecting your child

The club rents space and in order to maintain a good relationship with landlords it is essential that all children are collected promptly at the end of each club. Failure to do so will incur a charge of £5 per child for every ten minutes after club closing.

## 8. Terms and Conditions

1. Provision of Activities NOT childcare for working parents. BLU Childrens Club is NOT a childcare provider its main PURPOSE is to offer instruction or tuition in language study and crafts (Lego) through Language Builder Club (LBC) and specific coaching to help children with learning difficulties improve their skills by attending Lego Therapy Club (LTB) where the prime purpose is instruction on learning social and communication skills. The clubs do not have children doing these activities for more than four hours in any one day.
2. For the care and safety of children at the club, entry may be refused on any day on which a child is infectious in any way and an exclusion policy is in place for infectious conditions.
3. Parents and carers must keep the club updated in writing of any changes in contact details of themselves and other persons named for emergency contact/collection.
4. Parents must inform the club on this form or in writing of any details concerning allergies, dietary requirements and health information. BLU Childrens club cannot be held responsible for any difficulties arising from an allergy that we have not been alerted to previously.
5. Fees are subject to review at any time with minimum of one months notice.
6. Non payment of fee or continued late arrival to collect a child may result in refusal to accept a child.

**I/ We have read and fully understand and accept the conditions outlined above**

Signed:

Date (DD/MM/YY)

Signed:

Date (DD/MM/YY)

(Where there is more than one parent/guardian present , we require the signature of both)