Registration Form

Child's Details

Surname		Forename	
DOB		Class / Year	

Any Special Needs – please give details

Approximate Drop Off/Collection Time

Larks Club	Owls Club
Approx. Drop Off Time:	Approx. Collection Time:

Parent/Carer details

Parent/Carer 1

Surname		Forename	
Address			
Tel Number		Mobile Number	
Email			

Parent/Carer 2

Surname		Forename	
Address *(if different to above)*			
Tel Number		Mobile number	
Email			

Emergency Contact Details:

Contact 1

Surname		Forename	
Relationship to child:			
Address			
Tel Number		Mobile number	
Email			

Contact 2

Surname		Forename	
Relationship to child:			
Address			
Tel Number		Mobile number	
Email			

Medical history:

GP		Tel number	
Address			
Email (if known)			

Medical information – please give details

Food:

Cereal or Toast and a cold drink is offered at our Larks Club and a Sandwich or a Toasted Sandwich with a cold drink if offered at our Owls Club.

We promote healthy eating at Tollesbury School. If you do wish to send your child in with a snack for our Owls Club, please do not pack any fizzy drinks, sweets or chocolate bars. These will be kept by the Owls Club staff and given to the adult collecting them. Please also remember that we are a NUT FREE school.

Intolerances/allergies to food

If your child's allergy is severe, what treatment is given?

Please ensure that all allergies are discussed with members of staff before child is left in club.

A register will be taken at the beginning of every session.
We will not allow a child to leave the school with an adult, under any circumstances, unless they are authorised to do so.
If someone different is picking up, please let a member of staff know.

Please provide details of people authorised to drop off and collect your child on a regular basis.

No.	Name	Relationship to child
1		
2		
3		
4		
5		

Responsibility for a child is something we must all share.
Children's safety is paramount; the more knowledge we have, the safer the child will be.