

<b>CASH</b>	<b>CHEQUE</b>	<b>VOUCHER</b>
Please tick the relevant box to confirm the method of payment		



## DOVEDALE PLAYScheme

### MAY HALF TERM 2010 BOOKING FORM

Child's Name \_\_\_\_\_ M/F \_\_\_\_\_ Surname \_\_\_\_\_ Date of Birth / / \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

School Attended \_\_\_\_\_ Home Telephone Number \_\_\_\_\_

Parent/Carer 1 \_\_\_\_\_ Name 2 \_\_\_\_\_

Best emergency contact telephone number during the day \_\_\_\_\_

Whose number is this? \_\_\_\_\_

Please give an alternative number for emergency contact during the day \_\_\_\_\_

Whose number is this? \_\_\_\_\_



## CONSENTS/PERMISSION

**NO REGISTRATION WILL BE ACCEPTED UNLESS THIS SECTION IS COMPLETED.**

Please tick appropriate box.

- I consent to my child being given First Aid in the event of an accident

I agree  I disagree

I give consent to my child being taken to hospital

I agree  I disagree

- I give my permission for a member of Kids' Club staff to seek medical advice or treatment on my behalf. The club manager/staff cannot sign any consent for treatment. In the event of your child feeling ill we will contact you or your emergency contact number to arrange collection.

I agree  I disagree

- Permission for your child/children to be photographed during activities/special events

I agree  I disagree

- I give permission for such photographs to be used on the Out of Hours Kids' Club Ltd website or publicity

I agree  I disagree

- I give permission for my child to have face paints

I agree  I disagree

- I give permission for my child to use plasters

I agree  I disagree

- I give permission for my child to watch PG rated films, which we deem to be suitable for their age group

I agree  I disagree

- I give my permission for my child to receive sun block during the Playscheme if necessary

- I agree  I disagree

**PLEASE DO NOT FORGET TO FILL IN THE DAYS REQUESTED, SIGN THE BOOKING FORM AND ENCLOSE YOUR CHEQUE WITH THE BOOKING FORM - THANK YOU.  
YOU WILL RECEIVE TELEPHONE CONFIRMATION OF YOUR BOOKING.**

## MEDICAL INFORMATION:

Name of child/children \_\_\_\_\_

Doctor's name \_\_\_\_\_

Doctor's Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Child's Specific Requirements \_\_\_\_\_  
\_\_\_\_\_

Dietary Needs \_\_\_\_\_

Allergies \_\_\_\_\_

**PLEASE USE THIS SPACE TO HIGHLIGHT ANY ASPECT OF YOUR CHILD'S BACKGROUND OR PERSONAL CIRCUMSTANCES YOU MAY CARE TO SHARE WITH US TO ENSURE THEIR SOCIAL AND EMOTIONAL WELL BEING WHILE THEY ARE WITH US. IF YOU WISH TO DISCUSS THESE WITH US, PLEASE TELEPHONE THE OFFICE PRIOR TO BOOKING - THANK YOU.**

## PLEASE READ THIS INFORMATION - IT IS VERY IMPORTANT

- All children should be collected by **5.45pm**
- We are aware that occasionally a child may be collected late, however we would request your consideration for both the staff and the child you are collecting
- If you know you are going to be late **you must** telephone the site manager to inform them and they will let the child/children know
- A fee of £5 will be charged to those who are persistently late. Please remember our staff may also have childcare arrangements
- **Fees must be paid for at the time of booking.**
- In signing this agreement and contract you are agreeing to:
  - Acceptance of our terms and agreement. **Please ask if in doubt**
  - Abiding by policies and procedure in operation by the club, notably equal opportunities and promoting positive behaviour.
  - Please ask if you wish to read our policies and procedures. They are always available on site

The Company legally reserves the right to exclude any child who is seen to be a threat to the safe use of the club by other children, staff and parents/carers. This is in line with our Exclusion Policy. The Company is legally bound by Liverpool Safeguarding Children Board (LSCB) safeguarding children procedures, to report any concerns about the welfare of a child in our care. Any concerns we have will be noted on a concern sheet and discussed where possible with the parent/carer.

### PRIMARY TELEPHONE CONTACT NUMBERS DURING THE RUNNING OF THE PLAYScheme

1	07960416559	SITE MANAGER
2	07960417379	DEPUTY SITE MANAGER

This is the emergency contact if you are going to be late collecting your child/children and cannot contact the Site Manager on the telephone numbers listed above.

The Admin Centre,  
65 Booker Avenue,  
Liverpool,  
Allerton,  
L18 4QZ

Telephone number: 0151 724 1333 email: [vicky@outofhours-kidsclub.com](mailto:vicky@outofhours-kidsclub.com)

**PLEASE TICK THE DAYS YOU WISH TO BOOK YOUR CHILD IN TO THE PLAYScheme**

	M	T	W	TH	FR
<b>Week commencing 31<sup>ST</sup> May 2010</b>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CHARGES**

£24.00 per day per child

£44.00 per day for 2 children (siblings)

£66.00 per day for 3 children (siblings)

If you are unsure about charges not listed above, please contact the office on telephone no. 0151 724 1333

I enclose a cheque/cash for £ \_\_\_\_\_

**PARENTS/CARERS PLEASE SIGN IN ACCEPTANCE OF THE INFORMATION WITHIN THIS BOOKING FORM**

**SIGNATURE \_\_\_\_\_ NAME IN BLOCK CAPITALS \_\_\_\_\_**

**SITE OPENING TIMES 8AM - 5.45PM**

**PARENTS CAN DROP THE CHILDREN OFF AT TIMES TO SUIT THEIR NEEDS**



**OUR PLAYScheme IS OPERATED AT  
DOVEDALE PRIMARY SCHOOL  
HERONDALE ROAD,  
ALLERTON,  
LIVERPOOL  
L18 1JX**