



Registration Form The Mease Spencer Academy

1. Parents Surname (whom has parental responsibility – detail if this is joint):
2. Parents Forename (whom has parental responsibility – detail if this is joint) :
3. TELEPHONE Number:
4. EMERGENCY Contact NUMBER AND Relationship to child:
5. NOMINATED CONTACT IN CASE WHERE ENGLISH IS NOT THE FIRST LANGUAGE (optional):
6. Address:
7. Childs Surname:
8. Childs First name:
9. DATE OF BIRTH (Child):
10. Childs Address (if different from above):
11. Dr's name, address and telephone number:
12. Name of School and address:

13. School Start TIME/FINISH and Class where:

14. Any other instructions for school pickup/drop off:

15. Days required for BREAKFAST:

Monday	Tuesday	Wednesday	Thursday	Friday

1. Days required for AFTERSCHOOL: Please state whether the sessions required are until 4.30pm, 5.00pm or 6.15pm

Monday – 4.30	Tuesday – 4.30	Wed - 4.30	Thursday – 4.30	Friday – 4.30
Monday – 5.00 	Tuesday -5.00 	Wed – 5.00 	Thursday – 5.00 	Friday – 5.00
Monday – 6.15 	Tuesday – 6.15 	Wed – 6.15 	Thursday – 6.15 	Friday – 6.15

2. Parent/s REGULARLY PICKING UP CHILD:

3. PASSWORD FOR OTHERS PICKING UP CHILD & SCHOOL(KEEP SAFE):

4. ANY ALLERGIES including FOOD (If any):

5. Any medical conditions:

6. Any regular medication taken (including emergency medication needed such as epipen):

7. FOOD LIKES AND DISLIKES:

8. FAVOURITE ACTIVITIES:

9. Please indicate whether you agree to the following:

To transport your child to and from school in a car using car seats - yes/no
To take your child via car on outings (holiday club) using correct car seats - yes/no
To be walked to school (hi Vis vest worn) – yes/no
To apply sun cream if needed – yes/no
To attend the park and use the equipment – yes/no
To take part in sporting ACTIVITIES – yes/no
To undertake homework – yes/no
To administer first aid if needed – yes/no
To administer regular medication if appropriate – yes/no
To administer emergency medication if required – yes/no
To watch age appropriate DVD's at the holiday club – yes/no

10. IMPORTANT INFORMATION

A Small Deposit WILL BE REQUIRED to secure your Child's place which will be deducted from your bill.
Once you book your child's place, Macs will keep places until you advise otherwise(see cancellation policy). Mac's Club require payment of the fees in advance this can be done on a monthly basis, (payments should be made by bank transfer to Mac's Club 04-06-05 – 18122195 – your child's name as the reference along with the initials <u>MSA</u>).
4 weeks written notice is required to CANCEL your child/rens Breakfast/Afterschool place in order to incur no fees. In the event that you CANCEL with less than 4 weeks' notice then full payment will still be required.
We also accept childcare vouchers, we are registered with Sodexo – ID Number: 881228 Fideliti – ID Number: MAC018C Edenred – ID Number: P21152678 Computershare – ID Number - 0025022572
Please ensure that you let our team know about any medical or dietary needs within this form that your child may have.
In order to provide a good quality environment for all children we will expect your child to behave appropriately (see behaviour policy) at Mac's Club to ensure that the environment is enjoyed by all. If there are any issues then these will be raised with you to ensure this is managed appropriately.
PLEASE NOTE PAYMENT will still be required even if your child does not attend due to illness/ or any other reason as their place at Mac's Club will be secured by booking a place and the Payment of Fees even if payment is late.

PLEASE ALSO NOTE that 4 weeks' notice is required for holidays in term time to ensure that you are not billed for the time your child is not attending.
IN case of an emergency we may need to take your child to hospital and by signing this FORM you to agree to any medical treatment deemed Necessary. We will make every effort to contact you.
Mac's Club collects personal information to enable us to provide care for your child at the Club. Whilst your child/children attend the club we will need to keep this data to provide the care needed at Mac's Club. This personal information is processed in accordance with Article 6(1)(a) of the General Data Protection Regulations 2018. Mac's Club do not share this information and do not employ any other bodies to process this data.
I consent to Mac's Club holding the personal data I have supplied within this form to provide care for my child/children: PARENT/CARERS signature: Date:
Please email your completed Registration Form directly to us at : macsclub1@gmail.com. We can then confirm your booking and discuss this with you.