



## LARKS AND OWLS REGISTRATION FORM

### Collection from the wrap-around-care. The safety of your child/ren is paramount

Child/ren's Name.....

- Please complete below all the named people who will collect your child from the club. All people collecting must be over 18 years of age or be authorised by the school
- We will allow collection of your child by anyone on the child's list below.
- To avoid upset please inform your child in the morning who will be collecting them.
- Keeping the list accurate and up to date is the responsibility of the parents and carers.
- If we have concerns that a person collecting a child is under the influence of alcohol or any other substance, we have a duty of care to the child and will refuse collection. In this instance we will contact another named person on the child's form to collect the child.
- If a person NOT on the list is collecting your child, there must be a phone call from the parent/carer notifying us of any change before 3pm in the afternoon. We cannot accept a change of arrangements from anyone else (or the child).

Name	Relationship to the child	Contact number

### FOOD INTOLERANCES/ALLERGIES

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**MEDICAL CONDITIONS**

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**SIGNATURE: (Parent/Guardian)**

**DATE:**

**We reserve the right to refuse admittance if payments are not kept up to date.**

**Data Protection Act 1998**

The school is registered under the Data Protection Act for holding of personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the DfE.

**EMERGENCY CONTACTS**

Please give details of ALL persons who have parental responsibility and anyone else you wish to be contacted in an emergency. PLACE THEM IN THE ORDER THAT YOU WISH FOR THEM TO BE CONTACTED IN AN EMERGENCY.

Name	Relationship to the Child	Contact Number