



## Registration Form

Child's full name: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_ Gender: Male/Female (Please circle)

People authorised to collect your child:

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

A password will be required when one of the above adults collects your child for the first time. This password can be obtained from the school office on the morning of the session.

All emergency contacts, medical details, photograph and video consents held by Trinity Primary School will be used in association with your child, if there is any other information you would like to provide please do so below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you consent for your child to watch PG rated movies? Yes/No

All parents/carers must complete this section. Children cannot be accepted unless this form is signed and dated.

I hereby consent for my child to take up a place at The Bee Happy Club, according to the terms and conditions set out on the reverse of this page. I understand that persistent late or non-payment of fees will jeopardise my child's continued attendance at the club. I confirm that the information given on this form is correct, that I am the legal parent/guardian of this child and I will contact the school as soon as any of the details change.

Name parent/carer: \_\_\_\_\_

Signature parent/carer: \_\_\_\_\_ Date: \_\_\_\_\_



## Terms and conditions

### Operating hours:

Breakfast club runs from 7.30am until 8.50am. Afterschool clubs runs from 3.15pm until 6pm. (Term time only).

Holiday club runs from 8.00am until 5.30pm.

### Charges:

#### Nursery children aged 3-4

Breakfast Club - £5.45 per session

After School Club – (early club) until 4.30pm £6.25

After School Club – (late club) until 6.00pm £11.28

#### School children (Reception to Year 6)

Breakfast Club - £4.50 per session

After School Club – (early club) until 4.30pm £6.25

After School Club – (late club) until 6.00pm £9.30

### Booking:

Bookings can be made a half term in advance and we recommend booking all required spaces as soon as possible. Bookings must be made on School Gateway no later than 8 days before the required sessions. Last minute, adhoc bookings can be made by emailing [beehappyclub@trinityprimaryexeter.co.uk](mailto:beehappyclub@trinityprimaryexeter.co.uk) or calling 01392 790151 between 8.30am-3.30pm with immediate payment expected via School Gateway (voucher payment will not be accepted for last minute, adhoc bookings).

In order to make a booking your child must be registered with us first. Registration forms can be obtained from the school office or downloaded from the website.

All sessions MUST be paid immediately after booking. This can be directly through school gateway or by a number of voucher options shown on our website:

<https://www.trinityprimaryexeter.co.uk/breakfast-and-after-school-club/>

If these payments are not made, your child will not be able to attend their upcoming session.

### Cancellations:

Sessions can be cancelled up to 1 week before the date. After this time we hold the right to retain payment to cover staffing and costs put in place. Cancellations must be requested in writing to

[beehappyclub@trinityprimaryexeter.co.uk](mailto:beehappyclub@trinityprimaryexeter.co.uk).

### Late collection fee:

If you are up to **15 minutes** late collecting your child, you will incur a **£5**. After **15 minutes**, you will be charged a **£10** collection fee.

Please contact us to let us know if you are running late by phoning the team on 01392 790151.

Late collections will be recorded and further action may be taken if this occurs frequently.

Upon booking a session for your child, we assume your understanding and agreement to our outlined terms and conditions.