

CLUB IAR AIRE

Once-Off Registration Form / Foirm Chlárúcháin



Please complete this form once for the family. A separate Weekly Booking Sheet must still be completed for the weeks/days required. **This registration form does not itself reserve weekly attendance.**

1. Child / Children Details

No.	Child's full name	Class	Date of birth	Medical / allergies / support information relevant to the club
1				
2				
3				
4				

2. Family Address

Address:	
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3. Parent / Guardian Details

Parent / Guardian	Full name	Relationship to child	Mobile number	Email address
1				
2				

4. Emergency Contact (if different from above)

Name	Relationship to child	Contact number

5. Authorised Adults to Collect the Child / Children

Name	Relationship to child	Phone number

Collection changes:

Any change to an authorised collector or collection arrangement must be communicated to the school/club through the agreed school communication method. Children will not leave independently unless a separate arrangement has been approved by the school.

6. Collection and CameraDoorbellProcedure

Designated entrance: On arrival to collect a child, the parent/guardian or authorised collector should press the Club Iar Aire doorbell at the designated entrance at the Infants yard where the Yellow and Red School bus are. (Not Carrie and Colm's Door).

Two-way communication: The doorbell includes a camera and two-way audio. Staff may use it to see and speak with the collector and may ask the collector to state their name and the name of the child/children being collected.

Handover: The collector should remain outside / at the entrance while the child is brought to the door. A child will only be released to a parent/guardian, an authorised collector named on this form, or where an alternative arrangement has been confirmed with the school.

7. Weekly Booking and Payment and Club Information (Please Tick)

I understand/I agree...

- that the weekly booking uses the 1:50 - 2:50 and 2:50-4:50 blocks, and that a 1:50 - 4:50 booking requires both blocks to be selected.
- that the cost of the club is €5 per hour, and that this may be subject to increase depending on costs.
- that this is a once-off registration form and that a separate Weekly Booking Sheet must be completed for the week ahead.
- that weekly attendance is based on the booking arrangements confirmed by the club/school.
- that payment will be made in full and on time in accordance with the current Club Iar Aire payment arrangements.
- I will tell the club/school as soon as possible if a booked attendance or collection arrangement changes.
- I will remain contactable and will ensure that the emergency contact details provided are active and kept up to date.
- I will not send my child to Club Iar Aire if they are unwell.
- I will inform staff of any relevant changes to my child's health, allergies, medication, support needs or collection arrangements.
- that Club Iar Aire may provide time and support for homework, but staff cannot guarantee that all homework will be completed or corrected.
- that the school's behaviour, child safeguarding, health and safety and general procedures apply during Club Iar Aire.
- that suitable activities may be provided after homework time, including drawing, board games, chess, reading, hall activities or outdoor activities, depending on supervision, weather and available facilities.
- I give permission for appropriate first aid to be provided to my child and for emergency services to be contacted if necessary.
- that children should have what they need with them for the club and that access back to classrooms after the school day cannot be guaranteed.
- I agree to collect my child by 4:50pm. If I am unexpectedly delayed, I will contact the school/club as soon as possible. Any late collections will be charged.

I understand/I agree ☐

9. Consent and Signature

I confirm that the information on this form is correct to the best of my knowledge. I give permission for the child/children named on this form to attend Club Iar Aire in line with accepted weekly bookings and school procedures. I understand that the information supplied will be used for club administration, safeguarding, emergency contact and collection arrangements in accordance with the school's applicable data-protection procedures.

Name of parent / guardian:		Date:	
Signature:			

For Club / Office Use

Form received	Added to register	Medical info checked	Collectors recorded	Staff initials
____ / ____ / ____				