**Bishop Road Activity Clubs**

**RE-REGISTRATION 2022-2023**

Dear Parents and Carers,

Registration for BRAC this year will be the same as last year, where your sessions from 2021-2022 will automatically be assigned to you for 2022-2023. If you are requiring extra days in addition to what you currently have, these extra sessions will be added to the waiting list and places will be allocated as they become available.

If you are adding a new sibling to this years’ registration, please be aware that we are unable to guarantee a place for new siblings but will do our best to accommodate as spaces allow or offer a place as soon as it is available. Younger siblings will have precedence over new users.

If you are changing the days of your sessions, we will do our best to accommodate these changes as spaces allow.

For those that are re-registering, by paying the registration fees we will automatically assume that you agree to the terms and conditions and agreement with BRAC (these are unchanged from 2019-2020 school year, that you signed as part of the initial registration). If you would like to review these again, you can find them on our website.

**Process and Key Dates**

**No Changes:**

Provide proof of payment by **15th May, 6pm**

Pay Registration Fees

Provide proof of payment by **15th May, 6pm**

Post/email form asap

Pay registration fees

Fill in the relevant sections of this form

**Change in Personal Details:**

Provide proof of payment by **15th May, 6pm**

Post/email form by **15th May, 6pm**

Pay registration fees

Fill in the relevant sections of this form

**Change days/ children:**

The registration form shall be available via the BRAC website as of the 02ndth May 2022.

**NOTE:** Please email or post forms/proof of payment. Do **NOT** hand to a member of staff.

You can email it to: [admin@bishoproadactivityclubs.com](mailto:admin@bishoproadactivityclubs.com)

You can post it to:

Pavilion House

Bishop Road

Bishopston

Bristol

BS7 8LX

The registration letter and form are available for download on the registration page of the website. The BRAC admissions policy can also be found on the website.

<https://bishoproadactivityclubs.com/registration/>

Kind regards,

BRAC Management Team

**Bishop Road Activity Clubs**

**REGISTRATION 2022-2023**

Your child(ren) will **automatically** be allocated their current sessions at BRAC for 2022-2023.

Please **tick** what you need to change from last year and fill in **ALL** the sections that match with **ALL** that you have ticked.

|  |  |  |
| --- | --- | --- |
|  | I need to change the days my child(ren) attend | **Complete Sections 1, 2 and 3** |
|  | I have a new sibling / I was on the waiting list | **Complete Sections 1, 2, 6 and 7** |
|  | I need to update my details (parents/carers) | **Complete Sections 1 and 2** |
|  | I need to update how I pay termly fees | **Complete Sections 1 and 4** |
|  | I need to update my emergency contacts/pickup | **Complete Sections 1 and 5** |
|  | I need to update my Child(ren)’s health and other needs. | **Complete Sections 1 and 6** |
|  | I am making no changes. | **You do not need to fill any of the form in – please make sure you pay your registration fees and provide proof.** |

**Registration Fee (annual):**

£35.00 **per family** for Breakfast/Afterschool Club, due at the time of registration/ re-registration with this form. This fee is payable by all users of BRAC and places will be cancelled and given to families on the waiting list if payment is not received by the date requested.

Payment of Registration Fee - **by BACS only please**

**Bank Details:**

|  |  |
| --- | --- |
| Acc Name: | Bishop Road Activity Clubs |
| Account no: | 20149488 |
| Sort Code: | 60-83-01 |

For BACS payments,please reference your BACS payment with your **child(ren)’s name(s)** and not yours.

**Please note that if you are registering Reception children, the school operates a phasing of days in the first couple of weeks of term. Because the school does not start and finish at normal times for reception classes during this phasing in, BRAC is unable to accept reception children for breakfast or after school club. As soon as the reception schedule matches normal school time, reception children can attend (this is normally on the Thursday and Friday of the second week). *You will however need to pay for Term 1 in full to secure your place and ensure staff numbers are correct for when reception children start full time.***

# Section 1 – Children’s(s’) Details

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Child** | **SURNAME** | **FORENAME** | **Gender**  **M/F** | **Date of Birth** | **Age** | **School year, (& if known, class name) (Sept 2021)** | **I require my child/ren to attend BRAC (Sept 2021)** | **New child to BRAC?**  **Please enter start date** |
| **1** | Surname | Forename | M/F | Enter Date |  | Choose Year  Teacher Name | Yes/No | Enter Date |
| **2** | Surname | Forename | M/F | Enter Date |  | Choose Year  Teacher Name | Yes/No | Enter Date |
| **3** | Surname | Forename | M/F | Enter Date |  | Choose Year  Teacher Name | Yes/No | Enter Date |
| **4** | Surname | Forename | M/F | Enter Date |  | Choose Year  Teacher Name | Yes/No | Enter Date |
| **5** | Surname | Forename | M/F | Enter Date |  | Choose Year  Teacher Name | Yes/No | Enter Date |

# Section 2 – Parent’s / Carer’s Details

Please record the name of every parent/carer of your child(ren) below. This must include anyone who has legal contact with and/or parental responsibility for the child(ren). Please use additional sheets if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Parent/Carer 1** |  | **Parent/Carer 2** |
| **Title** | Enter Title |  | Enter Title |
| **FORENAME** | Enter Name |  | Enter Name |
| **SURNAME** | Enter Surname |  | Enter Surname |
| **Address** | Enter Address |  | Enter Address, if Different |
| **Relationship to Child(ren)** | Enter Relationship |  | Enter Relationship |
| **Tel** | Enter Tel |  | Enter Tel |
| **Mob** | Enter Mob |  | Enter Mob |
| **Email** | Enter email |  | Enter email |

**NOTE:** Parent 1 is deemed to be the account holder and should be the at the address where the child(ren) normally live. The email address that you give for Parent 1 will be used as the **primary address for correspondence with you;** we will use it to send your invoices for fees, payment reminders and other information about BRAC including details of Holiday Play schemes, newsflashes and other useful or urgent information. **Please write clearly!**

# Section 3 – Change / Addition / Removal of Session Requirements

Your current sessions from 2021-2022 will automatically be assigned to you for 2022-2023. **Do not fill this section in if there are no changes.**

If you are changing the day that you require, please fill in BOTH tables.

**Table 1 – Additional Session(s) Required**

Please fill out the table with the sessions that you wish to be ADDED. If you have different daily requirements for your children, please put the initials of the children in the relevant boxes. These sessions are not guaranteed: we will do our best to fit in changed days and for extra days on top will be put on the waiting list.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| No. of Children for Breakfast Club | Add “Y” and initials if needed | Add “Y” and initials if needed | Add “Y” and initials if needed | Add “Y” and initials if needed | Add “Y” and initials if needed |
| No. of Children for Afterschool Club | Add “Y” and initials if needed | Add “Y” and initials if needed | Add “Y” and initials if needed | Add “Y” and initials if needed | Add “Y” and initials if needed |

**Table 2 – Session(s) No Longer Required**

Please fill out the table with the sessions that you wish to be REMOVED. If you have different daily requirements for different children, please put the initials of the children in the relevant boxes.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| No. of Children for Breakfast Club | Add “Y” and initials if needed | Add “Y” and initials if needed | Add “Y” and initials if needed | Add “Y” and initials if needed | Add “Y” and initials if needed |
| No. of Children for Afterschool Club | Add “Y” and initials if needed | Add “Y” and initials if needed | Add “Y” and initials if needed | Add “Y” and initials if needed | Add “Y” and initials if needed |

# Section 4 – Payment of Termly Fees

**Session Fees:**

Breakfast Club: £5.75 per session per child

After School Club: £11.50 per session per child

How will you be paying the Session Fees (please Tick)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | BACS |  | Childcare Vouchers | If vouchers, which provider? | INSERT Provider Name |

**Bank Details:**

|  |  |
| --- | --- |
| Acc Name: | Bishop Road Activity Clubs |
| Account no: | 20149488 |
| Sort Code: | 60-83-01 |

For BACS payments,please reference your BACS payment with your **child(ren)’s name(s)** and not yours.

Invoices are issued termly and must be paid before the start of each term. Late payments could incur a fine.

# Section 5 - Collection and Security of Your Child(ren)

No-one other than the two primary carers already named will be allowed to collect your child(ren) **unless prior notice is given to the BRAC staff**. **Please ensure that you fill in the details** below for anyone other than the two named parent/carers that may need to pick up your child(ren). If you are unable to complete with a digital signature, please print out and hand this page in.

|  |  |
| --- | --- |
| Additional Named Person 1 | Enter Full Name |
| Relationship to child | Enter Relationship |
| Signature of named person |  |

|  |  |
| --- | --- |
| Additional Named Person 2 | Enter Full Name |
| Relationship to child | Enter Relationship |
| Signature of named person |  |

|  |  |
| --- | --- |
| Additional Named Person 3 | Enter Full Name |
| Relationship to child | Enter Relationship |
| Signature of named person |  |

We operate a password system, which should only be made known to those people whom you have named as carers/collectors of your child(ren). Please provide this password below.

|  |  |
| --- | --- |
| **Please write your password in CAPITAL LETTERS:** | Enter Password |

Please let us know if your child is subject to any particular care arrangements or court orders so we can support your child in the setting.

**Emergency Contact:**

In case of emergency and if neither of the two primary named parents/carers can be contacted, please give details of the next preferred points of contact.

|  |  |  |  |
| --- | --- | --- | --- |
| **Forename** | **Surname** | **Relationship to you** | **Contact Phone Numbers** |
| Enter Name | Enter Surname | Enter Relationship | **Home:** Enter Home Phone |
| **Mobile:** Enter Mobile |
| Enter Name | Enter Surname | Enter Relationship | **Home:** Enter Home Phone |
| **Mobile:** Enter Mobile |

**NOTE:** Emergency contacts should be **local** and able to help out in an emergency in the event of your absence

# Section 6 – Your Child(ren)’s Health and Other Needs

**This section MUST be filled in for new children to BRAC (for example siblings). DO NOT leave blank – if there are no additional needs, please put in “NA”.**

Please give details below of any information about your child(ren) that we should be aware. Examples could include dietary needs; allergies (egg, bee-stings, plasters, food allergies etc); health problems; emotional or behavioral concerns etc; the need for use of EpiPens or inhalers etc.

If any of your children need prescribed medication you will need to complete a medical care plan/consent BEFORE they attend the club. Please email directly to ask for a form and discuss any necessary care plans.

Please also let us know if English is not your child(ren)’s first language.

|  |  |
| --- | --- |
| **Child’s Name** | **Details of Needs** |
| Enter Child’s Name | Enter Details of Needs |
| Enter Child’s Name | Enter Details of Needs |
| Enter Child’s Name | Enter Details of Needs |

**Date of child(ren)’s most recent tetanus injection:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Child 1** | **Child 2** | **Child 3** | **Child 4** | **Child 5** |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. |

# Section 7 – Equal Opportunities

In order that we can fulfil our commitments under the Equal Opportunities legislation, we collect information for all children registered with us regarding their ethnic group.

For all new children to BRAC please select an option relevant to your own family.

|  |  |
| --- | --- |
| **Child 1** | Choose an item. |
| **Child 2** | Choose an item. |
| **Child 3** | Choose an item. |
| **Child 4** | Choose an item. |
| **Child 5** | Choose an item. |
| **Child 6** | Choose an item. |