



**BIRCHWOOD JUNIOR SCHOOL AGREEMENT FORM**

**Please supply all the details requested and return the form to Buttons.**

(Please notify us immediately of any changes to the information given)

**PLEASE USE BLOCK CAPITAL LETTERS**

Full name of child ..... Date of birth.....  
Current school ..... Year group.....  
Address .....  
Post code ..... Home Telephone ..... Mobile .....  
Religion ..... Ethnic origin .....

**Parent /Carer 1**  
Parent/Carers name ..... Relationship to child.....  
Parent/Carers employer.....  
Contact numbers: Mobile/home..... Work.....  
**Parent /Carer 2**  
Parent/Carers name ..... Relationship to child.....  
Parent/Carers employer .....  
Contact numbers: Mobile/home..... Work.....

**Emergency Contact**  
1st Emergency Contact (other than Parent/Carer) .....  
Relationship to Child ..... Telephone No .....  
2<sup>nd</sup> Emergency Contact (other than Parent/Carer) .....  
Relationship to Child ..... Telephone No .....

Names of people authorised to collect your child .....

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**Medical/Additional Information**

Details of any health issues (eg Allergies) .....

Details of any regular medication .....

Special dietary requirements .....

Any other special needs/requirements .....

Is there anything else you think we should know about your child? .....

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**Please complete**

I give permission for Buttons staff to administer First Aid Yes / No

Buttons Staff are permitted to take your child off the premises for local walks Yes / No

Occasional face painting is agreed Yes / No

Photographs/videos of my child is allowed Yes / No

My child is permitted to take part in celebrations eg Halloween/Christmas etc Yes / No

	Up to 4.20pm / £3.00	Up to 5.20pm / £5.00
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		

- TERMS AND CONDITIONS**
- Payment by cash or cheque to the school office (cheques made payable to Birchwood Junior School)
  - Once booked, session is required to be paid for unless 24 hours notice of cancellation is given (the only exception to this is if your child is absent from school due to illness)
  - Late collection of children may result in a charge of £5 for each additional fifteen minutes
  - One week's written notice is required if you intend to withdraw your child from Buttons or you wish to change attendance times
  - If you change your address or telephone number you must inform Buttons as soon as possible