Zoom Club

Registration Form

Breakfast and After School

Child's Surname:	**Address:**
Child's First Name:	
Class:	**Postcode:**
Date of Birth:	**Tel:**
Parent/Carer 1 Name: Tel: Mobile: Email:	**Parent/Carer 2** Name: Tel: Mobile: Email:
Additional Emergency Contact Name: Tel: Mobile:	**Allergies and Medical Information** *(please state any medical conditions, allergies or food intolerances, use a separate sheet if necessary)*
Permissions: I give my permission for *(please tick as appropriate)* ☐ Photographs to be taken of my child and displayed in Zoom Club	
Day(s) Required *Please indicate potential days required.* Breakfast / Afterschool **Monday** ☐ ☐ **Tuesday** ☐ ☐ **Wednesday** ☐ ☐ **Thursday** ☐ ☐ **Friday** ☐ ☐ Preferred start date: _ _ / _ _ / _ _ _ _	**Any Other Information - Please include times needed for after School until 4.30pm or After School until 5.45pm. (5:30pm Friday)**

Zoom Club

Legal Responsibility and Contact

February 2026

Please can you complete the information below as to who has overall legal responsibility and contact for the child(ren) attending Zoom Club:

Full name of Child: _____

Adults with Legal Responsibility

Name: _____

Address: _____

_____

Relationship to child: _____

Name: _____

Address: _____

_____

Relationship to child: _____

Your child will only be able to leave Zoom Club with either the above or a nominated person/s.

Please provide the name/s of any other person/s who you give permission to collect your child from Zoom Club:_____

_____

Legally, if anybody is not permitted to have legal contact with this child it is your duty to inform a member of the Zoom Club staff. This information will be treated with the strictest confidentiality and will only be given to those members of staff on a need to know basis.

A password system for collection will always be used in an emergency situation or a short notice collection issue for the parent or carer.

Please provide a Collection Password for your child: _____

It is important that you notify Zoom Club if any of this information changes as soon as possible.

Contact

If you do have any queries or need to contact a member of the Zoom Club staff please message via the Famly app or email zoom@albrightonprimary.com. Alternatively, if your enquiry is urgent, please contact the main school office during the day on 01902 372558 (opt 1).

Zoom Club

Terms and Conditions and Parent/Carer Agreement

February 2026

Booking Sessions
Booking are made monthly through an online booking form; a link is on our Zoom Club web page. Paper booking forms are only available upon request.
Places will be allocated on a fair basis depending on the date of application and places available.

Additional sessions may be booked at short notice, but parents need to check availability with Zoom Club or the school office beforehand as spaces are limited.

If you require a place for your child at the Zoom Breakfast Club, please ensure that all bookings for the following morning are submitted via Famly by 2:30pm on the preceding day.
For example:
Monday morning sessions must be booked by 2:30pm on the preceding Friday.
Any next-day booking must be submitted by 2:30pm the day before the required session.
Famly requests are not monitored over the weekend or outside the hours of 9:00am – 2:30pm during the week.

In the event of an emergency, please email the school office at admin@albrightonprimary.com, explaining the nature of the emergency. A member of the Senior Leadership Team will respond before the required session to confirm whether a place is available for your child.

Session Charges
Fees are reviewed on a regular basis and should there be any changes, we will provide at least one month's notice of these. The charges from September 2026 are as follows.

Zoom Breakfast Club: The fees have been set at **£8.00** per session per child.

Zoom After School Club (until 4:30pm): The fees have been set at **£8.00** per session per child until 4:30pm. If parents are late picking up their child(ren) a full session fee of £13.00 is payable.

Zoom After School Club (until 5:45pm Mon-Thurs, 5:30pm on Fridays): The fees have been set at **£13.00** per session per child. Any siblings joining the club, at the same session, will receive a sibling discount. Siblings will be charged at **£10.00 per session, per sibling**.

Payments
Payment must be made in advance of any booked sessions. Payment is electronically through Famly, we do accept Tax-Free childcare or other childcare vouchers schemes. Invoices are issued monthly.
If payment is not received promptly then we do reserve the right to offer the place of your child in Zoom Club to another child on the waiting list.
To ensure that our staffing ratio meets the needs of the children attending Zoom, **all** booked sessions **must** be paid for regardless of whether your child attends. The exception to this is where a booked session has been cancelled with the correct notice period. **A minimum of 24 hours notice** must be provided otherwise the fee is still payable.
No refunds will be given if your child is absent from school for any reason.

Late Collection Charge
A late collection charge of £5.00 plus £2 per 15 minutes or part thereof will be charged for any child collected after the end of the session time at 5:45pm. Please contact Zoom Club as soon as you are aware you will be late and provide an estimated time you will collect your child.

Zoom Club

Parent/Carer Agreement

February 2026

It is the parent/carer's responsibility to:

- Pay all fees on time (the date will be clearly written on your invoice) and understand that your child's place may be jeopardised if fees are not paid on time.
- Let Zoom Club staff know if your child will not be attending a session for any reason either by Famly, email or telephone.
- We ask that children **DO NOT** bring in toys or any other items from home, if such items are brough in, they are not Zoom Club's responsibility and are brought along at your own risk.
- Inform Zoom Club staff of any changes to contact details or the details of anyone on your child's emergency contact form.
- Tell a member of staff if your child has developed a contagious or infectious disease or infection.
- If your child needs to be given prescribed medication at Zoom Club, a Medicine Form MUST be filled out (stating dosage, frequency, etc) to give staff authorisation to do so.
- Inform a member of staff (either personally, by telephone or email) if anyone other than yourself or the people on your child's emergency contact form will be dropping off or collecting your child to/from Zoom Club.

Contact

If you do have any queries or need to contact a member of the Zoom Club staff please message via the Famly app or email zoom@albrightonprimary.com. Alternatively, if your enquiry is urgent, please contact the main school office during the day on 01902 372558 (opt 1).

I confirm that I have read and understood the Parent/Carer's Agreement and Terms and Conditions of Zoom Club.

- ☐ I have read and understood the Parent/Carer's Agreement and Terms and conditions of Zoom Club
- ☐ I have provided contact phone numbers in case of emergency.
- ☐ I have provided a collection password for my child on page 2 of this registration form.

Child's Name(s): _____

Signed: _____ Your name: _____

Date: _____