



Gunthorpe Explorers Out of School Club - Registration Checklist for Parents

To provide the best possible care for your child and keep them safe, happy and healthy, we need to gather some important information from you. This checklist will help you make sure you've provided everything we need before your child starts with us.

The information you provide helps us to:

- **Keep your child safe**
- **Provide the right care Communicate effectively**
- **Meet legal requirements**

We take your privacy seriously. All information you provide will be protected. You can read our full privacy notice on the [school website - School Information- School Policies](#) for more details about how we handle your data.

How to complete this checklist

1. **Work through each section** – Take your time and tick off each item as you complete it
2. **Ask if you're unsure** – If you have any questions or need help with any part of this process, please don't hesitate to contact us on [phone number] or [email address]
3. **Return everything** – We need all information and documents as soon as possible so we can prepare properly

Summary of completed documents to return/show to school

- Gunthorpe Explorers Out of School Club Registration Form
- Gunthorpe Explorers Out of School Club Terms and Conditions

1. Gunthorpe Explorers Out of School Club Pre-school Admission Form

- Child's Details
- Doctors Details
- Parent/Carer Details
- Additional Collections Details
- Collection Password
- Medical and dietary requirements (indicate if none, please don't leave blank)
- Permissions
- Sign and date

2. Gunthorpe Explorers Out of School Club Terms and Conditions

- Read, sign and return