



Happy Days Club Ltd - Children Collection Sheet

Please provide details of who will be collecting your child from after school club each day. If you have an arrangement for other parents to collect your child, please ensure you add information to this form or provide us with a letter detailing the arrangement. If there is a change to this arrangement e.g. tea at a friend's house, please let us know in the morning if you are at breakfast club or via our email hello@happydays.co.uk and we can add this to their records.

Please complete one form and include all children.

Child's name: _____ Class: _____

Child's name: _____ Class: _____

Child's name: _____ Class: _____

Please list any adults that can collect your child from school (we will allow your child go home with the named adults even if it is not their usual collection day):

If your child will be attending an extra-curricular activity at school but will attend after school club afterwards please complete the table below and we will collect your child and ensure a safe handover into the club:

	Monday	Tuesday	Wednesday	Thursday	Friday
Name of extra curricular club attending incl. finish time					

Complete the usual collection arrangements for your child:

	Monday	Tuesday	Wednesday	Thursday	Friday
Name of adult collecting my child					
My child will not be collected by an adult and has permission to walk home.					

Adults must come to the school front doors to collect children and make themselves known to us using the buzzer.

Print name: _____ Sign: _____

Date: _____

All data we collect, share and hold is under GDPR guidelines. Please see our Privacy Notice on www.happydaysclub.co.uk