

# Lilley Lovett Theatre Group: Enrolment Form



If your child would like to join the Lilley Lovett Theatre Group, please complete this form and return it to us.

## About your child

Name of child: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Address (incl postcode):  
\_\_\_\_\_  
\_\_\_\_\_

Home telephone: \_\_\_\_\_

Preferred Lilley Lovett Session: \_\_\_\_\_

## Parent/Carer details (person signing the form)

Parent/Carer Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

In the event that the above named person cannot be reached, please provide two extra emergency contact names and numbers:

Emergency Name/Number 1: \_\_\_\_\_

Emergency Name/Number 2: \_\_\_\_\_

## Medical Information

Please tell us about any medical conditions or allergies your child has which we should be aware of and provide details of any regular medication taken. All information provided will be treated in the strictest confidence. *Please ensure that contact details and medical information are up to date, thank you.*

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Please complete the following statements:

In the event of a medical emergency, I confirm that my child can be treated by Ruth Lilley or Claude Lovett and I give consent to him/her being driven to hospital if necessary. Yes / No (please delete as appropriate)

I am happy for photographs or videos of my child to be used for promotional or editorial materials. Yes / No (please delete as appropriate)

I would like you to collect my child from Laughton Community Primary School at 3.15pm. Yes / No (Available for Little Lilley Lovett member only. Please delete as appropriate)

I confirm that I have read and accept the terms and conditions attached  (please tick box)

Signed by parent/carer: \_\_\_\_\_ Date: \_\_\_\_\_

Please return your signed form to [hello@lilley-lovett.org](mailto:hello@lilley-lovett.org) or post it to The Long Barn, Lewes Road, Laughton, East Sussex, BN8 6BQ. On receipt of your signed form, an invoice will be emailed to you for payment. Once paid, your child's place will be confirmed in writing.

## Lilley Lovett Theatre Group Terms and Conditions

- Membership of the Lilley Lovett Theatre Group will be allocated on a first come, first served basis on receipt of a signed enrolment form and the appropriate payment.
- Membership fees are payable termly and are calculated at a rate of £8.00 per hour with additional, younger siblings charged at £4.80 per hour. Invoices will be emailed before the start of each term. Payment must be received before the first session of each term or by the first day of each calendar month if being paid in monthly instalments.
- The Lilley Lovett Theatre Group fees are reviewed annually and may be increased in September of each year.
- Unless otherwise notified by you in writing, your child will be automatically re-enrolled into the group for the following term. Term dates are available to view on the Lilley Lovett Theatre Group website.
- If your child decides to leave Lilley Lovett Theatre Group, you must give six week's written notice. You will be obliged to pay for any sessions which fall within the six week period even if your child does not attend those sessions. If a refund is due at the end of the six week period, this will be made by bank transfer within 30 days of the end of the notice period.
- If your child is unable to attend a session due to sickness, holiday, or a decision by a parent or student not to attend, we regret that we are unable to refund any payments.
- In the unlikely event that a session has to be cancelled by the Lilley Lovett Theatre Group we will give as much notice as possible. In the event of a last minute cancellation, you will be notified by email or text message. Parents/carers must ensure that they provide up to date contact details. Fees for any sessions cancelled by the Lilley Lovett Theatre Group will be offered as a credit against the following term's fees.
- Children participate in sessions at their own risk and parents must inform us of any existing injuries or medical conditions. All enrolment forms must include details of any known medical conditions (including any SEN concerns or diagnoses) and we must be notified of any changes to this information immediately in writing. The Lilley Lovett Theatre Group cannot be held responsible for any injury caused whilst participating in our activities.
- Any medication brought to sessions must be clearly labelled and the child should be able to administer it themselves unless agreed otherwise in writing with the Lilley Lovett Theatre Group.
- If your child is unwell or has an accident requiring emergency treatment, you will be contacted via the main or emergency contact details provided on the enrolment form. This number must always be contactable whilst your child is attending a session. If we are unable to contact anyone on the numbers provided, your child will be given whatever medical attention is deemed appropriate, including being transported to hospital if necessary.
- Parents/carers are responsible for ensuring that the emergency contact details held by the Lilley Lovett Theatre Group are up to date.
- All children must be collected on time after sessions. The Lilley Lovett Theatre Group is unable to supervise children after a session and consistent late collection will result in additional charges. You must notify us if anyone other than the nominated parents/carers will be collecting your child at the end of a session.
- Children should not bring valuables to sessions. The Lilley Lovett Theatre Group cannot be held responsible for any loss or damage to personal belongings whilst attending our activities.
- Photographs or videos of your child taken during sessions, rehearsals or productions may be used for promotional materials unless you have written to us requesting otherwise.
- The Lilley Lovett Theatre Group may, at our own discretion, refuse a child entry to an activity or session if it is felt that the child's behaviour is unacceptable. Ongoing behavioural issues will be dealt with in line with our Behaviour Management Policy.
- Parents and children must follow any public health guidance or legal requirements in force at all times. Please contact Ruth Lilley ([hello@lilley-lovett.org](mailto:hello@lilley-lovett.org) or 07889 521497) if you have any questions or concerns at any time.
- Lilley Lovett Theatre Group policies and procedures are available to view on request.