

BREAKFAST & AFTERSCHOOL CLUB REGISTRATION FORM



Should you wish to register your child at our setting please complete and return this registration form, along with a non-refundable registration fee of £25

Sort Code: 04-00-04 Account Number: 82982954 (please use your child's name as the reference).

Fees Breakfast Club: £6 per session - 7.45-8.45. After School: £6 per hour or £15 for the full session (3-6pm, including a light tea and after school snack).

Child's Personal Details		
First Name:	Last Name:	
Known as (if different to above):	Date of Birth:	Sex: M / F
Religion:	Nationality:	Language/s spoken at home:
Who has parental responsibility?	Who does the child normally live with?	
Child's Home Address:	Post Code:	
Parent/Carer Personal Details.		
Title	Parent one Mr / Mrs / Miss / Ms / Dr (*Please circle as appropriate)	Parent two Mr / Mrs / Miss / Ms / Dr (*Please circle as appropriate)
First Name		
Last Name		
Home Address		
Post Code		
Home Tel		
Mobile		
Work Tel		
Email:		
Occupation (optional)		
Employer (optional)		

Tick the sessions you require	Mon	Tues	Wed	Thurs	Fri
Breakfast Club (7.45-8.45)					
After School 3-4pm					
After School 3-5pm					
After School 3-6pm					

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Date of commencement:	
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Specific Dietary Needs/Food or Drink Allergies

Are there any foods/drinks that your child may not have for the following reasons, e.g. religious, allergy, medical or other, e.g., vegetarian, non-dairy, diabetic	If Yes – please specify
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Medical/Illnesses

Any serious illness/condition?	If yes, please specify Medication/Treatment required: (Inhaler, Epipen, etc.)
Any skin allergies/conditions? i.e. eczema	If yes, please specify Medication/Treatment required:
Any medication allergies?	If yes, please specify
Any special education needs/disabilities? i.e. speech therapy, occupational therapy or other	If yes, please specify

NOTE: A care plan must be put in place in addition to the standard registration documents for any of the above special conditions for which treatment will need to be given or considered at the club.

Immunisations Is your child up to date with these?	Please provide details of those received:
Has your child had any childhood infectious diseases (e.g. Chicken Pox?)	If yes, please specify

Emergency Contacts – Details of two alternative people who we may contact in an emergency should we be unable to make contact with you

Full name including title	Home/work telephone no including STD code:
Relationship to child:	Mobile no:
Full name including title	Home/work telephone no including STD code:
Relationship to child:	Mobile no:



Collection Password:

This is a password you choose and will give to anyone collecting your child as an additional identification along with their photo ID. If ever someone different is collecting your child, you must make the club aware (by having a conversation, not leaving a message), with a description of who is coming, well in advance of their arrival.

Consents

The following consents given by you, the parent/carer, remain valid until your child's attendance with our club has been terminated in writing or you have otherwise indicated by written amendment which must be dated and signed.

**Please read each section and sign the statements you agree to.*

Administration of Calpol

In the instance of my child having an extremely high temperature, as per the Temperature Reducing Medication policy and I am not contactable **I hereby give** my permission for my child to be administered Calpol by a senior member of club staff.

Signature:

Emergency Medical Attention

In the event of an emergency and my child requiring urgent medical treatment through illness or an accident and should I not be contactable **I hereby give** permission for my child to receive emergency medical assistance of any kind including operative treatment and/or administration of anaesthetic in my absence.

Signature:

I understand that this may include my child being transported to the hospital by ambulance with a senior member of club staff and that attempts will continue to be made to contact me.

I hereby give permission for club staff to discuss my child's medical history with medical staff if needed.

Signature:

Outings/ Extra Activities

I hereby give permission for my child to attend Forest School sessions either at club or in the woods. These sessions may include building fires and using tools. Full details will be issued prior to any sessions being undertaken

Signature:

I hereby give permission for my child to use play equipment, such as, but not limited to parks and soft play centres.

Signature:

I hereby give permission for my child to take part in extracurricular activities provided on site but by other agencies such as: music or sport sessions.

Signature:

I hereby give permission for my child to go on a bouncy castle. I understand that the nursery only has bouncy castles on party days.

Signature:

I hereby give permission for my child to take part in activities such as the farm or Zoo Lab where they may handle animals.

Signature:

I hereby give permission for my child to participate on short/nature walks supervised by club staff in the vicinity of the club, whilst in the care of club staff.

Signature:

I hereby give permission for my child to be transported to the club, to and/or from school

Emails/Photos/Artwork

I hereby give permission for my child's photograph and artwork, to be used/displayed. All personal data including photographs is kept securely.

Signature:

I hereby give permission for my child's photograph to be used/displayed for Newsletters. All personal data including photographs is kept securely.

Signature:

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I hereby give permission for my child’s photograph to be used on our company’s Facebook page. All personal data including photographs is kept securely.	Signature:
I hereby give permission for my child’s photograph to be used on promotional material e.g. leaflets, Prospectus etc. All personal data including photographs is kept securely.	Signature:
I hereby give permission for my child’s photograph to be used on our website. All personal data including photographs is kept securely.	Signature:
I hereby give my permission to receive information via email such as updates regarding the club, newsletters, upcoming events, parents’ evenings, curriculum and policy updates. Where appropriate both parents/carers who have legal contact with the child can request this information to be sent to a separate email address.	Email address 1:
	Signature:
	Email address 2:
	Signature
I hereby give my permission to receive invoices and statements of account by email. This information can only be sent to the main bill payer. The parent/carer must provide an email address that can only be accessed by those intended. If this email address is not a personal email account the parent/carer must take full responsibility to ensure its content and attachments are strictly confidential. We keep copies of all information sent to parents/carers via email. You agree that such sent emails will be deemed received by you at the time of sending.	Bill payers email address:
	Signature:
I understand and agree to follow the club policies. I understand that I can access these policies at any time by asking the manager for copies.	Signature:
I hereby give permission for my child to have sun cream applied. I understand that if I do not give permission, there may be times when Kiddie Capers feel it is not in my child’s best interests to go outside (e.g. when it is extremely sunny).	Signature:
I hereby give permission for my child to have their face painted as part of activities on fun days.	Signature:
I hereby give consent for information regarding my child to be shared with other settings and outside agencies. Signature:	
I hereby give permission for senior leaders of the setting to discuss my child’s development with local children’s centres and other health professionals to allow integrated working on assessing my child’s development. Signature:	
Early Help Assessment is a shared assessment and planning framework for use across all children's services and all local areas in England. It aims to help the early identification of children's additional needs and promote coordinated service provision to meet them The EHA is a standardised approach to conducting an assessment of a child's additional needs and deciding how those needs should be met. Has an Early Help Assessment ever been carried out on your child? Yes/No	

External Contacts

These details help us meet the following requirement in the EYFS Statutory framework and must be completed.
 3.4. Providers must be alert to any issues of concern in the child's life at home or elsewhere.
 We will only contact these agencies with your permission except if it would put the child at risk.

Social worker’s name:	Telephone No:
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Parent/Carer Declaration – In registering my child at Kiddie Capers Childcare, I have read, understood and agree to abide by all the Terms & Conditions laid down by the Company, which may be amended with one months’ written notice.

Parent/Carer (1) Signature:

Date:

Parent/Carer (2) Signature:

Date:

Data Protection: In compliance with current UK Data Protection legislation, any information you provide to us will be kept secure and treated confidentially in line with the setting Safeguarding policies and local authority information sharing guidance.

Ofsted Registration The club is registered with Ofsted and complies with all Ofsted procedures.

Complaints Procedure The club complies with a laid down complaints procedure, a copy of this is held in the club, in compliance with Ofsted requirements.

Safeguarding Children Policy The club observes the Childcare Act 2006.

Loss or Damage The club does not accept responsibility for any loss or damage of property on its premises.

TERMS & CONDITIONS

Registration A registration fee of £25.00 is payable in order to secure a club place for your child. The registration fee will only be refunded if we are unable to provide a place on the required commencement date.

Club Fees Fees are charged on a calendar monthly basis and are payable on the 1st of the month in advance.

If part fees are to be paid using voucher payments, they need to be set up in time for the Club to receive them by 1st of the month (in advance). If this cannot be done then the first month’s fees must still be made in full and the vouchers will be deducted from the following month.

The initial payment of fees will be determined by the child’s commencement date with us and will include all sessions booked from that date, up to, and including the remainder of that particular month.

Payment may be made by Direct Debit, Bank Transfer, Childcare Vouchers and Tax Free Childcare, Returned payments from the bank may incur an admin charge equal to any charges the club is charged by the bank.

Please Note: On commencement of a child attending the club, the club fees shall be paid in full and any voucher payments made will be deducted from subsequent months.

We reserve the right to review the fees. In the event of there being changes to the fees one calendar month’s written notice shall be given.

A refund will not be given where a child is absent due to sickness or holiday.

If fees remain outstanding for more than 10 days:

1. The club reserves the right to charge a late payment fee of 8% on any outstanding balance.
2. The club may serve 14 days’ notice in writing to terminate the contract. Upon termination of this contract the child shall cease forthwith to be admitted to the club and the club’s notice to terminate shall be regarded as a formal demand for all outstanding monies.

Emails: On registration parents are given the option to receive emails. These emails include:

1. Information and updates regarding the club such as newsletters, upcoming events, parents evenings, curriculum and policy updates. Where appropriate both parents/carers who have legal contact with the child/ren can request this information to be sent to a separate email address.

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2. Account information including Invoices and statements of accounts. This information can only be sent to the main bill payer.

The parent/carer must provide an email address that can only be accessed by those intended. If this email address is not a personal email account the parent/carer must take full responsibility to ensure its content and attachments are strictly confidential. The club keeps copies of all information sent to parents/carers by email. You agree that such sent emails will be deemed received by you at the time of sending. You acknowledge that the club may publish photographs, art work, and other personal data relating to your child where specific consent has been given by you on the registration paperwork.

Types of Sessions & Conditions of Booking

Sessions are permanently booked recurring sessions or days requiring half a terms' notice in writing should this be necessary to change.

Extra Sessions/Hours We are happy to offer extra sessions and hours if they are available:

1. Please try to give as much notice as possible if you require extra sessions so that we can organise staff and food for your child.
2. Extra sessions booked but not taken are not refundable or transferable.

Cancellation/Termination of Contract After the child's initial admission to the club either party may terminate this contract by giving a half terms' notice in writing. This period is subject to the termination not being due to non-payment of fees as outlined above. During that said notice period the club undertakes to continue to admit the child and the parent/carer undertakes to pay for all fees due. In the event of the parent/carer failing to pay the notice period fees, the child's place shall be immediately withdrawn and the club shall be entitled to serve a formal demand for payment of such monies. Failure by the parent/carer to provide a half terms' notice or any notice at all shall render the parent/carer liable to the club for the half term fees. Notice must be made in writing to the Club Manager.

Late Collection Policy The club reserves the right to charge parent/carers when they do not collect their child at the agreed time, at a rate of £7.50 for the first 15min, then £15 for every 15 minutes thereafter.

Notification of Absence/Lateness The parent/carer is expected to notify the club if their child is going to be late or absent from the club, as we are required to monitor children's attendance.

Unforeseen Closure In the event of closure of the club due to extreme weather conditions, transport difficulties, flooding, loss of utility supplies, heating failure, pandemic, or other causes beyond the reasonable control of the club, the club will close and the parent/carer accepts that no refund of fees will be made due to continued operational costs.

Sickness/Emergency Treatment Children must not attend the club when they are unwell or suffering from a contagious illness or infection. In the event of a child becoming ill whilst at the club, the parent or nominated carer will be contacted to arrange to take their child home. In the case of an infectious condition the recommended exclusion time must elapse before the child can be readmitted to the club (the club can advise on this). In the case of an emergency club staff will call health professionals. A senior member of staff will accompany the child to the hospital until the child's parent/carer arrives. The club will continue to make contact with their parent/carer if they had not been able to reach them immediately.

The club reserves the right to change the above Terms & Conditions as and when the need arises. As parent/carer I acknowledge that I have read and agree to the Terms & Conditions set out above.

Signed Parent/Carer 1..... Signed Parent/Carer 2.....

Name..... Date..... Name..... Date.....