



REGISTRATION FORM & CONTRACT

CHILD'S DETAILS

Full Name: _____

Ethnic Origin: _____

Date of Birth: _____

Other Languages: _____

Boy ☐ Girl ☐

Known as: _____

Religion: _____

First language: _____

Birthmarks: _____

MEDICAL DETAILS

Surgery Name: _____ Tel: _____

Any special/medical needs, or other information that we may need to know to effectively care for your child (please detail). Please note this is required before the child starts their sessions with us:

Any special dietary requirements or allergies? **Please note these must be supported by a medical note from a GP or dietary specialist:** _____

Please detail any medication control: _____

Does your child receive disability living allowance? Yes ☐ No ☐

Are all immunisations up to date including MMR? Yes ☐ No ☐

Please confirm if early help is in place, or if the family is known to social care. If yes, please give details: _____

SESSIONS Please tick all that apply	Before School	After School	Holiday Club
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Required Start Date: _____

Please note the above boxes are for permanent sessions needed only. If you require adhoc sessions these will be booked through the Pebble app, therefore please do not tick the boxes above. The Pebble app will allow you to book one month's of adhoc sessions at a time as per available spaces.

PARENT/GUARDIAN DETAILS

- Details of all persons that have parental responsibility & legal contact including those who have permission to collect the child; and those that may be contacted in an emergency. Please provide photos for staff members of all contacts.

Full Name: _____

Full Name: _____

Salutation: _____

Salutation: _____

Address: _____

Address: _____

Date of Birth: _____

Date of Birth: _____

Parental Responsibility: Yes ☐ No ☐Parental Responsibility: Yes ☐ No ☐

Mobile: _____

Mobile: _____

Email: _____

Email: _____

Work: _____

Work: _____

Occupation: _____

Occupation: _____

Employers Name: _____

Employers Name: _____

Please give details of any other persons with parental responsibility: _____

OTHER AUTHORISED PERSONS

Full Name: _____

Full Name: _____

Relationship to child: _____

Relationship to child: _____

Mobile: _____

Mobile: _____

Home: _____

Home: _____

Work: _____

Work: _____

Can call in an emergency ☐Can call in an emergency ☐Can collect from nursery ☐Can collect from nursery ☐

Full Name: _____

Full Name: _____

Relationship to child: _____

Relationship to child: _____

Mobile: _____

Mobile: _____

Home: _____

Home: _____

Work: _____

Work: _____

Can call in an emergency ☐ Age 16+ ☐Can call in an emergency ☐ Age 16+ ☐Can collect from nursery ☐ Age 16+ ☐Can collect from nursery ☐ Age 16+ ☐

Please note all contacts must be 16 or over to drop off or collect your child.

PASSWORD

This password will be used by contacts when collecting the child: _____

PARENT CONTRACT

We believe that there needs to be a formal agreement between CK Club and Parents. The contract will outline the obligations and commitment, of both CK Club and the Parent(s). This is a contract between the Owner/Manager of CK Club and the Parent(s) or legal Guardian (referred to as 'the Parent') of a child (or children) that is enrolled at CK Club.

CK Club:

1. Is owned by Country Kids Day Nursery Kneesall Ltd.
2. It will be known as 'CK Club' and will operate from various properties.
3. CK Club is registered with Ofsted and operates within their regulations, guidelines and rules. Their Inspectors regularly visit our premises to ensure the appropriate standards of care & education are being provided.

The Contract:

1. Notice Period - If you are changing your child's hours or leaving CK Club, we require 2 month's notice. Notice must be given in writing.
2. Increasing your booking is subject to availability.

Hours of Operation:

CK Club is typically in operation: Monday to Friday 07:30 to 18:00. Please see our website for further details. We will be closed on all Statutory Bank Holidays and these are not charged for.

Monthly Fees:

Monthly fees are at the prevailing fee schedule. The setting reserves the right to increase said fees at any time giving one calendar month's notice of the proposed increase to the Parents. Monthly fees include all sick days and booked holidays.

Fees are based on booked days, not attendance. Refunds and credits will not be given for days where your child does not attend due to sickness or holiday that does not qualify for the above discount. We are happy to accommodate swapping of days in cases of emergency, under special circumstances and to provide flexibility, however this is subject to availability.

Payment Policy: (This has been highlighted to ensure that this section is drawn to your attention).

Parents agree that all monthly fees (full time and part time attendance) will be paid on or before the 1st of each month by direct debit. Unpaid fees will result in suspension of care if the balance remains outstanding after the 1st of the month. Extra hours are billed at the session rate or hourly rate and will be sent out to you on an additional invoice run. Payment received after the 1st of the month will result in a £35 late payment fee charge.

Payment of fees is by direct debit or childcare vouchers. No cheques are accepted.

Bank details are as follows:

Trading name: Country Kids Day Nursery Kneesall LTD **Account Number:** 11034869 **Sort Code:** 09-02-22

Please use your child's name as a reference to ensure your payment is allocated to the correct account.

Illness Policy:

Please advise CK Club prior to your booked session if a child will not be attending due to illness. Parents agree that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of the staff and other children in our care. The parents further agree should a child become ill whilst in our care that immediate arrangement will be made to collect the child from CK Club. Children will not be allowed to return to CK Club until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness or diarrhoea. By signing this contract you are agreeing to staff seeking any necessary emergency medical advice or treatment during their time at CK Club. Please refer to our sickness policy for more information about this topic.

Late Arrival/Pick up Policy:

Please advise CK Club immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the Parents' responsibility to ensure that children are picked up no later than 18:00. If you are not able to pick your child up by 18:00 alternate arrangements must be made.

Late collections within the first 5 minutes will be invoiced at £35. For every 5 minutes after the initial late charge, this will incur a fee of £5. For example, if your child is collected 10 minutes after the end of their session time, this will be a £40 late fee charge.

Please notify CK Club if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form. You must provide on notification at least one method of identification alongside the password you have set. Method's of identification can be found in our policy sent with your welcome email.

Termination:

CK Club reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children in our care.

Withdrawal:

Parents agree that a minimum notice of **two full months** (notice to be given in writing) will be given for permanent withdrawal of, or reducing hours of any child from care or agree to pay two month's fees in lieu. The responsibility is of the parents to ensure that the notice period has been received by the office. No exceptions will be made.

Health and Safety:

The name of the designated Health & Safety Officer is on the notice board in reception. Should you have any health and safety queries please arrange to meet with the manager. We would ask all parents to make sure doors are closed when entering or leaving the building. If CK Club has to close due to any health & safety/illness/staffing issues or adverse weather, fees will not be due to be paid during the period CK Club is closed.

Behaviour Management:

If a child's behaviour is seen to endanger others and all routes according to our Behaviour policy have been adhered to, CK Club will take advice from the local authority and arrange a meeting with the parents to discuss the options available. If a parent chooses not to support CK Club in gaining help and advice from outside agencies then CK Club reserves the right to terminate the parent's contract and will no longer provide care for that child.

What to wear:

For holiday club children - In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is advisable to send children dressed in clothes that are easily washable and preferably not new. It is good for children to practice the skills which will make them independent, so please dress them in simple clothing which they can handle themselves where necessary.

Data Protection:

I understand that my child's records will be held on a computerised database and that this is protected by the Data Protection Act 1984 & 1998 and that they will be used for no other purpose than company business. I understand that if I require a copy of this personal information I must make a request in writing. I agree to be contacted via email for the purposes of CK Club business. Please refer to our privacy policy on our website to see how we use and collect your data.

Safeguarding:

I understand that the Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children policy available for me to view at any time. I understand that in the event of a safeguarding concern pictures may be used to support referrals if one has been taken as usual during activities and play.

Exclusion:

If in the reasonable opinion of the setting manager or person of similar standing authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well-being of the child/other children in the setting/setting practitioners or other staff so employed, then the setting may serve notice to the parent/guardians or a request for the child to be immediately removed from the setting and the provision of one month's notice shall not apply.

CONSENT:

In order for us to provide the best possible care for your child and to comply with your wishes, we require you to complete the form below. Please tick if you give your permission. Please note that if no permission is given for some of these statements, CK Club may be unable to offer a place to your child. Please speak to the manager for any further information.

Special Educational Needs:

From time to time we may wish to talk to an Area Special Education Needs Co-Ordinator (SENCO) about your child. We will always feed back any information to you. Additional permission will always be sought if further advice or action is required. We also have a 6 week period where we fully assess the child and should they have any additional needs where further measures need to be put in place, your child's place may be put on hold until we seek further support to ensure your child/all other children and our staff members needs are all met.

☐**Child Protection:**

We have a duty to report any child protection or concerns regarding the possible abuse of a child in our care to both Ofsted and the Duty Officer at the Local Social Services Department.

☐**Outings:**

We take the children on regular outings in the local area where possible in order for them to learn about their community and environment. If we are planning a trip further afield then we will inform you and ask for specific permission.

☐**Emergency medical treatment:**

In the event of an emergency, we will contact parents as soon as possible however they may not be contactable or able to get to the setting quickly enough for the nature of the incident. In these situations, we request permission to seek emergency medical treatment for your child. A member of staff will accompany your child to hospital in an ambulance should the need arise. I understand that all medical decisions in my absence are the responsibility of medical professionals and that I will be contacted as soon as possible.

☐**Administer Medication:**

If a child is on a course of antibiotics (returning to CK Club 48 hours after the course begins) or needs general medication, staff members may need to administer this throughout the day, as per instructions from parents at drop off.

☐**Face Paints:**

On occasion, we may choose to have our face painted at CK Club.

☐**Large Play Equipment:**

We may use large play equipment e.g. local parks, ball parks and adventure parks to support the child in developing their physical skills.

☐**Sharing Information:**

I am aware that CK Club may occasionally share information about my child with other providers such as schools, health visitors and local authorities. I am happy to receive newsletters, information and exclusive discounts to the email addresses provided previously in this document.

☐

Photographs and videos:

Whilst your child is in CK Club we will be taking photographs for a variety of different purposes. This also may sometimes include videos. Potential new parents love to see real children playing in our setting, and this gives CK Club a more homely, personal feel.

Full Allowance: Photo's may be used on: Country Kids website, Open Facebook pages, Private Facebook Groups (only CK Club parents allowed) and other social media pages such as Instagram/Tiktok. This is our main communication with parents and advertising. Printed and online promotional literature such as our prospectus, leaflets plus online and printed adverts or press releases may also contain photo's.

CK Club Display boards - To offer a more homely feel, we may have lots of pictures up of the children.

I consent to my child's photographs being used for the above purposes consenting to full allowance:

Sign:_____ **Print:**_____

Partial Allowance: Photo's may be used on Private Facebook Groups (only CK Club parents allowed).

I consent to my child's photographs being used for the above purposes consenting to partial allowance:

Sign:_____ **Print:**_____

ACCEPTANCES

1. The above terms and conditions are considered to be fair and reasonable. In the events of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect.
2. The parent/guardian has read and understands the Terms and Conditions contained and undertakes to be bound by the same.

This contract must be signed by all persons with Parental Responsibility and/or those who are accepting responsibility for paying fees. Your childcare may only commence once payment of the first invoice, or a minimum of one month's fees have been made.

I have read and understood the contract and I agree to be bound by it and any other relevant booking terms and conditions that are issued from time to time.

Parent/Legal Guardian

SIGNED:_____ PRINT NAME:_____

DATE:_____

Parent/Legal Guardian

SIGNED:_____ PRINT NAME:_____

DATE:_____

On behalf of CK Club

SIGNED:_____ PRINT NAME:_____

DATE:_____

Terms and Conditions are subject to change with 1 month notice.

Our core policies and procedures are available either via our website (www.countrykidsnursery.com) or in the CK Club setting.