



## BEFORE & AFTER SCHOOL CLUB REGISTRATION FORM

Please note that **all** boxes must be completed before a booking can be confirmed. Parent/Carer 1 will be deemed the bill-payer and the invoice will be addressed to that person.

Child's Full Name				M/F	
Date of Birth		Religion			
Ethnicity		Home Language			
Parent/Carer Names	1 <b>BILL PAYER</b>		2		
Relationship to child					
Address	Postcode		Postcode		
Contact Telephone	Home Mobile Work		Home Mobile Work		
Email	PLEASE COMPLETE IN BLOCK CAPITALS		PLEASE COMPLETE IN BLOCK CAPITALS		
Work Address					

Additional Emergency Contact:	
Relationship to child	
Address	
Contact Telephone	Home Mobile Work

### How did you hear about Kids Collective?

You already knew us	<input type="checkbox"/>
Recommendation	<input type="checkbox"/>
Leaflet/Information from School	<input type="checkbox"/>
Magazine Advertisement	<input type="checkbox"/>
Banner outside Club	<input type="checkbox"/>
Mailing	<input type="checkbox"/>
Internet (please state site below)	<input type="checkbox"/>

### Does your child have any of the following? (use additional sheet if required)

Medical conditions	Y/N
Special Educational Needs	Y/N
Allergies/Intolerances	Y/N
Special Dietary Needs	Y/N

### Please tick which Club to register with:

APS	<input type="checkbox"/>	Heyes Lane	<input type="checkbox"/>
Bollin	<input type="checkbox"/>	Navigation	<input type="checkbox"/>
Bowdon C of E	<input type="checkbox"/>	Well Green	<input type="checkbox"/>
Cloverlea	<input type="checkbox"/>	Worthington	<input type="checkbox"/>

### Sessions Required (please tick)

Required Start Date: .....

Session	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Before School</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>After School</b> (if your Club has different finish time options as listed on the Fee Information, please state which finish time you require)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Please Note: Breakfast is served at all clubs. Tea is provided at APS, Bollin, Bowdon, Navigation and Well Green only.

### Parent/Carer Signature

I have legal parental responsibility for the above named child. I have read and accept the Terms and Conditions of Kids Collective, which are found both in the Breakfast and After School Handbook and on the reverse of this Registration Form. This includes a minimum notice period of one month or the remainder of the term for **any cancellation or reduction** to the days booked.

Signature ..... Date .....

# TERMS AND CONDITIONS

## REGISTRATION FOR KIDS COLLECTIVE

**Breakfast Club & After School Club:** Registration and consent forms must be completed and returned along with the £25 registration fee (non-refundable), before a child can be considered for entry into the Club.

**Holiday Club:** Parents should book in advance to avoid disappointment and payment must be received with the Registration Form.

**Late/Ad-hoc bookings:** Booking on the day are very welcome subject to availability. Please note all booked places must fit in to the normal session times.

**Sibling Discounts:** 10% discount is offered to the 2nd and subsequent siblings when permanently booking 3 or more of the same sessions (3 full days per child or more for Holiday club) each week. Excludes adhoc and extra session bookings.

## CONFIRMATION OF BOOKING

We will confirm all advance holiday bookings by email. Term-time bookings will be confirmed in writing by post.

## CANCELLATIONS

Kids Collective require 4 weeks written notice to cancel or postpone a registered place in the Breakfast and After School Club **otherwise full fees are payable.** Once a Holiday Club Registration Form and full fees have been received, cancellation of any session will be subject to charge for that session:

**≥14 Days Notice= Full Refund      ≥7 Days Notice = 50% Refund**  
**<7 Days Notice = No Refund**

Cancellation of an 'on the day' or late notice booking is subject to full charge. Extra/late bookings are subject to availability and must be paid for separately. Payment is required immediately for extra sessions.

## COLLECTION/DROP-OFF OF CHILDREN

Parents MUST sign the Signing-in and Signing-Out books. Kids Collective requires that parents inform the club if they are going to be late collecting their child to ensure there is sufficient staff cover. **If children are not collected by the end of their sessional time** it will be necessary to make an extra charge of £10/15 min (or part thereof) which will be reflected in your next invoice. Repeat late collection may lead to expulsion from the club. This will be at the discretion of the Directors.

## ABSENCE

Please inform us of any absence before 2pm on the day in question to avoid concerns over missing children. Once a place is booked, fees are payable irrespective of absences.

## HOLIDAYS

Kids Collective will close on all Bank Holidays and Public Holidays.

## PAYMENT OF FEES

Fees are required in advance and can be paid by cheque, direct online payment, credit/debit card or childcare vouchers. Parents are requested not to pay by cash however if this is unavoidable parents must obtain a receipt. Parents submitting cheques which are returned unpaid (bounced) will be charged a flat fee of £10.

**Breakfast & After School Club:** Invoices will be issued monthly, in advance by email and will include any additional fees due. Invoices are payable upon receipt and must be paid in full. Payment for ad-hoc sessions are due as incurred. We reserve the right to make a search with a credit reference agency, & keep a record of that search.

**Holiday Club:** Fees are required upon registration.

Please retain your invoices/statements for your records as future provision of account information will incur an administration charge of £25.

## OUTSTANDING FEES

If fees are not received within 7 days of the invoice date an administration fee of £10 will be added and a written request for payment will be sent. If fees are not paid 14 days from invoice date your child's place may be suspended. We reserve the right to add outstanding balances from other Elmscot Group settings to your Kids Collective account and these will be payable in accordance with the above terms.

## INCREASE IN FEES

Kids Collective reserves the right to review fees annually.

## INSURANCE

Kids Collective has extensive insurance cover including Employers and Public Liability.

## PROPERTY AND BELONGINGS

Kids Collective will provide an extensive range of equipment for children of all ages. It is not necessary and not advisable for children to bring toys from home. Children's comforts and toys of special interest are acceptable. Although our staff will endeavour to take care of any property brought to the club, Kids Collective will not accept responsibility should any loss or damage occur.

## MEALS

Lunch and tea menus are displayed at clubs providing food. If your child consistently does not like, is allergic to, or has an intolerance for, a specific food, please inform the staff who will record it, and we will ensure an alternative is always prepared in advance. If this is not recorded on the Child Information Sheet, we will not be able to provide an alternative.

## ACCIDENT PROCEDURES

Kids Collective reserves the right to administer basic First Aid treatment when necessary. Parents will be informed of all accidents and will be required to sign the Accident Book. For accidents of a more serious nature involving hospital treatment, all attempts will be made to contact the parents but failing this the club requires consent to act on behalf of the parents to authorise any necessary treatment. Parents are requested to inform Kids Collective of any changes to information stored at the club.

## SAFEGUARDING CHILDREN

**In the case of suspected sexual abuse of children, it is our duty and legal requirement to report our concerns to social services immediately.**

## SHARING INFORMATION

We work in a multi-agency environment and we expect to seek advice from multi-agency professionals from time to time to ensure the quality of the childcare offered. If this is in relation to your child, we will contact you directly to seek informed written consent prior to consultation.

## CHILD HEALTH RECORDS

Kids Collective requires emergency contact names and medical information regarding allergies, dietary or special requirements. Kids Collective supports the government policy on immunisation and although it is not a condition of club entrance, we would strongly support immunisation unless otherwise recommended by your GP.

## MEDICINE CONSENT FORMS

Kids Collective staff will administer prescribed medicines if parents complete medicine consent forms.

## ILLNESS

Parents are requested not to send their child to Kids Collective if they are suffering from any infectious disease or if they are not feeling well enough to attend. Kids Collective has a realistic attitude to the needs of working parents but reserves the right to contact parents if their child becomes ill during club hours. Parents are requested to inform the club if their child, or other children in the club, contracts any (normal childhood) ailment or disease. Kids Collective must be informed of any illness which may prove dangerous to other children. **No discounts are given for absence due to sickness unless by arrangement for long term illness.**

## SECURITY

Under no circumstances will a child be allowed to leave Kids Collective with anyone unknown to the club staff unless previously arranged by the parent or guardian. If parents make prior arrangements by telephone, the club will require the name, address and telephone number of the nominated person.

## PARKING

Kids Collective accepts no responsibility for injury, damage or loss to persons, vehicles or property.

## EMERGENCY CLOSURE

In the event of an emergency such as fire, or adverse conditions such as a failure of the central heating, or emergency closure of the school so that premises are unavailable to Kids Collective, Kids Collective reserves the right to close the club. Kids Collective will be unable to offer a fee reduction in these circumstances although alternative sessions will offered free of charge. Alternative emergency accommodation will be sought if possible.

## HANDBOOKS

The Holiday Club Handbook and Breakfast & After School Club Handbook shall not be construed as containing any representation of fact upon which reliance is made under the Misrepresentation Act 1967. Any statements in the prospectus are intended to be statements of opinion made in good faith and believed to be true, but not be regarded as representations on the basis children are entered for the club.

## NON-SOLICITATION OF ELMSCOT GROUP STAFF

Whilst a child attends an Elmscot setting and for a 12 month period following that, the Customer shall not directly or indirectly solicit either on their own account or on behalf of any other person the whole or part-time services for any purpose of any employee working in any capacity at any of the Elmscot Group settings. If, by mutual agreement, an Elmscot Group employee is employed by a Customer, an Introduction Fee will be payable by the Customer in respect of 20% of the employee's current annual salary or the amount earned over the previous 12 months in respect of a 'zero hour' contracted employee.



## Booking Information Sheet

**Child's name:** \_\_\_\_\_ **School:** \_\_\_\_\_

Class			Teacher's Name			
Time School Starts			Time School Finishes			
Days/Times attending Club		Monday	Tuesday	Wednesday	Thursday	Friday
	Before School					
	After School					
<b>Nursery/Reception Children only:</b> Does your child attend any other setting besides Kids Collective and host school e.g. childminder, private day nursery?						Yes / No
If your child does attend another setting, in order to meet EYFS standards and ensure continuity of care we would like to link with this provider. Please state where your child attends, when they attend, and any contact details: Provider Name: Provider Contact Details: Hours spent at other provider:						
Collection of children after school varies according to the school, as each has different collection times/room layout. Infant children are either collected from their class or from a designated collection point. Junior children make their own way to the collection point or Club itself depending on the school. Do you require any special collection arrangement? If so, please specify below.						Yes / No
Does your child attend any extra-curricular activities at school (or at the Bowdon Club for Bowdon C of E children) on the days they will be attending the club and need escorting/collecting from these activities?						Yes / No
If so, which days?				Please specify details		
Do you require us to supervise homework on a daily basis?						Yes / No
<b>Please note that it is your child's responsibility to collect their own belongings from their classroom before coming to the Club</b>						
Please write any other comments you feel we need to know regarding your child's attendance at the club. <b>In particular, if there is any information held by the school which you feel we need to be aware of, please state below what it is and if you give permission to access this.</b>						
<b>Parent/Carer Signature:</b> (with legal parental responsibility for the above named child)						