



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		2		
Relationship to child	BILL PAYER		BILL PAYER		
Address					
	Postcode		Postcode		
Contact Telephone	Home Mobile Work			Home Mobile Work	
Email					
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:

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"/>
Heyes Lane	<input type="checkbox"/>		

Sessions Required (please tick)

Required Start Date:

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Before School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After School (if your Club has different finish time options, 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 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 4 weeks or the remainder of the term for **any cancellation or reduction** to the days booked.

Signature Date

Office Use Only: Date Forms Received _____ Date Reg Fee Received _____ Offer Letter Sent _____

Welcome Pack Sent _____ On Connect Privacy Notice Signed On Waiting List

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. Once confirmed all bookings will be confirmed in writing by post.

Holiday Club: All bookings must be made via the online booking system on our website. Please ensure you book in advance to avoid disappointment.

Late/Ad-hoc bookings: Bookings 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 or 3 full days per child or more for Holiday club each week (Excludes adhoc and extra session bookings)

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 booking has 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, by 1st of the month at latest, and can be paid by direct debit, 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.

Breakfast & After School Club: Invoices will be issued monthly on or around 20th of the month prior, in advance by email on or around 20th of the month prior, and will include any additional fees due. Invoices are payable upon receipt and must be paid in full by the 1st of the month. 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 on time, a late payment charge of £10 will be added immediately and will show on your next invoice. If fees remain outstanding 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.

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.

INSURANCE

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

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 be 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
	Before School		Wednesday
	After School		Thursday
			Friday
Nursery/Reception Children only: 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 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
Please note that it is your child's responsibility to collect their own belongings from their classroom before coming to the Club			
Please write any other comments you feel we need to know regarding your child's attendance at the club. 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.			
Parent/Carer Signature: (with legal parental responsibility for the above named child)			

KIDS COLLECTIVE PARENT PRIVACY NOTICE

This Privacy Statement explains our practices, including your choices, regarding the collection, use and disclosure of certain information, including your personal information, by Kids Collective.

Contacting us

If you have general questions about your registration or our use of your personal information, cookies or similar technologies, please contact us by email iwanttobe@kids-collective.co.uk.

Collection of information

We receive and store information about you such as:

1. Information you provide to us:

Your name, email, address, telephone number, payment method and certain information about your child(ren) such as name, age, childcare requirements, medical or dietary requirements to ensure the safety of your children in our care and proper administration of our services. We collect this information online when you enter it or give it to us while registering for and using our childcare services, booking parent workshop or training course, or participating in surveys.

2. Information we collect automatically via the use of website cookies for example:

- Information about your use of the website
- The requested web page or download with date and time you accessed the website
- The internet address from which you accessed the website

3. Information collected by Kids Collective:

We collect information during the period in we provide services such as ongoing medical or dietary information where required, child development records, accident and incident records, photography and videography.

Use of cookies

In order to provide information and registration services via our website, we may send cookies to your device. Cookies are text files that let us identify your device, carry out transactions and capture the information above. You can adjust the settings on your device to decline use of cookies however this may limit your ability to buy services and carry out certain functions of the website. Please contact the supplier of your device for instructions on how to do this.

Use of information

We use your information to provide, administer, market and improve our services to you, to process your enquiry, registration, bookings and your payments and to communicate with you.

Consent - your choices

We will only contact your personal email address if we have your consent to do so. You can opt out of communications at any time by emailing iwanttobe@kids-collective.co.uk.

If you are a registered parent or have signed up to one of our events or training then you will automatically receive our communications by email, telephone and post unless you tell us otherwise.

Disclosure of information

Information collected by us will be used by Kids Collective only and not passed to third parties unless you have given consent, except where the product or service is delivered by a third party on our behalf, or we are obliged by law to do so. We will only keep data for as long as necessary. We share your information for certain purposes and to third parties, as described below:

Retention of information

We securely retain your information for as long as required either by UK or EU law and/or as long as we need it to fulfil the terms of your registration and/or to provide you with services or information you have requested or signed up to and for the legitimate running of Kids Collective. After this period it is destroyed.

Use of Kids Collective website

Within our websites, we link to other useful organisations' websites that may be of use to you; however we do not endorse the information on these websites and are not responsible for the websites' content. Kids Collective cannot be held responsible for the privacy of data collected by these sites. You should review their privacy policy before sending them any personal data.

We make every effort to ensure that viruses, malware and other malicious software is excluded from our website, however we advise that you take appropriate precautions to protect your device. Kids Collective cannot be held responsible for any consequential damage from malicious software or any other use of our website, products or services.

While undertaking transactions through the Kids Collective Holiday Club Registration Service your personal financial data is protected to ensure secure transmission of the information.

Your information and rights

You have the right to access any information we hold relating to you. You can request access to personal information or details of any transfers to third parties by emailing us at iwanttobe@kids-collective.co.uk. You may also request that we delete personal information that we hold about you. We may reject requests that are unreasonable or not required by law, including those that would be extremely impractical or could require disproportionate technical effort.

Please sign below to confirm you have read this privacy notice and that you give your permission for your data to be used for the purposes identified.

Parent/Carer Name:

Signed:

Date:

Child name(s):