

All About Me

(to be filled in by child, with help as necessary)

Name _____ DOB _____

Club _____

I have a friend who attends Kids Collective	YES/ NO	Name	
My favourite food is			
Foods I dislike are			
I am allergic to			
My favourite game is			
My favourite TV programme is			
My favourite story character is			
I have pets	YES /NO	Name	
		Name	
My school is		My teacher's name is	
I am in Year			
I like to play with			
I am frightened of			
I have brother(s) and / or sister(s)	YES/ NO	Name	D.O.B.
		Name	D.O.B.
My favourite sport is			
My favourite team is			
I should do homework at Kids Collective	YES /NO	If yes, how much? Please give detailed instructions.	
Please tell us more about you:			
Child's Signature		Parent's Signature	

All About My Family

My Parent's names are:

(1).....

I call them

.....

(2).....

I call them

.....

Other special people in my life:

.....

.....

.....

My Home (where parents live in different homes please state both)

I live in a

.....

Who lives with me in our house:

.....

.....

I live in a

.....

Who lives with me in our house:

.....

.....

When I'm at home the things I enjoy the most are

.....

.....

When I'm not at Kids Collective, my typical day/weekend looks like:

.....

.....

.....

.....

.....

.....

.....

.....

.....

Any other information that will support your time at Kids Collective:

.....

.....

.....

.....

.....

.....

.....

.....

KIDS COLLECTIVE PARENT CONSENT FORM

Child's full name _____

The following adults have legal parental responsibility for the above named child:

Adult name: _____ **Relationship:** _____

Adult name: _____ **Relationship:** _____

(please print names clearly)

Please provide names of adults who have legal contact with the above named child:

Adult name: _____ **Relationship:** _____

Adult name: _____ **Relationship:** _____

(please print names clearly)

- I give consent to my child being transported to hospital in an emergency. It is Kids Collective policy to always try to contact the child's parent / carer at the time YES / NO
- I give consent to my child receiving any necessary emergency medical advice or treatment YES / NO
- I give consent for the First Aiders within Kids Collective to use plasters and alcohol-free antiseptic wipes on my child if necessary YES / NO
- I give consent to my child being given Calpol if necessary according to labelled dosage. I understand that every attempt will be made to contact me before doing so but if uncontactable a First Aider will administer as necessary YES / NO
- I give consent to my child being given Piriton if necessary according to labelled dosage. I understand that every attempt will be made to contact me before doing so but if uncontactable a First Aider will administer as necessary YES / NO
- I give consent for SPF50 sunscreen provided by Kids Collective to be applied to my child by staff when necessary (Please also complete Sun Screen Consent Form) YES / NO
- I give consent to my child being seen by other professionals to support my child's well being and development. We will always notify you of this taking place YES / NO
- I give consent for photographs/videos/audio recordings which include my child to be used for:
 - Child Development Records/Reports (EYFS only) YES / NO
 - Club displays YES / NO
 - Club publications, including; newsletter (which is published on our website), magazine/newspaper articles, nursery literature (including the Kids Collective website) and Facebook. YES / NO
- I give consent to my child's work being displayed in Club YES / NO
- I give consent to my child's work being displayed in local establishments i.e. the library YES / NO
- I give consent to my child's work being labelled with their name YES / NO
- I give consent for my child to have party food on special occasions (times/dates will be notified via our newsletter, club notice board or E-Bulletin) YES / NO
- I understand that the daily menus are on display and I must inform the Kids Collective team at least 1 day in advance if my child has an allergy/food intolerance/consistent dislike of what is on offer so an alternative can be prepared YES / NO
- I give consent to my child going out on local visits and understand that this will be in line with the Kids Collective outings policy (Pre-arranged trips will require an additional parental consent) YES / NO
- I understand that the daily activity plans are on display, including extracurricular activities and I must inform the team if I do not want my child to take part YES / NO
- I give consent for my child to have their face painted if they wish when these activities are arranged YES / NO

- APS ONLY:** I give consent for my child to be transported from the Marlborough Rd site to the Highbury site when necessary and understand that my child will always be accompanied by a member of the Kids Collective team, with transport provided by an external taxi provider. YES / NO

Comments/Additional Information:

Signed (parent / carer with legal parental responsibility for the above named child):

_____ **Date** _____

KIDS COLLECTIVE SUN SCREEN CONSENT FORM

Child's full name: _____

All parents please note that we can only apply sunscreen to Nursery and Infant children. If you have chosen not to give consent for us to use the SPF 50 sunscreen lotion we provide in Elmscot Group settings (see the Parent Consent Form) then please complete this form.

We ask that parents of older children apply a 24hr high factor sun screen for their child before they come to Kids Collective and the children can bring and re-apply their own cream under supervision. We apologise for this but otherwise it can take too long for us to apply sunscreen to all children at Club throughout the day. If your child does not bring their own sunscreen, they can use ours, provided consent is given on the Parent Consent Form.

Please also supply a hat in hot weather and warm hat/gloves etc in cold weather for outdoor play.

PRESCHOOL/INFANT CHILDREN ONLY: I give consent for the staff team to apply the following make of sun cream which I have provided. This cream has been used previously on my child and does not trigger an allergic reaction and the bottle is suitably labelled with my child's name. It should be applied as specified below.			
Sun cream:		The factor of this cream is:	
1. The sun cream is to be applied once a day before the first outdoor play session or			
2. The sun cream is to be applied before every outdoor play session or			
3. Other:			
ALL PARENTS: Please tick the statement that applies to you:			
1. PRESCHOOL/INFANT PARENTS ONLY: I understand that, having signed this statement, should I not provide the sun cream named above, my child may have to remain indoors in hot weather			
2. PRESCHOOL/INFANT PARENTS ONLY: I will be responsible for the application of sun cream during hot weather and I give permission for my child to play outdoors without further sun cream application by the Kids Collective team			
3. PARENT OF OLDER CHILD: I will be responsible for the application of sun cream during hot weather and I give permission for my child to play outdoors			
SIGNATURE OF PARENT/CARER (with legal parental responsibility for the above named child):			
DATE:			

Comments/Additional Information:

Signed (parent / carer with legal parental responsibility for the above named child):

_____ **Date** _____



Kids Collective
27 Warwick Road
Hale
Cheshire WA15 9NP
Tel: 0161 980 0003

LETTER OF GUARANTEE

Email: iwanttobe@kids-collective.co.uk
www.kids-collective.co.uk

**This letter should be signed by all persons paying
Kids Collective fees and returned by the first day of attendance**

To whomever it may concern,

I/we (delete as appropriate) the undersigned, guarantee payment to Kids Collective, a trading name of Elmscot Day Nursery Ltd, of any outstanding amounts due in the respect of:

..... (name of child)

Such amounts will be due and payable in accordance with the Terms and Conditions (a copy of which has been issued and can be found in the Parents' Handbook and on the reverse of the Application Form) but in any event on demand by the said Kids Collective.

Guarantor 1:

Guarantor 2:

Signed..... Signed.....

Name (PRINT)..... Name (PRINT).....

Date..... Date.....

Payment of Fees Terms and Conditions

All fees must be paid by bank transfer unless by prior arrangement. Invoices will be issued monthly in advance and may include any additional payment for extra sessions which will be due immediately. In the event of fees or other sums payable to Kids Collective, a trading name of Elmscot Day Nursery Ltd, being outstanding for more than 4 weeks from the date of invoice without a previous arrangement being made, you will receive written notice to withdraw your child from the Club. Such action will be at the discretion of the Directors.

COLLECTION CONSENT FORM

Name of Child:			
<p>I give consent for my child to be collected from Nursery/ Kids Collective by the following adults, including myself. The people named below understand that they must be aware of the password I have given to Nursery/ Kids Collective and have been preferably introduced to Nursery/ Kids Collective staff in advance.</p> <p>I understand I must complete a new Collection Consent Form if any of the arrangements below change.</p>			
Name of adult collecting child:	(your name)	Relationship to child:	(your relationship)
Physical description	(your description)		
Name of adult collecting child:		Relationship to child:	
Physical description			
<p><i>Please delete as applicable:</i></p> <p>1. This person is able to collect my child at any time without prior notification from myself OR</p> <p>2. I will always inform staff on the day if this person is collecting my child</p>			
Name of adult collecting child:		Relationship to child:	
Physical description			
<p><i>Please delete as applicable:</i></p> <p>1. This person is able to collect my child at any time without prior notification from myself OR</p> <p>2. I will always inform staff on the day if this person is collecting my child</p>			
Name of adult collecting child:		Relationship to child:	
Physical description			
<p><i>Please delete as applicable:</i></p> <p>1. This person is able to collect my child at any time without prior notification from myself OR</p> <p>2. I will always inform staff on the day if this person is collecting my child</p>			
CONFIDENTIAL PASSWORD:			
SIGNATURE OF PARENT/CARER: (must have legal parental responsibility)			
DATE:			

PLEASE NOTE THAT IF YOU GIVE PERMISSION FOR SOMEONE TO COLLECT YOUR CHILD AT ANY TIME WITHOUT PRIOR NOTIFICATION, WE WILL ALWAYS ALLOW YOUR CHILD TO LEAVE WITH THIS PERSON IF THEY HAVE THE PASSWORD. UNLESS CONSENT IS GIVEN ON THIS FORM, OR YOU HAVE OTHERWISE CONTACTED US TO GIVE CONSENT, WE WILL NOT RELEASE A CHILD FROM OUR CARE WITHOUT FIRST GAINING THIS CONSENT.

PARENT'S CODE OF CONDUCT

The Elmscot Group is a welcoming, supportive and inclusive organisation and it is important that all members of the Elmscot community work together. We are proud of our good reputation and aim to create an environment in which children and staff are safe from hurt and abuse, and in which any suspicion of such is promptly and appropriately responded to.

We are very fortunate to have supportive and friendly parents and carers. Our parents and carers recognise that educating and caring for children is a process that involves partnership between home and nursery/club and understand the importance of a good working relationship to equip children with the necessary skills for life.

The purpose of this code, which forms part of the Parents as Partners Policy, is to provide a reminder to all parents, carers and visitors about expected conduct to ensure a safe and positive environment for our children.

We expect parents, carers and visitors to show respect and consideration for others by:-

- Arriving and leaving within the hours of opening
- Supporting the respectful ethos of the nurseries/clubs by setting a good example in their own speech and behaviour towards all members of the Elmscot community both on Elmscot's or Kids Collective's premises and in its immediate area.
- Working together with all staff for the benefit of the children. We ask that if you have any areas of concern you ask to speak to member of the team or manager in private. The team and/or management will discuss and clarify specific events, issues and queries in order to bring about a positive solution.
- Correcting their own children's behaviour, especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour.
- Respecting the Nursery/Club environment and premises including driving and parking carefully for the safety of the children, yourself and all road users.
- Not bringing animals on-site for health and safety reasons unless you have sought express permission from the management.
- Not bringing large objects such as bicycles or prams/buggies/car seats into the nursery/club buildings.

Elmscot staff have the right to work in a mutually respectful environment. Elmscot Group will not tolerate any inappropriate or aggressive behaviour towards any staff member or volunteer by any parent, carer or visitor. We will take any appropriate action we deem necessary to deal with any such situation. Such behaviour includes:-

- Using loud and/or offensive language or displaying temper
- Threatening, aggressive or intimidating conversations or behaviour towards another adult or child
- Abusive, threatening or damaging emails, phone or social media messages relating to the organisation
- Using tobacco or being under the influence of alcohol or drugs on nursery/club premises.
- Damaging or destroying nursery/club property or premises.

Staff have the right to request any person, whose behaviour is deemed threatening towards any member of the Elmscot Team, to leave the premises. They may do this on their own although ideally they will have another staff member as witness and it is expected that in most circumstances actions will have been taken to pacify the situation prior to this action. If unacceptable behaviour is continued and the individual(s) concerned does not leave the premises, staff have the right to call the police for assistance. Records will be made on Incident sheets.

Parents' Code of Conduct

We agree to abide by the Parent's Code of Conduct referred to in the Parents and Partners Policy and detailed above:

Child's Name

Parent 1 Print Name

Date

Parent 1 Signature

Parent 2 Print Name

Date

Parent 2 Signature

Whilst we would appreciate you taking the time to sign and return this parents' code of conduct, it is our intention that the new policy will be applicable and enforceable for all our parents and guardians and therefore in the event of a parent or guardian not signing a copy, this will not excuse any inappropriate behaviour towards our colleagues.

Thank you for your understanding.