

## WHIT 2017 HOLIDAY CLUB REGISTRATION FORM



Please note that **all** boxes must be completed and payment received before a booking can be confirmed. We realise parents use our Holiday Clubs more than once and completing forms each holiday may seem repetitive however we need up-to date information on site to comply with our Safeguarding Children Policy. Thank you for your understanding. Parent/Carer 1 will be deemed the bill-payer and the invoice will be addressed to that person.

Child's Full Name		Known as:	M/F
Date of Birth	Which club is required? APS <input type="checkbox"/> Bollin <input type="checkbox"/> Cloverlea <input type="checkbox"/>		Which school does your child attend?
Parent/Carer Names	1	2	
Relationship to child	<b>BILL PAYER</b>		
Address	Postcode		Postcode
Contact Telephone	Home Mobile Work	Home Mobile Work	
Email	PLEASE COMPLETE IN BLOCK CAPITALS		PLEASE COMPLETE IN BLOCK CAPITALS
Work Address			

Emergency contact name		<b>How did you hear about Kids Collective?</b> Recommendation <input type="checkbox"/> Leaflet/flyer from School <input type="checkbox"/> Raring2Go advertisement <input type="checkbox"/> Banner outside Club <input type="checkbox"/> Email <input type="checkbox"/> Mums in the Know website <input type="checkbox"/> Mumsnet <input type="checkbox"/> Internet (Site?.....) <input type="checkbox"/>
Relationship to child		
Address		
Contact Telephone	Home Mobile Work	

**Does your child have any of the following?** (Use additional sheet if required)

Medical conditions	Y/N	Religion	
Special Educational Needs	Y/N	Ethnicity	
Allergies/Intolerances	Y/N	Home Language	
Special Dietary Needs	Y/N (If yes, please specify)		

Please tick required sessions	Monday			Tuesday			Wednesday			Thursday			Friday		
	Full Day		Short Day	Full Day		Short Day	Full Day		Short Day	Full Day		Short Day	Full Day		Short Day
	Until 1pm	1pm-close	9am-3pm	Until 1pm	1pm-close	9am-3pm	Until 1pm	1pm-close	9am-3pm	Until 1pm	1pm-close	9am-3pm	Until 1pm	1pm-close	9am-3pm
<b>22/05/2017</b> <small>(WA only Tea Y/N)</small>							APS ONLY THIS WEEK								
<b>29/05/2017</b> <small>(WA only Tea Y/N)</small>															
<b>05/06/2017</b> <small>(WA only Tea Y/N)</small>										BOLLIN ONLY					

**WRAPAROUND:** If you require wraparound care before/after sports sessions booked at Bowdon or Timperley Sports Club, please indicate exactly the hours you need within the relevant time slot and if a meal is required as highlighted above **(WA only Tea Y/N)**

**MEALS:** For full day sessions, breakfast, lunch and tea are included. Morning sessions include breakfast & lunch; afternoon sessions include tea, Short Days (9am-3pm) include lunch.

**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 Holiday Club Handbook and on the reverse of this Registration Form. I understand that payment is required with this form (cheques payable to 'Kids Collective') to book my place. I understand Kids Collective's Cancellation Policy.

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

**Office Use Only:** On Connect  Payment Rec'd £ \_\_\_\_\_ Marketing D/B  Conf Letter Sent  Special Req logged   
 Consent & Sunscreen Consent Form Rec'd

## TERMS AND CONDITIONS

### REGISTRATION FOR KIDS COLLECTIVE

**Breakfast Club & After School Club:** Registration and consent forms must be completed and returned 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.

### 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 comforters and toys of special

### 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

## WHIT 2017 HOLIDAY CLUB

### \*SPECIAL ACTIVITIES BOOKING FORM\*

The following activities are optional and are planned *in addition* to the Daily Activity Plans you have received. If your child would like to take part, please select the activities below and submit this form with your registration.

**Please note: If you do not select an activity by ticking the relevant box (even if there is no additional charge) your child will not be able to take part.**

There are limited places for trips and places will be allocated on a first come, first served basis. Some optional activities do incur an additional charge, others are included in the fees. Any additional fees payable for activities selected below should be included with your payment on booking. Thank you.

#### Child Name(s):

(1)..... (2).....

(3)..... (4).....

If you want to do a particular activity and it's not on the day you are with us, please let us know below and we will sort it out (Please note we can't do this for special daily events such as workshops or trips).

Date	Activity

<b><u>BACK TO NATURE</u></b>		£/child	# children
<b>22<sup>nd</sup> - 26<sup>th</sup> May (APS)</b> & <b>5<sup>th</sup> - 9<sup>th</sup> June (Bollin and Cloverlea)</b>			
<b>Tuesday 23<sup>rd</sup> May &amp; 6<sup>th</sup> June</b> 12:15PM – 3PM <b>PROMPT DEPARTURE AT 12:15PM</b>	<b>OPTIONAL TRIP TO CHESHIRE FALCONRY</b> Children are invited to come along to Cheshire Falconry for an afternoon of hands on interaction with various birds of prey. We will also watch the birds of prey flight display and visit the aviary. <b>(Children must be booked in for a full day to attend)</b>	<b>£15.00</b>	
<b>Wednesday 24<sup>th</sup> May &amp; 7<sup>th</sup> June</b> 10AM – 11AM	<b>ROUNDERS WORKSHOP WITH A QUALIFIED COACH</b> Take part in a fun, team based workshop with your friends and learn about the rules of the game.	<b>Free of Charge</b>	
<b>Thursday 25<sup>th</sup> May &amp; 8<sup>th</sup> June</b> ALL DAY	<b>BOUNCY CASTLE</b> Have a go on our bouncy castle as many times as you like...it's there all day!	<b>Free of Charge</b>	

<p><b>Friday 26<sup>th</sup> May &amp; 9<sup>th</sup> June</b></p> <p>1PM – 3PM</p>	<p><b>OPTIONAL TRIP TO THE LOCAL PARK</b></p> <p>Join us on a walk to explore the local park, collect twigs, leaves and look for birds and bugs. You could also have a go at a tree rubbing.</p>	<p><b>Free of Charge</b></p>	
---	--	------------------------------	--

<p><b><u>READY, STEADY, COOK!</u></b></p> <p><b>30<sup>th</sup> May – 2<sup>nd</sup> June (Bollin and Cloverlea)</b></p>		<p><b>£/child</b></p>	<p><b># children</b></p>
<p><b>Tuesday 30<sup>th</sup> May</b></p>	<p><b>BOUNCY CASTLE</b></p> <p>Have a go on our bouncy castle as many times as you like...it's there all day!</p>	<p><b>Free of Charge</b></p>	
<p><b>Thursday 1<sup>st</sup> June</b></p>	<p><b>OPTIONAL TRIP TO TESCO (SALE) TO EXPERIENCE THE 'FARM TO FORK' PROGRAMME</b></p> <p>Children are invited to join us on a trip to Tesco where we will explore behind the scenes of the store, learn about healthy eating, discover where our food is sourced and harvested and how it reaches the shelves.</p> <p><b>(Children must be booked in for a full day)</b></p>	<p><b>£5.00</b></p>	
<p><b>Friday 2<sup>nd</sup> June</b></p> <p>2PM – 3PM</p>	<p><b>CRICKET WORKSHOP WITH A QUALIFIED COACH</b></p> <p>Have a go at the game of cricket. Learn the rules and get together with your friends for a match.</p>	<p><b>Free of Charge</b></p>	

## 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 Elmscot Group's 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 the Elmscot group 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 (If no, please complete the sunscreen 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 Children only) YES / NO
  - Club displays YES / NO
  - Club newsletter (which is published on our website), magazine/newspaper articles and/or nursery literature including the Kids Collective website and Facebook site. No names are used for these purposes without further individual consent. 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 notified by newsletter/notice board) such as chocolate, crisps or cake YES / NO
- I understand that the daily menus are on display and I must inform the Kids Collective team at YES / NO

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

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 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 COLLECTION CONSENT FORM**

<b>Name of Child:</b>			
<p><b>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.</b></p> <p><b>I understand I must complete a new Collection Consent Form if any of the arrangements below change.</b></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>			
<b>CONFIDENTIAL PASSWORD:</b>			
<b>SIGNATURE OF PARENT/CARER: (must have legal parental responsibility)</b>			
<b>DATE:</b>			

**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.**

## KIDS COLLECTIVE SUNCREAM 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			
<b>SIGNATURE OF PARENT/CARER (with legal parental responsibility for the above named child):</b>			
<b>DATE:</b>			

**Comments/Additional Information:**

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

**Date** \_\_\_\_\_