



## 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 ☐  
 Recommendation ☐  
 Leaflet/Information from School ☐  
 Facebook/social media ☐  
 Banner outside Club ☐  
 Internet (please state site below) ☐  
 Attended sister nursery ☐  
 Sibling already attends ☐

### 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
Is your child / Family known to Social services?	Y/N

### Please tick which Club to register with:

Bollin ☐      Navigation ☐  
 Bowdon ☐      Stamford Park ☐  
 Elmridge ☐      Worthington ☐  
 Heyes Lane ☐

### Sessions Required (please tick)

Required Start Date: .....

Session	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Before School</b> (excluding Elmridge & Stamford Park)					
<b>After School</b> (if your Club has different finish time options, please state which finish time you require)					

**\*Please Note: Breakfast and a light afternoon snack is provided at all settings.**

### 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. **Please ensure all forms are completed in full. Any incomplete applications will automatically be rejected.**

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 ☐ On Parent App ☐

# 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. Once a place is agreed a request for a £25 registration fee (non-refundable) is made, once the fee is received all bookings will be confirmed in writing.

**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 requests must be made via email and paid for in advance.

**Sibling Discounts:** 10% discount is offered to the eldest sibling (Term Time only).

## CANCELLATIONS

### Term Time

Kids Collective require 4 weeks' notice via email to cancel or postpone a registered place in the Breakfast and After School Club **otherwise full fees are payable**. Please note absences due to appointments/holidays will remain chargeable to hold your place.

### Holiday Club

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 bookings are subject to full charge.

## COLLECTION/DROP-OFF OF CHILDREN

Parents MUST sign their children in and out of setting. 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 added to your account.

Repeat late collection may lead to expulsion from the club. This will be at the discretion of the Director.

## ABSENCE

Please ensure you inform Kids Collective by 2pm on the day in question if your child is not attending their session to avoid concerns over missing children. A £25 penalty charge will be imposed for failure to notify us. Once a place is booked, fees are payable irrespective of absences.

## HOLIDAYS

Kids Collective follow the individual school term dates, which includes closures and Bank Holidays.

## PAYMENT OF FEES

Fees are required in full in advance, by 1<sup>st</sup> of the month at latest, and can be paid by direct debit, direct online payment, credit/debit card, childcare vouchers or Tax Free Childcare.

**Breakfast & After School Club:** Invoices will be issued monthly on or around 15<sup>th</sup> of the month prior, in advance by email and will include any additional fees due. Payment for ad-hoc sessions are due as incurred. We reserve the right to make a search with a credit reference agency and keep a record of that search.

**Holiday Club:** Fees are required upon booking via the website.

Please retain your invoices/statements for your records as future provision of account information may 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 to your account. 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

It is not necessary nor advisable for children to bring in toys; comforters are acceptable. Our staff will endeavour to take care of any property brought to the club but 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. All dietary, intolerance and religious preferences will be catered for. 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 an Accident form. 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 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 to inform Kids Collective and refrain from sending their child into club if their child contracts an infectious disease or illness or 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. **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 or otherwise, please ensure the nominated person has the password.

## PARKING

Kids Collective accepts no responsibility for injury, damage or loss to persons, vehicles or property. Parking on site is subject to discretion of the host school.

## 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, 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 & KIDS COLLECTIVE STAFF

Whilst a child attends Kids Collective 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 Kids Collective 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.



## 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](mailto: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](mailto: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](mailto: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):**