



Child's Registration Pack 2021/22

All sections **must** be completed before we can confirm a booking. A separate form **must** be completed for each child.

Personal Details	
Surname	
Child's Name	
Date of Birth	
Address:	
Name of School(s) Attended	
Teacher(s)	

Parent/Carer Details (Emergency contact 1)		
All sections must be completed.		
Name		
Relationship to Child/Children		
Home Tel no.	Mobile Tel no.	Work Tel no.
Email Address (All correspondence and invoices will be emailed to this address)		

Parent/Carer Details (Emergency contact 2)		
Name		
Relationship to Child/Children		
Home Tel no.	Mobile Tel no.	Work Tel no.
Email Address (optional)		

Emergency contact 3 (must be over 16 years of age)	
Name	
Relationship to Child/Children	
Contact Tel Number/s:	
Password (must be used if your child/children are to be collected by someone unknown to staff)	

Doctor's Details		
Surgery Name & Address	Doctor's Name	Surgery Tel no.

Permissions

All sections must be completed.

Do you give permission for your child to receive appropriate medical attention for minor injuries?

Do you give permission for your child to receive appropriate medical attention in an emergency?

You will be contacted but a doctor may deem it necessary to proceed with treatment, including surgery, before your consent is obtained. By agreeing to this you waive your right of informed consent to such treatment. You also give your permission for your child/children to be transported by ambulance to a hospital.

Do you give permission for your child to wear a plaster if the occasion arises?

Do you give permission for your child to be taken on local outings? E.g. Local park, the lake, the local library

Do you give permission for your child to be taken on trips via public transport or privately hired transport?

Do you give permission for our staff to apply sun-cream to your child if needed? **Please Note: sun-cream should be provided in a labelled bottle if possible.**

Do you give permission for your child to be photographed for publicity purposes and club records?
funfishers social media/Funfishers website

Do you give permission for your child to be videoed for publicity purposes and social media?

Do you give permission for your child to watch U rated films?

Do you give permission for your child to watch PG rated films?

Do you give permission for us to share information about your child with school?
This includes observations/assessments through our tapestry systems.

In compliance with current legislation and requirements, we may be obliged to share information with other childcare professionals, e.g. social workers or other settings, in order to maintain a consistency of care and to ensure the health and wellbeing, of your child/children.

Additional information you would like us to know about your child/children

(e.g. Likes/dislikes, worries or concerns. If your child has SEND, please see the next page)

General Health & Wellbeing All sections <u>must</u> be completed.	
Inoculations	
Hearing	
Sight	
Toileting Needs	
Communication & Language Support e.g. PECS, Makaton	
Home Language	
Preferred Language	
Festivals you celebrate	

Additional Needs and Medical Information All sections must be completed. If any of the following apply, you will be asked to complete additional forms <u>before</u> your child attends the setting. You agree to share relevant updates with us regarding this information for example, any changes to an EHCP.		For completion by FF:
Known Allergies/ Diabetes/Asthma/Epilepsy		Forms received:
Medication		Forms received:
Dietary needs Vegan/Vegetarian/Pescatarian/Other	Delete as necessary if your child cannot have any of these foods: Meat Vegetables Fruit Fish/Other	Forms received:
SEND (Special Educational Needs and Disability) PLEASE NOTE: A child with SEND cannot attend our setting until we have received a copy of an EHCP (Education Health and Care Plan) if applicable. Robust risk assessments must also be in place.		
	For completion by FF:	
	EHCP:	My Support Plan:
	Risk Assessment	Other

If you would like to discuss anything about your child/children confidentially please speak to the manager

Funfishers Privacy Notice

At Funfishers Club we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone, email, social media and post, so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (e.g. to take online bookings, or to issue invoices)
- have obtained your prior permission

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.

Signed: _____ Date: _____

Name: _____

** We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible. Data collection is only used to provide a childcare service to you and we comply to all GDPR 2018 (General Data Protection Regulations).*

Funfishers Nursery & out of school Club

Terms & Conditions

Our Promise to Parents

We will take care of your child during the day in a safe, fun, happy and enjoyable environment, offering an exciting and varied programme of activities. We will keep you informed of current affairs at club and work with you and the school to manage behaviour effectively. A full copy of all our policies and procedures are available on request.

Admissions Policy (See full T & C's policy/admissions online or at the setting)

Payment: Breakfast Club £6.00, After School Club £10.00, Holiday Club Full Day £30.00/£50.00 Playgroup £34.00/£17.00, Babies £50.00 (prices subject to change)

- Payment is required in advance. This can be by BACS or childcare vouchers
- Please be aware that childcare vouchers can take 5 working days to clear
- Permanently booked sessions will be invoiced monthly in advance. Variable bookings will be invoiced monthly in arrears
- Any outstanding fees must be cleared within 5 working days. Please note persistent late payment of fees may result in your child's place being withdrawn

Cancellations: All bookings, once made, must be paid for. If you feel that you should not be charged for a session, please discuss it with the Manager.

Late collection charges: **Playgroup closes at 3.00pm prompt/After school/Holiday club closes at 6pm prompt.** Any children not collected by this time will incur an additional flat charge of £15 for the first 1-15 minutes, per child. Then every minute past 3.15pm and 6.15pm we will charge £1.00 per minute on top of the £15.00.

Collecting children: If a known person is unable to collect your child you must inform the club. Your child will not be released to an unknown person without prior notice. The unknown person must use the password entered on your child's registration form.

Signing in and out: OFSTED regulations state all children must be signed in and out of the setting. The daily register is on the desk next to the door. We will inform you of any change to this if and when required.

Holiday club: This is separate to your term time booking. Forms will be emailed out. Bookings will not be confirmed without a completed booking form and full payment. **(During covid restrictions no parents will enter the building staff will receive your child at the door and sign in your child until further notice).**

Medicines policy: We are not able to accept any child with an infectious condition. (Please see policy notice board for exclusion periods).

If your child is prescribed medication which they need to take during their time with us, we will administer this, but a consent form must be completed (ask for details). If your child needs to take the medicine at school, a school form must be completed. These are available at school reception and via email request.

We will only administer medication which is not prescribed that includes Calpol, Paracetamol and Ibuprofen for the treatment of mild to moderate pain and as an antipyretic (a substance that lowers a fever). It can be used in many conditions including headache, toothache, earache, teething, sore throat, colds & influenza, aches and pains and post-immunisation fever. This will **not** be given for more than 3 days without consultation from your doctor and if any of the above persist it would be wiser to seek advice from your doctor and keep your child at home if they become unwell. **If we feel your child is to unwell to be in nursery/out of school club we will send them home immediately.**

If your child has an illness or allergy which requires them to need regular medication you will be asked to complete a health care form or long-term medication permission form. Without this we are not able to administer their medication. (Please note this includes asthma inhalers).

Complaints procedure: In the event of any complaints or concerns involving the setting please do not hesitate to speak to the manager. Full details of our complaints procedure are displayed in our policy pack.

Parent/Carer Signatures (To be signed by ALL people listed on this form as having care or parental responsibility of the child/children)		
I declare all the information in this pack to be true, agree to the terms and conditions, and will contact the club if any of the details change		
Print Name:	Sign:	Date:
Print Name:	Sign:	Date:
Print Name:	Sign:	Date: