

After School and Holiday Club



Registration Pack

CHILD
CARE



The Avenue St Lukes Avenue Ramsgate kent CT11 7HS



At our After School Club, children have an individual choice to take part in a wide range of fun and interesting activities available from our resource stations, both indoors and outdoors and will have the opportunity to lead their own play experiences under the supervision of our qualified staff.

Our staff are passionate about play work, are fully DBS checked and are committed to providing the best possible individual care and excellent activities/ workshops that will inspire your child's imagination.

We are able to offer continuity and stability as many of our children have grown up through our Nursery, After School and Holiday Club and made some amazing new friends from other schools.

It is so important for the child's future that they develop their social skills and make friends by being allowed to mix with children from other schools and for them to have a change of venue at the end of the day



...a fun place to play and learn!



Our Qualified Staff meet the children at school and transport them to the After School Club by foot, or in fully insured, well-maintained vehicles. We have two dedicated Mini- busses available.

On arrival the member of staff who escorted the child from school will immediately record the child's attendance in the daily register, including the time of registration. We do however request that the collector of a child, signs them out on the register at the end of their session



Let's get cooking

LEARNING IS FUN



We aim to provide opportunities for children to develop positive relationships/ friendships and above all have fun learning something new.



When school is out we are in

Playwise Holiday Club provides the opportunity for your child to decide how they want to spend the day and go home happy It is all the fun of our After School Club with the added addition of trips to local attractions on our very own mini bus.

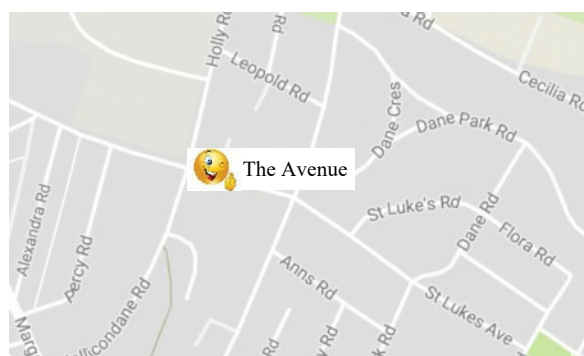


URN EY277067

Contact Martine Newton

07971 541 747

07951 450 046



playwisechildcareramsgate.co.uk

Playwise Childcare

After School and Holiday Club Registration Form

Dear Parent/Carer

Please complete this form and return duly signed to us as soon as possible.

Child's Details

First Name:
Middle Name:
Surname:
Name child is known as:
Date of Birth:
Gender:
Home address (where your child lives):
Telephone No.:
Home Language:
Second Language:
Ethnicity:
Religion;

Sessions Required

Starting Date:

Sessions required at After School Club					
	Monday	Tuesday	Wednesday	Thursday	Friday
Full session					

Do you wish your child to be picked up from school.

YES

NO

***Holiday Club forms are issued termly

Main Contact/ Contacts who have Parental Responsibility

	Contact 1	Contact 2
Title		
First Name		
Surname		
Address and Postcode		
Daytime phone No.		
Mobile Phone No.		
Email Address		

Able to collect child?	Yes No	Yes No
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Additional persons allowed to collect your child from the Setting in an emergency

Name:	
Address:	
Telephone No.	Mobile No.
Relationship to child:	

Name:	
Address:	
Telephone No.	Mobile No.
Relationship to child:	

*** Password

*** As security is of the utmost importance we request that you inform the setting of any delay or changes to collection arrangements. The person collecting your child should be known to the setting and be aware of your chosen password.

Details of any one NOT permitted to collect your child:
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Ethnicity

Please tick one option from the list below.

White,British	
White Irish	
Traveller of Irish Heritage	
Gypsy Roma	
White, any other White Background	
Mixed white and Black Caribbean	
Mixed White and Black African	
Mixed White and Asian	
Mixed, any other Background	
Asian or Asian British, Indian	
Asian or Asian British, Bangladeshi	
Asian or Asian British, any other Asian background	
Black or Black British Caribbean	
Black or Black British African	
Black or Black British, any other background	
Chinese	
Any other Ethnic background	
I do not wish this to be Recorded	

Medical Details

Doctors Name:

Surgery Address:

Phone No.

Health Visitor Name:

Address:

Phone No.

Are there any other services involved with your child?

E.g. Social Worker, Family Nurse, Speech and Language etc.

Please indicate if you child has been immunised against the following:

Diphtheria		Measles	
Tetanus		Mumps	
Whooping Cough		Rubella	
Polio			
Hib			

Has your child had any infectious diseases?

Yes

No

If so give details:

Individual Requirements

Has your child any food allergies or special dietary requirements? **Yes** **No**

If so please give details;

Are there any foods you do not wish your child to have? **Yes** **No**

If so please give details:

Please provide full details of any health or medical issues including allergies, asthma, eczema or birth related matters

Has your child any cultural or religious requirements? **Yes** **No**

If so please give details:

Are there any other details that might be useful?

You will be asked to complete additional forms in relation to the above to ensure management and staff fully understand your child's needs, can regularly review them and work in partnership with you and any health professionals.

Personal Data supplied on this form will be held securely and will be used in accordance with the Data Protection Act 1998 for statistical analysis, management and planning of services delivered by partner agencies and therefore information may be shared with other agencies (e.g. health, education, social care) to meet the needs of your family. If you do not wish your information to be shared, please inform the setting.

All information collected will be treated as confidential.

I wish to apply for admission of the above named child to the After School and Holiday Club.

I have received and read the Regulations of the Setting and Terms and Conditions for the supply of Childcare and agree to comply with them and any other conditions which may be required in the future.

Parent/Carer 1 Print Name:

Signed:

Date:

Parent/Carer 2 Print Name:

Signed:

Date;

Parental Consent Form

In order to undertake certain activities, we must have the consent of the parent/guardian.

Therefore, could you please review the list below and delete where appropriate to indicate your preference:

In the event of your child requiring Calpol (or equivalent), we shall always endeavour to contact you before we administer it, do you give The Setting permission to give Calpol (or equivalent) to your child?	Yes	No
If, for some reason, it is not possible to get in touch with you do you give The setting permission to give Calpol (or equivalent) to your child	Yes	No
I agree to my child being taken on outings accompanied by our qualified staff which may involve travelling in the mini bus	Yes	No
I agree to the setting holding personal information (paper and computer based) In line with the Data Protection Act.	Yes	No
I hereby give my consent for the setting staff to seek emergency medical advice or treatment for my child, in case of accident, or illness. I understand that every effort will be made to contact me first.	Yes	No
I am aware it is our responsibility as parents / carers to ensure the setting is kept updated with changes to addresses of either parents, contact numbers for either parents or any changes in family circumstances	Yes	No
I give consent for my child to be photographed by setting staff for display in the setting, developmental record- keeping, or staff training	Yes	No
I give consent for my child's image to be seen in a photograph which may be featured in another child's photograph.	Yes	No
I understand that written consent will be sought if photos taken are to be published	Yes	No
I confirm my agreement for my child to go on short local outings with Setting staff. I understand that specific written consent will be sought, for major excursions, involving public or private transport.	Yes	No

I give consent for my child to be observed by students and visiting professionals	Yes	No
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I give consent for staff to use adhesive First Aid plasters	Yes	No
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I give consent for my child to eat food prepared by qualified staff, and for food that I provide, with the exception of chicken and rice, to be re-heated if required.	Yes	No
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I understand that I will be required to give 2 weeks notice if I wish to withdraw my child from the setting	Yes	No
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I give permission for my child to use the outdoor climbing frame	Yes	No
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If your child has a minor accident at the setting, do you give your consent for the collector of your child to sign the accident book?	Yes	NO
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I consent to my child receiving prescribed medicine in accordance with the instructions on the original packaging from a qualified Practitioner	Yes	No
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I consent to my child participating in Face Painting Activities	Yes	No
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I consent to my child having sun cream applied as required	Yes	No
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Parent Name

Parent Signature

Date

Parent Name

Parent Signature

Date

Using Images of Children

Parent's Name:

Child's Name

Occasionally, we may take photographs of the children. We may use these images in our publicity or the setting prospectus or in other printed publications as well as our website. We may also make video recordings for educational use.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer the questions 1-4 below, then sign and date the form where shown.

PLEASE RETURN THE COMPLETED FORM TO THE SETTING AS SOON AS POSSIBLE.

1	May we use your Child's photograph (unidentified) in the settings prospectus and other printed publications that we may produce for promotional purposes?	Yes	No
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2	May we use your child's image (unidentified) on our website?	Yes	No
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3	May we record your child's (unidentified) image on video	Yes	No
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4	We take observational photography and videos for our development records, sometimes your child may appear within this media, do you give your permission for this to be allowed? Should you not agree ,this may cause some difficulty by restricting our practices.	Yes	No
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Please note the websites can be viewed throughout the world and not just in the United Kingdom where the UK law applies.

Unidentified above means we will only use first name.

Please note the conditions for use of these photographs are on the following page.

I have read and understood the conditions of use on the following page.

Parent's or Carers Signature

Print Name

Date:

Conditions of Use

1. We (The Setting) will not use the personal details or full names (which means first name and surname) of any child in a photographic image on video on our website, in our prospectus or in any other printed publication.
2. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our prospectus or in other oriented publications.
3. If we use photographs of individual children, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
4. We may include pictures of children and staff that have been drawn by the children.
5. We may use group or class photographs or footage with very general images, such as “making Christmas decorations” or “our visit to the fire station”.
6. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
7. **As the child’s parent/carer, we agree that if we take photographs or video recordings of our child/ren which include other children, we will use these for personal and family use only and will not place them on any Social Networking Sites on the Internet.**

I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1998 if we use our recordings for wider purposes.

Playwise Childcare Agreement for After School and Holiday Club

Contract for Parents / Carers

Change of Details

I will let senior staff know if i have any changes of address, telephone numbers, doctors, email addresses or my child has any change of medical or dietary needs or any security issues.

Behaviour

I accept that the behaviour of my child whilst attending the After School and Holiday Club is my responsibility. If my child continuously behaves inappropriately despite systems that are in place, the child may be excluded from the club.

Please see Behaviour Policy

If my child damages property or equipment wilfully. I will be liable for full replacement in terms of old for new.

Fees

Fees can be paid by Cheque or Cash, we unfortunately cannot accept Card Payments.

Agreed fees must be paid in advance. If payment of fees lapse for two weeks without a prior written agreement with the manager, then the child's place shall be withdrawn.

A child's continued place at After School Club and Holiday Club is dependant on continued payment of fees.

It may be possible to arrange an individual payment plan if you are having difficulties regarding the payment of fees. Please talk to Martine Newton (Owner/Manager) as soon as possible in order to discuss this.

In a case of continued non payment of fees your outstanding debt will be collected by the Small Claims Court where you will be liable for costs.

Absences

If my child is going to be absent from a session I will wherever possible, let the club know in advance. I note that my child's place is a secured place and that I will still have to pay if they are absent for any reason.

Cancellations

I agree that if I terminate my child's place at after school club I will give two weeks notice

Late pick up

Whilst being sympathetic to working parents and the occasional emergency, parents who pick up their children late will be liable to a fee as being late has implications of extra staffing costs.

I acknowledge that if I or a collector of my child is late I will be liable for this extra fee.

Departure

Upon departure I will make sure that I will mark the register with my signature and time of departure to show that my child has left the building

Playwise Childcare Service

I accept that by registering with the After School and Holiday Club, that I give permission for my child to be escorted to the club by either walking, or travelling in an After School Club vehicle.

Name of Parent / Carer 1	
Signature of Parent / Carer 1	Date

Name of Parent / Carer 2	
Signature of Parent / Carer 2	Date:

Signature of After School Manager	Date:
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Personal Information contained within this contract and Registration Form is kept in line with the confidentiality policy and procedure of the setting