



**Childcare**

*Kids Play  
Activity Land  
Roebuck way  
Knowlhill  
Milton Keynes*

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## **REGISTRATION FORM**

<i>Title: (Mr, Miss, Mrs)</i>	
<i>First Name:</i>	
<i>Last Name:</i>	
<i>Marital Status:</i>	
<i>Ethnic Group:</i>	
<i>Religion:</i>	
<i>Home Address:</i>	
<i>Post Code:</i>	
<i>Telephone Numbers:</i>	Home:
	Mobile:
<i>Employer's Name:</i>	
<i>Employer's Address:</i>	
<i>Post Code:</i>	
<i>Work Telephone:</i>	
<i>G.P.'s Name:</i>	
<i>Surgery Name:</i>	
<i>Surgery Address:</i>	
<i>Post Code:</i>	
<i>Surgery Telephone:</i>	

	Child 1	Child 2
<i>Child's First Name:</i>		
<i>Child's Last Name:</i>		
<i>Child's date of Birth:</i>		
<i>Sex:</i>		
<i>School Attended:</i> <i>Address:</i>		
<i>Post Code:</i>		
<i>Headteacher's Name:</i>		
<i>School Telephone No:</i>		
<i>School Times</i> <i>Start: am</i> <i>Finish: pm</i>		
<i>Child's Ethic Group:</i>		
<i>Languages Spoken:</i>		
<i>Languages Spoken at Home:</i>		
<i>Special Requirements:</i>		
<i>Medication (if any):</i>		

<b>Emergency Contact 1</b>	
Title: (Mr, Miss, Mrs etc...)	Full Name:
Address:	
Post Code:	
Telephone Numbers:	Home:                      Work: Mobile:
Relationship To Child:	
<b>Emergency Contact 2</b>	
Title: (Mr, Miss, Mrs etc...)	Full Name:
Address:	
Post Code:	
Telephone Numbers:	Home:                      Work: Mobile:
Relationship To Child:	
<b>Responsible Party 1</b>	
Title: (Mr, Miss, Mrs etc...)	Full Name:
Telephone Numbers:	Home:                      Work: Mobile:
Relationship To Child:	
<b>Responsible Party 2</b>	
Title: (Mr, Miss, Mrs etc...)	Full Name:
Telephone Numbers:	Home:                      Work: Mobile:
Relationship To Child:	
Medical Attention:	<i>We give permission for emergency medical treatment to be given in the event that we cannot be contacted. We also give permission for my child/ren to be taken to the nearest hospital in the event of an accident.</i>  <i>Signed.....Date...../...../.....</i>
Permissions For Activities:	<i>I give permission for my child/ren to go on outings and participate in activities organised by KPCC.</i>  <i>Signed.....Date...../...../.....</i>

<p><i>Permissions for Photographs:</i></p>	<p><i>Kids Play often take photographs of the children for visual reference for parents/carers. These photographs will be used for display purposes only within the childcare facility. They maybe also used for publicity and event purposes.</i></p> <p><input type="checkbox"/> <i>I do authorise photographs to be used for the above reasons.</i></p> <p><input type="checkbox"/> <i>I do not authorise photographs to be used for the above reasons.</i></p> <p><i>Signature .....Date...../...../.....</i></p>
<p><i>Permissions for Plasters:</i></p>	<p><i>In the event of your child needing a plaster, it may need to be applied.</i></p> <p><input type="checkbox"/> <i>I give permission for a plaster to be applied.</i></p> <p><input type="checkbox"/> <i>I do not give permission for a plaster to be applied.</i></p> <p><i>Signature .....Date...../...../.....</i></p>
<p><i>Permissions for Sun Cream:</i></p>	<p><i>In hot weather conditions children need sun protection. Please can you provide sun lotion. In the event where the child has no sun screen we can provide our childcare sun lotion.</i></p> <p><input type="checkbox"/> <i>I give permission for you to give my child/ren your sun lotion.</i></p> <p><input type="checkbox"/> <i>I do not give permission for you to give my child/ren your sun lotion.</i></p> <p><i>Signature .....Date...../...../.....</i></p>

## Kids Play Childcare Weekly Timetable

Parents Name: .....

Child/ren's Name: .....

Transport Required: YES / NO (Please delete)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>DROP OFF TIME</b> <i>(or time we collect from home)</i>					
<b>PICK UP TIME</b> <i>(or time we drop off at home)</i>					

If you use our transport services and would like us to collect or drop off your child/ren from an address other than your home address, you must ensure that it is registered as an emergency contact address in our records.

We will endeavour to pick up or drop off your child within 15 minutes before or after the time entered above.

Print Name: .....

Date: ...../...../.....

Sign: .....

**Kids Play Childcare**  
**Terms and Condition**



**Introduction**

Kids play childcare, hereafter referred to as KPC, aim to work in partnership with parents and carers to create and maintain a safe, caring, stimulating and educational environment of children in its care. All parents/guardians wishing to make use of the service offered by KPC, must strictly adhere to the terms and conditions and sign this document as evidence of their acceptance and agreement to the terms and conditions under which KPC will operate. As we aim to develop an interactive partnership with all users and schools, we would welcome suggestions and discussion on ways to improve the service we offer.

**1. Application/arrangement forms**

An application form, which lists the child/ren's details and outlines the childcare arrangements, must be completed and signed by a parent/guardian. Listed must be names of responsible parties with access to the child/ren. Also listed must be the names, addresses and telephone numbers of two emergency contact who may be called upon in case of an emergency when parents cannot be contacted and they too must be responsible individuals. Responsible parties or individuals must be those over the age of eighteen.

**2. Morning collection** (commencing at a later date)

**2.1** Child/ren may be dropped off between the hours of 7.30am-8.30am if breakfast is to be provided.

**2.2** Children must be ready for collection at the time specified on the application form/timetable unless prior agreement to time alteration has been made. Children not ready at the agreed time will be left and you will need to make your own alternative arrangement to get your child/ren to school, however fees remain payable

**2.3** Children will be collected only if there is a responsible party present who is over the age of thirteen (13).

**2.4** Child/ren being independently brought to the centre must arrive by the specified time on the form. Late arrivals will result in you having to make your own alternative arrangement to get your child/ren to school and fees will remain payable.

**2.5** Arrangements broken on more than two occasions may result in your child/ren's place being withdrawn.

**2.6** If children are not to be collected KPC must receive at least one hour notification. Failure to do so on more than three(3) occasions may result in your child/ren's places being withdrawn.

**3. Collection from school**

**3.1** KPC will endeavour to collect children as quickly as possible, however this will be not later than thirty (30) minutes after the school closes. Children will be collected by KPC personnel or their representatives and will not be allowed to make their own way to the centre.

**3.2** Parents/guardians must arrange with the school for their child/ren to remain in their care until they are collected, which KPC will confirm in writing.

**3.3** Notification of children who are not being collected from school must be received at least one hour before the close of school. Failure to notify in accordance with this clause will result in an additional charge of £5.00 on each occasion to cover time spent trying to locate the child/ren. Should this occur on more than three occasions it may result in the loss of the child/ren's place.

**3.4** KPC must be kept up-to-date with changes relating to access to children or collection arrangements. We will not allow access or collection of children unless confirmation has been received.

**4. Delivery home of children**

**4.1** KPC will deliver children to their homes no later than thirty (30) minutes after the time specified on the application form. The child/ren will only be left if a responsible party is present in the home, an additional charge of £5.00 may be made on each occasion that KPC staff are unable to leave the children at home or specified location at the specified time due to no responsible being available to accept the child/ren.

**4.2** Other than parents/guardians, only those listed in accordance with above may collect children from the 'centre'. If other parties are asked to collect the children, then prior written authority must have been provided before the time of collection.

**4.3** If on more than three occasions there is no one at home, or a reasonable party available to receive a child, this will result in the loss of the child/ren's place.

**4.4** In the event that children are not collected from the centre or there is no responsible party with whom they can be left with at home KPC will make every endeavour to get in touch with the emergency contacts given. Failure to locate one of these contacts will result in KPC contacting the police and duty social worker and may result in the loss of the child/ren's places.

**5. Childminding Drop in** (commencing at a later date)

Parents who wish only to use this service, have to register accordingly. This allows parents to drop their children in to the centre to be cared for on an hourly basis.

**5.1** Children registered for this service can be brought in by a responsible person who will book in the child/ren.

**5.2** Children may be collected only by parties listed on the arrangement form in accordance with 1 above.

**6. Attendance**

Children are expected to attend each weekday however, should a child become ill or a holiday is to be taken and will not be attending KPC must be notified

**7. Emergency contacts and access**

Parents/guardians must ensure that emergency contact and persons with access in accordance with the above, are familiar with the necessary procedures. In cases of emergency and parents/guardians cannot be contacted, KPC will get in touch with an emergency contact named. He or she will then take on responsibility for the child/ren. Persons with access may collect child/ren in accordance with 4.2 above. KPC must be notified immediately of any change of details to emergency contacts and/or their telephone numbers.

**8. Fees**

**8.1** Full fees will be payable unless written notification of discounts has been made. Parents/guardians who wish to apply for discounts as either a single parent, low income family, student or unemployed person must provide documentary evidence on request, to support the application. Without such, full fees will be payable. Wrongful information given will result in the child/ren's place being withdrawn.

**8.2** Fees are payable weekly or monthly in advance as agreed in writing. KPC reserve the right not to admit children for whom fees are in arrears. In the event of arrears accumulating, this will be discussed with you by management and if these are not settled within agreed time limits, the child/ren's place will be withdrawn.

**8.3** Fees are payable at all times including absenteeism due to illness. During school holidays a re-retain fee of fifty percent (50%) is payable.

**8.4** KPC reserve the right to increase its fees; it is unlikely that fees will increase more than once annually.

**9. Medical Health**

**9.1** KPC will not admit children suffering with any infectious disease or virus. KPC reserve the right not to administer medicine, however, a request to administer medication will be considered on an individual basis. Children who have been suffering with an infectious disease or virus will not be re-admitted unless a doctor's letter is presented stating that the child has made full recovery.

**9.2** Parents/guardians must sign a form authority in the event of emergency hospital treatment becoming necessary. Staff shall administer minor first aid treatment as and when necessary.

**9.3** KPC must be informed in writing of any special dietary requirements or allergic food substances.

**10. Complaint Procedure**

It is hoped that parents/guardians will not have to complain about and aspect of the service we provide, however, should the need arise, there are three stages at which complaints can be considered.

**Stage 1 – The Informal Resolution**

Discuss your complaint with the relevant staff member. If you are still dissatisfied you may discuss the matter with the Manager. It is hoped that the matter may be resolved to all parties' satisfied at this stage.

**Stage 2 – Formal Complaint to Management**

If unresolved at the Informal Stage, the complaint should be sent in writing to the manager. You will then receive a written request to attend a meeting with management to discuss the matter.

**Stage 3 – Formal Complaint to Local Council Inspection Unit**

This stage is to be used if the outcome of stage 2 is not satisfactory. A written complaint should be set out and sent to the Local Council Inspection Unit, Social Services Department.

**11. Violence at Work**

Violence against any KPC personnel will not be tolerated and will result in the loss of your child/ren's place.

A working definition of violence at work is "any incident where an employee is abused, threatened or assaulted by a member of the public, parent, or child cared for by KPC in circumstances arising out of the course of his or her employment."

Violence will be deemed to include physical force, verbal abuse with threats, rude gestures, and innuendoes, sexual or racial harassment.

**12. Termination**

This contract will last for a period of one year, effective from the child's start date and will be reviewed every six months. However, during this period KPC reserve the absolute right to terminate this agreement with immediate effect, in the event that any of the clauses listed in these terms and conditions are broken.

I/We parents of .....

Date of Birth .....

Residing at .....

Agree to comply with the Terms & Conditions stated above.

Signed.....

Dated.....