



Kids Play Registration & Booking Form – 2011
REGISTRATION FORM

Activity Land Milton Keynes	Tickford Park School Milton Keynes
Loughton School Milton Keynes	St Bernadette's School Milton Keynes
Long Meadow School Milton Keynes	Leighton Buzzard
Portfields Combined School Milton Keynes	Kids Play Kettering
Willen Primary School Milton Keynes	Kids Play Bury St Edmunds

Parent/Guardian's Details

Title:	
First Name:	
Last Name:	
Email Address:	
Marital Status:	
Ethnic Group:	
Religion:	
Home Address:	
Post Code:	
Home Phone:	
Mobile Phone:	
Employer's Name/ Address:	
Postcode:	
Work Telephone:	

G.P.'s Name:	
Surgery Name	
Surgery Address:	
Postcode:	
Surgery Telephone:	

**Child(ren)'s Details:**

	CHILD 1	CHILD 2	CHILD 3
Child's First Name			
Child's Last Name			
Child's Date of Birth:			
Gender:			
Child's Address (if different from Parent/Guardian):			
Please tick if same:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child's School:			
School Address:			
Post Code:			
	CHILD 1	CHILD 2	CHILD 3
Child's Ethnic Group:			
First Language:			
Other:			
Special Requirements: e.g. access, dietary			



Any Illnesses or Allergies:			
Medication (if any):			
Care Plan in place			

Emergency Contacts/Collections:

Emergency Contact 1	
Full Name:	
Address:	
Postcode:	
Telephone Numbers:	Home: Mobile: Work:
Relationship to Child:	
Emergency Contact 2	
Full Name:	
Address:	
Postcode:	
Telephone Numbers:	Home: Mobile: Work:



Relationship to Child:	
Emergency Contact 3	
Full Name:	
Address:	
Postcode:	
Telephone Numbers:	Home: Mobile: Work:
Relationship to Child:	
Person with parental Responsibility	
Name: Telephone: Relationship to Child:	
Responsible People authorised to collect child/children	
Name: Telephone: Relationship to Child:	
Name: Telephone: Relationship to Child:	



Permission Form

Emergency Medical Attention:	<p><input type="checkbox"/> I give permission for my child(ren) to be taken to the nearest hospital for necessary emergency treatment in the event that I cannot be contacted.</p> <p><input type="checkbox"/> I <u>do not</u> give permission for my child(ren) to be taken to the nearest hospital for necessary emergency treatment in the event that I cannot be contacted.</p> <p>Signed: _____ Date: _____</p>
Activities & Outings:	<p><input type="checkbox"/> I give permission for my child(ren) to go on outings and to participate in activities organised by Kids Play. This includes permission for the use of transport in vehicles such as people carriers and mini-buses.</p> <p><input type="checkbox"/> I <u>do not</u> give permission for my child(ren) to go on outings and to participate in activities organised by Kids Play. This includes permission for the use of transport in vehicles such as people carriers and mini-buses.</p> <p>Signed: _____ Date: _____</p>
Photographs:	<p><input type="checkbox"/> I give permission for my child(ren) to be photographed for display purposes within Kids Play.</p> <p><input type="checkbox"/> I <u>do not</u> give permission for my child(ren) to be photographed for display purposes within Kids Play.</p> <p>Signed: _____ Date: _____</p>
Plasters:	<p><input type="checkbox"/> I give permission for my child(ren) to use plasters when needed.</p> <p><input type="checkbox"/> I <u>do not</u> give permission for my child(ren) to use plasters when needed.</p> <p>Signed: _____ Date: _____</p>



Sun Cream:	<input type="checkbox"/> I give permission for my child(ren) to use sun cream when needed. <input type="checkbox"/> I <u>do not</u> give permission for my child(ren) to use sun cream when needed. Signed: _____ Date: _____
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Permission for Transportation:	Kids Play use transportation such as people carriers and mini-buses to transport children from school and on outings. If you wish <u>NOT</u> to give permission for transport then other arrangements may be made. <input type="checkbox"/> I give permission for transportation. <input type="checkbox"/> I give permission for my child(ren) to walk with Kids Play staff to or from school. Signed: _____ Date: _____
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Permission for Television:	<input type="checkbox"/> I give permission for my child(ren) to watch U and PG rated DVDs and television programmes. <input type="checkbox"/> I <u>do not</u> give permission for my child(ren) to watch U and PG rated DVDs and television programmes. Signed: _____ Date: _____
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Permission for Observation:	Due to the new E.Y.F.S. standard we now have to carry out observations on all children under 6 years old to monitor their progress. <input type="checkbox"/> I give permission for my child(ren) to be observed. <input type="checkbox"/> I <u>do not</u> give permission for my child(ren) to be observed. Signed: _____ Date: _____
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Registration Form

Kids Play Childcare - Terms and Conditions 2011

Introduction

Kids Play childcare, here after 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 parent/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, conditions and policies and procedures 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. Registration 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 before attending KPC. Listed must be names of responsible parties with access to the child/ren along with details of person with parental responsibility. Also listed must be the names, addresses and telephone numbers of two emergency contacts that 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

2.1 Children may be dropped between the hours of 7.30am-8.30am if breakfast is to be provided. Depending on opening hours of the setting.

2.2 Children must be ready for collection at the time specified on the application form/timetable unless prior to agreement to the time alteration has been made. Children not ready at the agreed time will be left and you will need to make your own alternative arrangements 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 sixteen (16.)

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 arrangements 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/rens place being withdrawn.

2.6 If children are not to be collected KPC must receive at least one-hour notification. Fail to do so on more than three (3) occasions may result in your child/rens place being withdrawn.

3. Collection from school

3.1 KPC will endeavour to collect children as quickly as possible, however this will not be 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.

3.3 Notification of children who are not being collected must be received at least one hour before the close of the school. Fail 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/rens place.

3.4 KPC must be kept up to date with changes relating to access to children's 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 home 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 party 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 the child/ren 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. Fail to locate One of these contacts will result in KPC contacting the local safeguarding committee board this may result in the loss of the child/rens places.

5. Attendance.

Should a child become ill or holiday is to be taken and the child will not be attending KPC must be notified.

6 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 children. Persons with access may collect children in accordance with 4.2 above. KPC must be notified immediately of any change of details to emergency contacts and/or their telephone number.

7. Fees

7.1 Full fees will be payable unless written notification of discounts has been made.

7.2 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, management will discuss this with you and if these are not settled within agreed time limits, the children's place will be withdrawn.

7.3 Fees are payable at all times including absenteeism due to illness. No refunds are given for non attendance.

7.4 KPC reserves the right to increase its fees; it is unlikely that fees will increase more than once annually.



7.5 Days booked cannot be transferred into another child's name

8. Early Booking Discount

Bookings made before the Early Booking Deadline will obtain a 10% discount. For Easter bookings, the deadline is 31 March 2011 and for Summer bookings, the deadline is 21 June 2011. Bookings made after each deadline for the respective Holiday Dates will be subject to our standard day rate. It cannot be used in conjunction with any other discount. To obtain the discount you must book online. No refunds are possible, however, you can amend the date for the booking as long as you give at least 10 working days notice, subject to availability. You cannot transfer bookings into another child's name. If using childcare vouchers or have any further questions, please contact the childcare Manager directly on 01908 209216.

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 prescribed medicine 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 of authority in the event of emergency hospital treatment becoming necessary. Staff shall administrate minor first aid 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 any 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 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 OFSTED

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 OFSTED, Royal Exchange Buildings, St Ann's Square, Manchester. M2 7LA

11. Violence At Work

Violence against any KPC personnel will not be tolerant and will result in the loss of your children'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/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.

All children that attend Kids Play Childcare do play downstairs in the public eye during the day.

I/We parents/guardians of:

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Date of Birth:

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Residing at:

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Agree to comply with the terms & conditions stated above:

Signed:

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Dated:

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