

Kids Play Registration & Booking Form – Activity Day Camps 2010

Please tick the venue you require:



- | | |
|--------------------------|--|
| <input type="checkbox"/> | Camp MK - Activity Land Milton Keynes |
| <input type="checkbox"/> | Camp MK - Loughton School Milton Keynes |
| <input type="checkbox"/> | Camp MK - Long Meadow School Milton Keynes |
| <input type="checkbox"/> | Camp MK - Portfields Combined School Milton Keynes |
| <input type="checkbox"/> | Camp MK - Willen Primary School Milton Keynes |
| <input type="checkbox"/> | Camp MK - Tickford Park Primary School Milton Keynes |
| <input type="checkbox"/> | Camp MK – Vandyke Upper School, Leighton Buzzard |
| <input type="checkbox"/> | Camp KP – Kids Play Bury St Edmunds |
| <input type="checkbox"/> | Camp KP – Kids Play Kettering Leisure Village |

Registration Form

Parents/Guardians Details:

Title:	
First Name:	
Last Name:	
Email Address:	
Marital Status:	
Ethnic Group:	
Religion:	
Home Address:	
Postcode:	
Telephone Numbers: <i>Home:</i> <i>Mobile:</i>	
Employers Name/Address:	
Postcode:	
Work Telephone:	
G.P.'s Name:	
Surgery Name:	

Kids Play Registration & Booking Form – Activity Day Camps 2010

Surgery Address:	
Postcode:	
Surgery Telephone:	

Child/Children's Details:

	Child 1	Child 2	Child 3
Childs First Name:			
Childs Last Name:			
Childs 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"/>
Childs School:			
School Address:			
Postcode:			
School Telephone:			
Childs Ethnic Group:			

Kids Play Registration & Booking Form – Activity Day Camps 2010

First Language:			
Other:			
Special Requirements: (e.g access, dietary)			
Any Illnesses or Allergies: Medication (if any):			

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:	

Kids Play Registration & Booking Form – Activity Day Camps 2010

People authorised to collect child/children	
Name: Telephone: Relationship to Child:	
Name: Telephone: Relationship to Child:	
Name: Telephone: Relationship to Child:	

Permission Form:

Emergency Medical Attention:	<p>I hereby give my consent for _____ _____(childs/childrens full name) to receive emergency medical or first aid treatment in the event that I cannot be contacted and/or to be taken to the nearest hospital, for necessary emergency treatment in the event I cannot be contacted.</p> <p style="text-align: right;">Signed: _____ Date: _____</p>
Activities and Outings:	<p>I hereby give my consent for _____ _____(childs/childrens full name) to go on outings and 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 style="text-align: right;">Signed: _____ Date: _____</p>
Photographs:	<p>I hereby give my consent for _____ _____(childs/childrens full name) to be photographed for display purposes within Kids Play.</p> <p style="text-align: right;">Signed: _____ Date: _____</p>
Plasters:	<p>I hereby give my consent for a plaster to be applied to _____ _____(childs/childrens full name) if necessary.</p> <p style="text-align: right;">Signed: _____ Date: _____</p>
Sun Cream:	<p>I hereby give my consent for sun cream to be applied to _____ _____(childs/childrens full name) if necessary.</p> <p style="text-align: right;">Signed: _____ Date: _____</p>

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Kids Play Childcare - Terms and Conditions

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 it's 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 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. 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. 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 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.
- 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, how ever fee 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 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, which KPC will confirm in writing.
- 3.3 Notification of children who are not being collected must be received at least one hour before the close of the 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/rens place.
- 3.4 KPC must be kept up 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. Failure to locate one of these contacts will result in KPC contacting the police and a duty social worker and may result in the loss of the child/rens places.

5. Childminding drop in (commencing at a later date)

Parents who wish to only use this service, have to register accordingly. this allows parents to drop their children into 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 only be collected 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 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 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.

Kids Play Registration & Booking Form – Activity Day Camps 2010

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

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

8.4 KPC reserves 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 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 administer 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 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 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.

Child 1	Child 2	Child 3
I/We parents of	I/We parents of	I/We parents of
Date of birth	Date of birth	Date of birth
Residing at	Residing at	Residing at
Agree to comply with the terms and conditions stated above.	Agree to comply with the terms and conditions stated above.	Agree to comply with the terms and conditions stated above.
Signed	Signed	Signed
Dated	Dated	Dated

Kids Play Registration & Booking Form – Activity Day Camps 2010
Booking Form

(To be completed if not submitted online)

Name of child/children:

Please complete this booking form, indicating which days you would like to book and what times you will be dropping them off and collecting them.

May Half Term:

	Drop Off	Pick Up
Tuesday 1 st June		
Wednesday 2 nd June		
Thursday 3 rd June		
Friday 4 th June		

Summer Holidays:

	Drop Off	Pick Up
Monday 26 th July		
Tuesday 27 th July		
Wednesday 28 th July		
Thursday 29 th July		

Kids Play Registration & Booking Form – Activity Day Camps 2010

Friday 30 th July		
Monday 2 nd August		
Tuesday 3 rd August		
Wednesday 4 th August		
Thursday 5 th August		
Friday 6 th August		
Monday 9 th August		
Tuesday 10 th August		
Wednesday 11 th August		
Thursday 12 th August		
Friday 13 th August		
Monday 16 th August		
Tuesday 17 th August		
Wednesday 18 th August		
Thursday 19 th August		
Friday 20 th August		

Kids Play Registration & Booking Form – Activity Day Camps 2010

Monday 23 rd August		
Tuesday 24 th August		
Wednesday 25 th August		
Thursday 26 th August		
Friday 27 th August		
Tuesday 31 st August		
Wednesday 1 st September		

Please return completed and signed forms to:

Bury St Edmunds:
 Kids Play Childcare
 Station Hill
 Bury St Edmunds
 Suffolk IP32 6AD
 Tel: 01284763799

Kettering:
 Kids Play Childcare
 Thurston Drive,
 Kettering
 Northants NN15 6PB
 Tel: 01536 484838

All MK/Leighton Buzzard:
 Kids Play Childcare
 Roebuck Way
 Knowlhill
 Milton Keynes MK5 8HL
 Tel: 01908 209216