

Holiday Club Enrolment Form

About your child		
Child's First Name	Child's Middle Name	Child's Last Name
Child's Legal Name (if different)		
Boy/ Girl	Date Of Birth	Collection Password
Ethnicity	Nationality	First Language
Home Address: Post Code:	Billing Address if different: Post Code:	
Home Phone Number:	Email Address:	
Would you like to receive invoices /nursery newsletters & information by email? If so, what email address shall we send it to?		
<p>To access some of your information, you will need a password. This will be set the same as your collection password.</p>		
Religion (please provide us with as much information as possible)		
Religion		
Are there any particular festivals that you would like us to teach your child about whilst they are in nursery		
Are there any cultural or religious observances that you would like us to be aware of when looking after your child? For example, dress, diet		
Withdrawal from activities due to religion		
Medical procedures against the child's religion		

Health		
Doctor's name, address & number	Dentist's name, address & number	Health Visitor's name & number

Illnesses (please tick as appropriate)								
Chicken Pox	Measles	Mumps	German Measles	Whooping Cough	Scarlet Fever	Polio	Rotavirus	Convulsions / Fits

Immunisations (please tick as appropriate)													
Measles	Mumps	Rubella	HIB	Polio (months)			Tetanus	Diphtheria	Whooping cough	Hep A	Hep B	Hep C	Meningitis B
				2	3	4							

Please answer the following questions and give details.

Does your child:

Have any allergies?

Have an epi-pen?

Have any on-going health issues? (for example: glue ear, grommets, eye patch, eczema, asthma)

Have a medical condition?

Take any regular medication?

Information regarding the administration of medicine

Please see our Parents Handbook for information regarding the administration of medicine whilst at nursery. For the administration of medicine you will be asked to sign a separate consent form for each request

Have or need a Health Care Plan?

**Other people that I may see for example: Family Outreach Worker, Social Worker, Speech and Language therapist, Educational psychologist etc.....
(Please add in names and contact information)**

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By providing the contact information about any of the above professionals, you are giving us permission to contact them regarding your child in order to support your child to the best of our ability.

Dietary requirements

Does your child have any special dietary requirements? Halal, Kosher, Vegetarian, Pescatarian, Vegan etc....

Does your child have any allergies to food? If yes, please tick below. If no, please tick here

Celery	Crustacean	Fish	Gluten	Lupin	Milk	Molluscs
Mustard	Nuts	Peanuts	Sesame Seeds	Soya	Sulphur Dioxide	

Consent Form

Please read and refer to the Small World Nursery Privacy Statement with regards to how we collect and store personal information. It is an Ofsted and an Early Years Foundation Stage Statutory Framework Requirement for us to hold certain information. There are other things we need consent for.

Permissions (Please initial each statement below to either opt in or opt out of each statement)	Opt in	Opt Out
Administering Emergency first aid		
Every effort will be made to contact you prior to going to hospital but if we are unable to get hold of you then you are allowing us to take your child to the hospital in an emergency		
Allowing a plaster to be put on your child		
Allowing us to take your child out into the community i.e. the park, library, museum, nursery garden, train station		
Administering Sun cream that you have provided		
Photographs	Opt in	Opt Out
I agree for my child's first name and photograph to be displayed around the nursery		
I am happy for my child's photo to be used around the building		
I agree for photos to be used in my child's online learning journey		
I agree for photos of my child to be used in another child's learning journey i.e. in the background or a group observation		
I agree for my child's first name to appear in another child's learning journey i.e. a group observation		
I agree for my child's photo to appear on the Small World Nursery Website		
I agree for my child's photo to appear on printed advertisements		
I agree for my child's first name to appear in newspaper articles and social media articles		
I agree for my child's photo to appear on the Public Small World Nursery Facebook group		
I agree for my child's photo to appear on the Closed Small World Nursery Facebook group		
I am happy for you to hold information regarding my family's race, ethnic origin and religious beliefs		

Information regarding the administration of medicine

Please see our Parents Handbook for information regarding the administration of medicine whilst at nursery. For the administration of medicine you will be asked to sign a separate consent form for each request

Parental Details							
Parent/Carer 1				Parent/Carer 2			
Title	First Name	Surname:		Title	First Name	Surname	
Relationship to child				Relationship to child			
Home Address:							
1 st person's work place				2 nd person's work place			
1 st person's work phone number				2 nd person's work phone number			
1 st person's mobile				2 nd person's mobile			
Email Address				Email Address			
Please tick below as appropriate							
Authorised to collect	Emergency Contact	Parental Responsibility	Bill Payer	Authorised to collect	Emergency Contact	Parental Responsibility	Bill Payer
Parent/Carer 3				Parent/Carer 4			
Title	First Name	Surname:		Title	First Name	Surname	
Relationship to child				Relationship to child			
Home Address:							
1 st person's work place				2 nd person's work place			
1 st person's work phone number				2 nd person's work phone number			
1 st person's mobile				2 nd person's mobile			
Email Address				Email Address			
Please tick below as appropriate							
Authorised to collect	Emergency Contact	Parental Responsibility	Bill Payer	Authorised to collect	Emergency Contact	Parental Responsibility	Bill Payer
Parental Details							
Parent/Carer 5				Parent/Carer 6			
Title	First Name	Surname:		Title	First Name	Surname	
Relationship to child				Relationship to child			
Home Address:							
1 st person's work place				2 nd person's work place			
1 st person's work phone number				2 nd person's work phone number			
1 st person's mobile				2 nd person's mobile			
Email Address				Email Address			

It is assumed that any of the above named persons will be allowed to collect your child. In the event no one can be contacted in an emergency the nursery manager will seek any necessary emergency medical advice or treatment and will allow other trained professionals to make decisions in the best interest of your child.

Declaration

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for nursery use.

Parent Name (1)

Signed

Date

Parent Name (2)

Signed

Date



The Tribe Holiday Club terms and conditions

Please read the Holiday Club Terms & Conditions carefully before signing and returning the registration form. If you have any questions regarding our Terms and Conditions please contact the Management team. Any reference to 'parent' or 'parents' refers to adults aged 16 and over, with a legal responsibility - or acting as the guardians - to the child/children.

Our details:

Small World Nursery

Charity Number: Registered under King's Church Loughborough (Registered Charitable Incorporated Organisation in England and Wales under charity No. 1160234)

Registered address: Small World Nursery,
Schofield Family Centre,
Greenclose Lane,
Loughborough.
Leicestershire.
LE11 5AS

Telephone: 01509 262922

Email: office@smallworldnursery.co.uk

Ofsted URN: EY495681

Insured by: Morton Michel

Insurance policy number: NC9602621.

Registration

Parents must sign the registration forms to confirm that they have read and understood the Holiday Club Terms & Conditions. By signing the registration forms, parents are agreeing to all articles mentioned in the Terms & Conditions.

Parents must fully complete the registration form before their child can attend our holiday club. Any incomplete sections of the registration form will delay the registration process and the child's start date at the Holiday Club.

We will send a confirmation letter and/or email to the parents within two weeks of receiving the registration form to acknowledge the receipt of your registration form.

Bookings

For first time bookings, please complete the full enrolment form. This will then be held on record for future holiday club bookings. If there is any change of child's personal or contact details please contact the nursery office to make us aware of these.

Please complete the booking form and your booking will be confirmed within a few days. We take bookings on a "first come – first served" basis.

Parents must use the Holiday Club Booking form when booking a place for their child. We reserve the right to refuse entry to any child who does not have a completed Club Booking Form.

We do not run Holiday Club sessions on Bank Holidays and between the Christmas and New Year period.

Invoices & Payments

You agree to sign a contract in which you agree to the nursery providing care for your child within the stated session times.

Our fees are based on a weekly fee that shall be notified to you in advance of your child starting nursery. We do review these fees on a regular basis and on occasion we may increase these fees but shall inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end your contract with us by giving us one month's notice in writing.

- Fees are strictly payable by the date stated on the invoice and must be in advance regardless of attendance.
- Small World Nursery accepts cash and cheque payments, as well as online standing orders. We are also registered with a wide-range of childcare voucher payment schemes.
- No charges will be made for Bank Holidays.
- Failure to pay fees in advance or by the agreed date may result in your child's place being cancelled and offered to another family.
- Non-payments and outstanding fees may result in legal action.
- No changes to invoices will be made once issued.
- A change of attendance may incur additional costs.
- Your child must be collected by the club's closing time or by the agreed collection time.
- You may incur a 'late collection fee' of £5.00 for the first fifteen minutes and £10.00 every fifteen minutes thereafter should your child be collected after closing time or the agreed collection time. Continued late collection may result in your child's place being terminated.

Cancellation & Termination

- You are required to give at least four weeks' written notice, from the first day that their child is due to leave. This also includes changes to your childcare needs. You are liable for all fees for this period and any outstanding balances regardless of attendance.
- Failure to pay fees by the agreed date may result in your child losing their place.
- We operate a "zero tolerance" (aggressive) policy. Any threatening/aggressive behaviour from parents towards, visitors or other parents etc. will result in the parent being excluded from the club/site. This may include the exclusion of the child.
- If our holiday club closes, we will endeavour to give parents at least one month's notice
- You may terminate the agreement if we have breached our obligations under the Terms & Conditions.

Data Protection

Any personal information you supply to us will be collected, stored and used in accordance with the principles of the General Data Protection Regulations. We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information

Accidents

Accidents/Incidents will be recorded on an accident/incident form and parents/carers will be informed of the details of the accident when they collect their child. They will be asked to sign the sheet to show that they are aware of what happened and any treatment given.

Absences & Illness

- If your child is absent, you should notify us at least 10 minutes prior to the Holiday Club's opening time.
- If you suspect that your child has an infectious or communicable disease you must notify the Holiday Club as soon as possible.
- No child with an infectious or communicable disease may attend the Holiday Club until fully recovered. We will follow any Health Guidance on infectious disease and exclusions period (a copy of which can be found at the club.)

- If your child becomes ill while at the club you will be contacted and, should it be necessary, medical attention will be sought.
- Any child who has been vomiting and/or has diarrhoea must not return to the Club until 48 hours after the last bout of the illness
- All absences will be charged at the full rate. However, in the event of a long-term illness, please contact the Management team.

Behaviour

The holiday club staff will use positive techniques to handle inconsiderate behaviour by helping the children to find solutions appropriate for their age and stage of development. The staff will have clear, simple rules that can be understood by all the children. Staff and children must have mutual respect for each other and never humiliate, hurt or frighten others.

Staff will strictly follow the Behaviour Policy and Anti-Bullying policy. (Policies available upon request.)

We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend the provision of childcare whilst we try to address these issues with you and external agencies as appropriate.

During any period of suspension for behaviour-related issues we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.

We operate a "zero tolerance" (aggressive) policy. Any threatening/aggressive behaviour from parents towards, visitors or other parents etc. will result in the parent being excluded from the club/site. This may include the exclusion of the child.

Clothing & Personal Items

Please ensure that your child is dressed appropriately for their day at the club. Sensible footwear and clothing is required as the children often go for walks and visit the local parks. Please also provide sun cream and a sun hat for the hotter weather and a coat, hat and scarf for the colder weather as we make the most of the outdoors at all times.

Please try to limit the number personal toys etc. as we cannot take responsibility for the loss or damage to any personal belongings brought into the Holiday club.

Collection

- Your child will only be released to you or a person named on the registration form. Under no circumstances will your child be released to any person that has not been specified by you.
- Your child will under no circumstances be released to any person who is under the age of 16.
- Photo identification may be required when visiting the Holiday Club or when collecting a child from the Holiday Club

Concerns/Complaints

If you have any concerns about the service we provide for your child, please discuss this initially with the nursery manager.

Meals & Snacks

Whilst food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. As cross contamination cannot be ruled out, a risk assessment is conducted for children with any known allergies. It is our usual practice to provide both a meat and vegetarian option. Every effort is made to follow recommended food preparation guidance and to ensure that all staff involved in the preparation and serving of food are suitably trained/I am suitably trained in the preparation and serving of food.

Medication

If your child is taking any medication then please inform the Holiday Club staff who will only administer this with an appropriate consent form signed by the parent/carer. All medication administered will be witnessed and logged. Parents/Carers will be required to sign the completed log to acknowledge awareness of the procedure.

Policies and Procedures

Our policies and procedures are subject to review and the most recent copies are always available to view at the club.

Safeguarding

We have a legal duty, under the Children's Act 1989 and Childcare Act 2006 to report any suspicion of suspected child abuse and/or neglect.

The welfare of your child is paramount to us and staff are there to support you and child wherever possible.

Please DO NOT allow your child to bring a mobile phone to the holiday club. We DO allow personal hand held consoles and tablets but staff monitor their use and also the content. We do reinforce with the children that they are not allowed to take photographs on them and would appreciate it if you could do the same with your child.

The holiday club DOES NOT accept any responsibility for loss or damage to any personal items.

Staff are:

Vetted using the Disclosure & Barring Services (DBS).
Expected to provide at least two references before starting their role.
Expected to successfully complete a six month probationary period.
Trained, or are working towards a qualification, in the field of childcare.

We take the safety and welfare of all children in our care very seriously and provide a thorough recruitment process to ensure we recruit suitable staff.

General

- We are registered with OFSTED and adhere to the OFSTED Welfare Requirements at all times
- We will always display our OFSTED Registration certificate and insurance certificate
- In the event of emergency closure, we may not open or may close earlier than usual and you will be informed as soon as possible of the closure.
- We will not be held liable for the closure of the club due to third party action or unforeseen circumstances. If we are closed due to adverse weather conditions or third party action, parents will be notified as soon as possible.

Terms and conditions are subject to review and notice of any changes will be given in writing.

Club Contact details

Small World Nursery
Schofield Centre
Greenclose Lane
Loughborough
Leicestershire
LE11 5AS

Nursery Office: 01509 262922
Email: office@smallworldnursery.co.uk