

Child Registration Form

Please attach
passport sized photos
of your child and the
people who will
collect your child
from OSC

Personal details

Full name of child _____

Date of birth _____

Home address _____

_____ Postcode _____

Position in family _____

Hair colour _____ Eye colour _____

Religion _____

Ethnic origin _____

Nationality _____

Language _____

Details of any disabilities/special needs

Willerby Carr Lane Out of School Club

About your family

Mother/carer

Title _____

First name _____ Surname _____

Password _____

Home address _____

_____ Postcode _____

Home tel _____

Mobile _____

Home email _____

Work address _____

_____ Postcode _____

Work tel _____

Work email _____

Hours worked _____

Responsibilities (please tick those that apply)

Collect child from OSC Payment of fees Contact in emergency

Signed _____ Date _____

Preferred payment method:

Vouchers	<input type="checkbox"/>
Cheque	<input type="checkbox"/>
Direct Debit	<input type="checkbox"/>

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Father/carer

Title _____

First name _____ Surname _____

Password _____

Home address _____

_____ Postcode _____

Home tel _____

Mobile _____

Home email _____

Work address _____

_____ Postcode _____

Work tel _____

Work email _____

Hours worked _____

Responsibilities (please tick those that apply)

Collect child from OSC Payment of fees Contact in emergency

Signed _____ Date _____

Willerby Carr Lane Out of School Club

Other contacts

Contact 1

First name _____ Surname _____

Password _____

Relationship to child _____

Address _____

_____ Postcode _____

Tel _____

Mobile _____

Responsibilities (please tick those that apply)

Collect child from OSC Contact in emergency

Contact 2

First name _____ Surname _____

Password _____

Relationship to child _____

Address _____

_____ Postcode _____

Tel _____

Mobile _____

Responsibilities (please tick those that apply)

Collect child from OSC Contact in emergency

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Medical details

Allergies

Does your child have any allergies? Yes/no

If yes, please give details of the cause and the reactions

Dietary requirements

Does your child have any special dietary requirements? Yes/no

If so, please give details

Medical conditions

Does your child have any current medical conditions or needs? Yes/no

If yes, please give details

Immunisations

Has your child had any of the following immunisations? (Please tick and date).

BCG	<input type="checkbox"/>	_____	Meningitis C	<input type="checkbox"/>	_____
Diphtheria	<input type="checkbox"/>	_____	Poliomyelitis	<input type="checkbox"/>	_____
Hib	<input type="checkbox"/>	_____	Tetanus	<input type="checkbox"/>	_____
MMR	<input type="checkbox"/>	_____	Whooping cough	<input type="checkbox"/>	_____

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Medical contacts

Doctor's details

Name of GP _____

Name of surgery _____

Address _____

_____ Postcode _____

Tel _____

Health Visitor's details

Name _____

Address _____

_____ Postcode _____

Tel _____

Other agency details

Name _____

Address _____

_____ Postcode _____

Tel _____

Booking Request Form

Term time

After school care 3.30 pm - 6.00 pm

Please each session required:

	Mon	Tue	Wed	Thu	Fri
After school care 3.30 pm - 6.00 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School holiday Information: Please book in early as possible to secure a place and avoid disappointment

Please indicate whether provision for each holiday is F, M or A:

F = Full day 8.00 am - 5.30 pm
M = Morning only 8.00 am - 12.45 pm
A = Afternoon only 12.45 am - 5.30 pm

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OSC Contract

This contract is between Willerby Carr Lane Out of School Club and _____ concerning the care of _____ who will be attending Willerby Carr Lane Out of School Club, Carr Lane Willerby HU10 6JT

Term time after school sessions (After school care 3.30 pm - 6.00 pm)

Monday	Tuesday	Wednesday	Thursday	Friday

The total fees for this place will be £ _____ for the term.

The fees are payable in 11 equal monthly payments of £ _____ per calendar month and must be paid by the first day of the month to which they relate.

The terms of this contract are those set out in the Parents Information Pack and will run for the entire duration of your child's stay at the Out of School Club.

Length of notice:

- One month's written notice or payment in lieu of notice is required from parents/carers if the child is to stop attending
- One month's notice will be given by (*Willerby Carr Lane Out of School Club*) if the OSC wishes the child to cease attending.

This contract is subject to the terms and conditions issued by Willerby Carr Lane Out of School Club and the policies and procedures in the setting and I/we agree to abide by those.

I/we understand that it is our responsibility to update the OSC with any changes to our child's details, ie home address, emergency contact numbers, vaccination record and so forth.

I/we understand that these terms and conditions are not intended to be exhaustive and accept that the policies and procedures in the OSC support these terms and conditions.

Willerby Carr Lane Out of School Club

I/we agree that (*Willerby Carr Lane Out of School Club*) has the right to administer prescribed medication and, in an emergency, call an ambulance and/or escort my/our child(ren) to the emergency department of the nearest hospital and to await your arrival. Any decisions regarding your child's care will then be made by the Emergency Department of the hospital.

I agree to abide by the Terms, Conditions and Policies and procedures of Willerby Carr Lane Out of School Club which I have read and fully understand.

OSC Staff

Signed _____ for and on behalf of Willerby Carr Lane OSC

Position in OSC _____

Mother/Carer

Signed _____ Date _____

Print name _____

Relationship to child _____

Father/Carer

Signed _____ Date _____

Print name _____

Relationship to child _____

Permission Forms

Form A - Keyworker and Photographs

As part of our commitment to provide for individual needs your child will be designated a Keyworker who will be responsible for the areas of development work, and, in partnership with you, they will record progress in those areas to plan appropriate activities within the OSC. These records will be available for inspection by *Ofsted otherwise they will be confidential and available only to you and those OSC staff involved in planning the curriculum for your child.

The OSC offers training placements for childcare students who, to complete college assignments will be asked to observe play. Individual students will be asked to gain your written permission to carry out these observations and use them in their assignment work.

Any photographs taken of your child by OSC staff or childcare students may be used in OSC displays but will not be taken off the premises.

From time to time, photographers or the local press may come and take photographs in the OSC to feature in the local newspaper (with the full names of the children).

Please consider the above and return the completed permission slip.



Name of child _____

I do/do not give permission for OSC staff and childcare students to observe my child as described above.

I agree/do not agree to my child being photographed and named in the press and on publicity materials.

Signed _____

Relationship to child _____

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Form B - Permission to take Children off the Premises

As part of the OSC curriculum, the OSC may arrange local visits and walks in the neighbourhood to support children's learning and experiences. For example, they could learn about different kinds of food and cooking ingredients during a trip to a supermarket, or collect objects of interest for a collage or table display during a walk in the park. (These activities will take place in the school holidays)

For your child(ren) to take part in such activities we require the written permission from their parent/carer.

Adult ratios will be higher than normal on these occasions and we would welcome and appreciate any parents/carers who would feel able to accompany us on short walks and trips.

Please note that separate letters and permission slips will be sent out for planned visits and trips further afield.

Please consider the above and return the completed permission slip.

Name of child _____

I do/do not give permission for my child(ren) to take part in trips off the OSC premises.

I could/could not be available to help with OSC trips as detailed above.

Signed _____

Relationship to child _____

<p style="text-align: center;">Terms and Conditions</p>
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We believe these standard terms and conditions reflect the custom and practice of private nurseries providing full time daycare. The rules about notice and payment of fees are designed to promote stability, assist forward planning and the proper resourcing of the OSC. Nothing within these terms and conditions affects the parent/carer's statutory rights.

To enable us to provide and maintain the highest standards of care we require all parents to be aware of, and abide by, the following conditions.

Admission

- 1 Children will be considered for entry to the OSC when the registration form has been completed.

Welfare of the child

- 2 We will do all that is reasonable to safeguard and promote your child's welfare and to provide pastoral care to at least the standard required by law and often to a much higher standard. We will respect your child's human rights and freedoms which must however, be balanced with the lawful needs and rules of our OSC and rights and freedoms of others.
- 3 Parents give their consent to such physical contact as may accord with good practice, and be appropriate and proper for teaching and instruction and for providing comfort to a child in distress, or to maintain safety and good order, or about the child's health and welfare.

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Health and medical matters

- 4 If your child becomes ill during a OSC session the co-ordinator will contact the parent/carer or the emergency contact indicated on the registration form. Parents must inform the OSC immediately of any changes to these contact details.

- 5 If your child is suffering from a communicable illness your child should not be brought to OSC until the infection has cleared. A full copy of the LAs infection control policy is available from the co-ordinator. Parents/carers are asked to refer to the illness communicable disease list supplied for your information on minimum periods of exclusion from the OSC.

- 6 Parents/carers are required to notify the Co-ordinator if your child is absent from the OSC through sickness. Please leave a message on our answer machine.

- 7 Any child who has been sent home from the OSC because of ill health will not be re-admitted for at least 24 hours. If a child is prescribed antibiotics they will not be allowed to return to the OSC for 48 hours.

- 8 The OSC cannot administer any medicine to a child unless prescribed by a doctor. Should the child be on prescribed medication, it is the responsibility of the parent or carer to notify the Co-ordinator or key worker and to sign the necessary form of consent.

- 9 We reserve the right to call an ambulance in an emergency and escort your child to the emergency department of the nearest hospital. Any decisions regarding the child's welfare will then be made by the emergency department at the hospital.

- 10 It is your responsibility to inform the OSC if your child is not vaccinated in accordance with their age. If it is considered necessary, information regarding children vaccinated in OSC may be shared with other parents, however, individual names will not be given.

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Food and dietary requirements

11 We will work with parents/carers to provide suitable food for children who have a special dietary requirement as diagnosed by a doctor or dietician. Although all reasonable care will be taken to ensure that a child does not encounter certain foods, unless a doctor's note is provided the OSC cannot guarantee this.

12 Menus will be displayed for inspection.

13 No packed lunches supplied will be heated up.

(Holiday Club)

Please provide your child with a healthy packed lunch. Snacks will be given throughout the day.

Concerns/complaints

14 Any question, concern or complaint about the care or safety of a child must be made in the first instance to the supervisor in charge. If the matter cannot be resolved at this level the matter should be referred to the manager and should follow the settings complaints and compliments policy.

Disclosures

15 Parents must, as soon as possible, disclose to the OSC any known medical condition, health problem or allergy affecting the child, or any family circumstances or court order which might affect the child's welfare or happiness, or any concerns about the child's safety.

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Fees

- 16 All fees are charged monthly in advance and must be paid by the first day of the month to which they relate. Fees will be invoiced to the person(s) named on the registration form. Fees are payable during periods of absence from the OSC, including sickness. The OSC will be closed on the annual bank holidays, for two weeks over Christmas Holiday for the last two weeks of August. There will be no charge for these periods of closure.
- 17 Fees are calculated based on the number of sessions over the term divided by the number of calendar months in the term to create a fixed monthly charge.
- 18 Prices quoted are per child for a core period. Extra hours (or parts of an hour) will be charged at the ruling rate and must be booked and paid for 24 hours in advance. Core periods are term time 3.30 pm - 6.00 pm, school holidays 8.00 am - 12.45 pm, 12.45 pm - 5.30pm
- 19 Once a place at the OSC is confirmed the first month's fees become payable to secure the place. One month's written notice is required if you no longer require the place or wish to withdraw your child from the OSC. Fees are payable during the whole of this time, fees are also payable if there is any delay in taking up the place once accepted.
- 20 If you register your child for a full-time place (i.e. Term Time: 5 Sessions per week and/or Holiday Time 10 sessions per week) and such a place is confirmed by the OSC, you will not be permitted to reduce the number of sessions attended within four weeks, as four weeks written notice is required to reduce the sessions.
- 21 Fees will not be refunded or waived for absence through sickness or any other reason. This rule is necessary so that the OSC can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other parents. No compensation will be paid or refund given if the OSC must be closed due to any reason beyond the control of the OSC, such as power failure, weather conditions or teacher strikes.

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Unpaid fees

- 22 The OSC reserves the right to charge interest on late fees at the rate of 5% over the base rate. For dishonoured payments, a charge of £20 per occasion will be applied.

Exclusion for non-payment

- 23 Children may be excluded from the OSC if fees remain outstanding more than 10 working days beyond the due date and the registration terminated.

Late collection

- 24 Parents/carers collecting children late from the OSC will be subject to a surcharge, details of which are published at the OSC. Charges are made every 15 minutes or part thereof. Parents/carers should be aware that the OSC must be vacated by the designated closing time.

Belongings

- 25 The OSC does not accept responsibility for accidental damage or loss of property.

Insurance

- 26 The OSC undertakes to maintain those insurances required by law. Details of these are available from the co-ordinator. Copies of the current employer's liability and public liability insurance policies are displayed on the notice board at OSC.

General

- 27 You should be aware that the OSC occasionally takes photographs within the setting, which may be used, in training or promotional material. Parental preference is adhered to and permission will be sought via the settings permission form which is completed at enrolment.

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Safeguarding children

- 28 It is understood that the OSC is under an obligation to report to the relevant authorities any incident where we consider a child may have been abused or neglected. This may be done without informing the parent/carer.
- 29 Any information given by a parent regarding their child will be treated with the utmost confidentiality, except in cases where abuse towards a child is suspected. The divulging of confidential information relating to the OSC, its employees or customers to any third party is considered a breach of confidence and as such is regarded as constituting gross misconduct which could lead to summary dismissal from employment or cancellation of an OSC place.

Security

- 30 Parents/carers are welcome to visit the OSC, however we will not admit anyone without prior notification. It is the parent/carers responsibility to ensure that staff are aware of who will be collecting your child. No child will be allowed to leave the building with anyone, known or not, without prior notification.

Data protection

- 31 It is a legal requirement on the OSC to hold information about children using the OSC and its staff. Basic information is used for registers, invoices and for emergency contacts; however, all records will be stored in a locked cabinet.

Legal contract

- 32 The offer of a place and its acceptance by the parents gives rise to a legally binding contract on the terms of these terms and conditions.
- 33 These Terms and Conditions are governed exclusively by English and Scottish law.