

Registration Form

All information provided will be kept confidential.

Child's full name:
Child's pet (preferred) name:
Child's full address:

Sex: DOB:
Child's first language.....



Parental/guardian/carer details

Name.....
Full address

Name.....
Full address

Contact telephone numbers
Work Home
Mobile
Relationship to child
Authorised to collect child Yes/ No

Contact telephone numbers
Work Home
Mobile
Relationship to child
Authorised to collect child Yes/ No

Emergency contact details if parents not available for two named contacts

Contact 1.....
Full address

Contact 2.....
Full address

Contact telephone numbers
Work Home
Mobile
Relationship to child
Authorised to collect child Yes/ No

Contact telephone numbers
Work Home
Mobile
Relationship to child
Authorised to collect child Yes/ No

Collection Authorization

Other people authorised to collect your child other than the above are:-

Collection 1.....
Collection 2.....

Password required for the collection of child by authorised person
Password.....

Emergency Treatment

Declaration:

I give permission to the registered person (or authorised deputy) to take the necessary steps to ensure thatreceives the best and most appropriate care, attention and treatment should an emergency or accident happen. I understand that every effort will be made to inform me of the accident or emergency as soon as possible, but they may need to accompany my child to the hospital in the case of a serious accident in my absence. I give permission for the person in charge to authorise hospital staff to administer essential treatment in my absence until my arrival.

Signed
Date

Signed
Date

Blood Transfusion

I give / do not give permission to the registered person (or authorised deputy) to take the necessary steps to ensure that Receives a blood transfusion (if required) should an emergency or accident happen.

Signed
Date

Signed
Date

Medical Details

Doctors Details

Doctors name.....

Doctor's address

Telephone number

Has your child any on-going health problems?

Has your child any ongoing prescribed medication?

Is your child allergic to anything?

Can you give training in application of medication (Epipen or Anapen) if necessary? Yes No

For inhaler / Epipens only

I give permission for staff to administer the inhaler / Epipen or Anapen (supplied by me) to give as instructed and to record its use.

Signed

Date

Does your child have any special needs?

Does your child receive any help from any outside agencies?:-

Speech and Language therapy	<input type="checkbox"/>	Social Services	<input type="checkbox"/>	Portage services	<input type="checkbox"/>
Children's Development Services	<input type="checkbox"/>	Education services	<input type="checkbox"/>	Education preparation unit	<input type="checkbox"/>

Other please specify.....

Parental permissions (to be read and signed by parents)

Outings

I give/ do not give permission to the staff to take on an outing to the park or local amenity.

Signed _____ Signed _____

Date _____ Date _____

Suncream

I give permission for staff to administer sun cream (supplied by me) on, when necessary and to record its use. If no sun cream is supplied my me I allow sun cream to be used which is supplied by the out of school club.

Signed _____ Signed _____

Date _____ Date _____

Calpol

I give permission for staff to administer Calpol towhen necessary and to record its use.

Signed _____ Signed _____

Date _____ Date _____

Secure Email address for passwords and invoices to be sent to
.....

Have you read and agreed to the Wise Owl Kids Den's policies and procedures? Yes No

Have you been given a copy of the Wise Owl Kids Den's policies and procedures? Yes No

Please sign below to indicate that the information given is accurate and correct, and that you will notify us of any changes.

Parent / main carer name _____ Signature _____ Date _____

Key person name _____ Signature _____ Date _____

Nursery manager name _____ Signature _____ Date _____

Kids Den Out of School Club Terms and Conditions

- Kids Den agrees to provide a safe, secure, happy and stimulating environment for your child.
- All child care fees must be paid for **monthly or weekly in advance** of care.
- All childcare fees are to be paid by standing order or card payment using the card machine in the office.
- A £5.00 deposit will be required to book a place for your child on the waiting list. This is to secure the place and the deposit will be deducted from the first week's charges. Please note this deposit is non-refundable if the place is cancelled.

- All days allocated to you must be paid for whether or not your child attends unless you provide 2 days' notice of the child's absence.
- **A fee of £10 will be incurred for late payments.**
- A late collection fee will be charged at £5 per every 5 minutes late.
- Fees may be subject to change to allow for an increase in costs incurred to the setting e.g. an increase in minimum wage. Wise Owl will notify you in writing with 30 days notice of a price increase.
- 4 week's notice is required if you wish to terminate your child's place at Kids Den.
- If your child has an illness that requires medication please do not bring them to Kids Den for at least **48 hours**- this gives the medication a chance to work and in case of a reaction to the medication (please see manager for incubation periods of illness).
- Kids Den staff can only administer medicines to a child with an ongoing illness, i.e. asthma, diabetes. We will address individual circumstances.
- All children's details **must** be on file before your child starts Kids Den Out of School Club for the first time.
- All your child's belongings should be **clearly labeled**.
- All policies and procedures should be read and signed for.
- Kids Den cannot be responsible for any personal items left in the care of your child.
- Kids Den is closed on bank holidays and does not charge for bank holidays.
- Kids Den has the right to add on any fees (to include court fees and tracing fees) that are payable by us (Wise Owl) to retrieve any unpaid fees you owe.

Due to child care ratios and to comply with Ofsted regulations we must please ask that children attending morning sessions must be collected prior to 1pm. (Holiday Club only)

Afternoon sessions start at 1pm (Holiday Club only) so please be aware that your child will start at this time and no earlier due to the Ofsted regulations. Sessions finish at 6pm. Any late collections will result in a charge being made to the parent.

Data Protection

Wise Owl Private Day Nursery will use your personal details to administer your relationship with us, to provide you with advice, information and marketing tailored to your individual needs and interests. We may also keep your details for statistical purposes. It will not be passed on to third parties.

We may contact you by post, telephone, email or other electronic messaging service for marketing and information purposes. If you do not want to receive marketing and information from us, please tick this box

By providing us with your personal information, you confirm that you have read the above and consent to our processing your personal data for the above purposes.

Please complete the following section:-

I agree to adhere to the terms and conditions of Kids Den Out of School Club

Name.....

Signature.....

Date.....

Child's name.....

Relationship to child.....

Although Kids Den sessions are pre booked please provide the approximate times your child will be attending. This helps staff in planning activities. Thank you.

	Monday	Tuesday	Wednesday	Thursday	Friday
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Breakfast Club					
After School					
Out of School					

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