



## HOW TO REGISTER YOUR CHILD.

Complete the enclosed registration form. Please provide full details, child's name and date of birth and state the schedule you require:

Please make all payments into the following account (using your child name as a payment reference):

**Bank:** NATWEST BANK  
**Bank details:** BLOSSOM PATCH LTD  
**Sort Code:** 010917  
**Account Number:** 66161118

Please note Childcare Vouchers can only be used for children attending for 4/5 days a week.

When your child starts at Blossom Patch Nurseries, please ensure you bring the following items in with you on a daily basis

- Spare sets of clothes (in a labelled bag)
- Coats, rain coats, Wellington boots, hats, scarves and gloves (for Winter)
- Lighter jackets, sun hat and sun cream (for Summer)

Please remember to mark all belongings with your child's name.

Tick if EYFS child

## Out of School Club/ Holiday Club Registration Form

**Child's Details**

**Date of Registration:**

First name:	Surname:	What s/he likes to be called:
Date of birth and current age:	School attended: First language:	Name of key person:

**Parent/Guardian details**

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No <i>(If yes, please provide details overleaf.)</i>					

**Emergency Contact Details** *(please provide details of two people we can contact if we are unable to get hold of you), Must be 16 years or above.*

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

**Child's Doctor**

Name of Doctor:	
Address:	Telephone:

**About your child**

Please detail any additional/special needs your child has: (please provide full details)
Please detail any dietary requirements / food allergies for your child: (please provide full details)

Is there anything your child doesn't like (food, games etc.) or is scared of?
What are your child's favourite activities?

Normal Sessions (Please tick preferred days & sessions)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
3pm – 6.45pm					

**For office use only**

Registration fee paid	
Date	
Deposit paid	
Date	

Signature of Parent/Carer

Date:

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Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?

**General Parental Permissions**

Emergency treatment declaration	
In the event of an accident or emergency involving my child I, understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompany by the setting manager or deputy manager for emergency treatment and that health professionals are responsible for any decisions or medical treatment in my absence.	
Signature	
Date	

**Sun cream**

I give permission for staff to administer hypoallergenic sun cream (supplied by me) to my child if needed.	
Signature	
Date	

### Short trip-General Outings

(Delete as applicable) I agree / do not agree for my child to take part in general short trips or outings planned by the setting as part of daily activities. I understand that individual risk assessments are carried out for each type of trip or outing, and available for me to see as required.	
Signature	
Date	

### Sharing child's information

(Delete as applicable) I agree / do not agree for Blossom Patch Nursery to share information regarding my child with other professionals, e.g. Health Visitor or Speech therapist, in regards to their development. I understand that my views will be taken into consideration before any referrals are made.	
Signature	
Date	

#### 1) Photographs

(Delete as applicable) I agree / do not agree for my child's photograph to be used in-house only, e.g. photo observations for child's folder, displays within the nursery.	
Signature	
Date	

#### 2) Photographs

(Delete as applicable) I agree / do not agree for my child's photography to be used in nursery publicity material, including on the internet (children's names will NOT be used on any website or in any publicity)	
Signature	
Date	

(Delete as applicable) I agree / do not agree for nursery staff to apply plaster on my child if needed.	
Signature	
Date	

### Policies and Procedures

All policies and procedures can be found at the nursery reception area in the Operational plan folder and other information, which you can access at all times online at [www.blossompatchnursery.co.uk](http://www.blossompatchnursery.co.uk) .

### **Communication Plan**

Please tick method of communications regarding sharing information about your child both from nursery to home and home to nursery. Please tick all that apply with your preferred method at the bottom:

Face to face

Email

Telephone

The preferred method is \_\_\_\_\_

<b>Ethnic origin (Tick if applicable)</b>	
White	
British	
Irish	
Scottish	
Welsh	
Mixed	
White and black Caribbean	
White and black African	
White and Asian	
Asian or Asian British	
Indian	
Pakistani	
Bangladeshi	
White and Chinese	
Hong Kong Chinese	
White European	
White Eastern European	
White Western European	
Italian	
Turkish	
Turkish Cypriot	
Kurdish	
Sri Lankan Tamil	
Somali	
Greek/Greek Cypriot	
Portuguese	
Japanese	
Korean	
Philipino	
Iranian	
Lebanese	
Croatian	
Nigerian	
Ghanaian	
Other please specify:	

## Terms and Conditions

### Agreement for payment of fees

Child's name.....

Person responsible for payment of fees

Name.....

Address.....

.....

.....postcode.....

#### Telephone:

Day.....

Evening .....

Mobile .....

I hereby agree to pay the fees for the above child on the date they fall due

Signed..... Date.....

## TERMS AND CONDITIONS

### Admission

Our Club aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by the Manager and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending. See our **Admission and Fees Policy** for more details.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

### Payment of fees

Our main Holiday Club will now run between the hours of 9am-5pm and be charged at £45 per day, any additional hours outside these times will be £8 per hour. Payment should be made by cash daily.

The price per session per child applies to all children.

Please speak to a member of staff for After-School Club fees

### Changes to days and cancelling your place

If you need to change the days that your child attends, please contact the Manager. We try to accommodate such changes wherever possible.

### Temporary changes

Please remember that we need to know if your child will not be attending the Club for any reason. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

If you know in advance of any days when your child will not be attending during the following week, please try to let the Manager know as soon as possible. In cases of illness or emergency when notice cannot be given, please call as soon as you can.

## **Induction**

You and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting and to help your child settle in.

During your child's first session time will be set aside for an induction. The induction will include running through Club's rules and routines (including meal routines, collection, children's meetings), and introducing your child to the staff and other children.

## **Arrivals and departures**

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

Our main Holiday Club will now run between the hours of 9am-5pm. (Please discuss with the Manager if you wish to attend outside of these hours)

After school club will run between the hours 3pm - 6.45pm

A late payment fee of £10.00 per 15 minutes will be charged if you collect your child after the Club has closed.

If your child remains uncollected **30 minutes after your club closes** and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our **Uncollected Children Policy** and contact the Social Care team.

## **Child protection**

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our **Safeguarding Policy**.

## **Family discount**

Where two or more children from one family attend the nursery for two days or more per week, the oldest child will be eligible for a 10% discount in their monthly fees

## **Equal opportunities**

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment.

## **Special needs**

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Our staff training programme includes specific elements relating to children with special needs.

## GENERAL INFORMATION

### Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst at the Club. These are displayed at the Club for everyone to see.

We have a clear **Behaviour Management Policy**.

The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club.

### Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

### Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send he or she to the Club for 48 hours after the illness has ceased. See our **Illness Policy** for more details.

### Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child.

### Medication

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a **Permission to administer medication form** in advance. See our **Administering Medication Policy** for more details.

### Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child's key person, the Manager, or any other member of staff.

All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days.

A full copy of our **Complaints Policy** is available on request.



**PLEDGE TO PARENTS**

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

Please note Blossom Patch Nurseries reserves the right to update or amend these terms & conditions at any time.

I have read, understood and accept the above terms & conditions.

Signed.....

Print Name..... Date.....

Child's name \_\_\_\_\_

Parent or carer's name \_\_\_\_\_

- I consent for my child to attend Out of School Club. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that the Club is a play setting and that whilst my child is there, the Club is legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child arrives at the Club he/she will be in the care of the Club until collected and signed out by an authorised person.
- I will notify the Club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the Club. I understand that I will be charged for the booked session.
- I will pay promptly for all booked sessions whether my child attends or not (eg due to illness or holidays), unless I have made other arrangements with the manager.
- It is my responsibility to keep the Manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at the Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Out of School Club closes at 5pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- If I do not collect my child by club closing time, I will pay a charge of £10 per quarter of an hour to cover the costs of the staff who are legally required to supervise my child.
- If I do not collect my child by 30 minutes after club closing, and the club has been unable to reach me or any of my emergency contacts, I understand that the Club will follow its Uncollected Children Policy and contact Social Care.
- Whilst the Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- If there are any accidents or incidents at the Club involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible.
- Information held by the Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.
- I agree that I will not use a camera, mobile phone or other mobile device on the premises.

I have read and understood the above terms and conditions and I agree to abide by them.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_