

## REGISTRATION AND CONSENT FORM ASC

Child's Full Name			
Gender (male/female)			
Date of Birth			
Intended start date			
Home Tel. number			
Home Address including post-code			
Hair colour		Eye colour	
Nationality		Religion	
Intended primary school			

### PARENT'S/CARERS WITH WHOM CHILD LIVES

Relationship to child	1.	2.
Full name incl. title		
Address if different to child including postcode		
Telephone-Home		
Telephone-Work		
Telephone-Mobile		
E-mail ***		
Parental responsibility?	Yes/No (delete)	Yes/No (delete)
Bill Payer?	Yes/No (delete)	Yes/No (delete)

Name of parent with whom the child does not live.	
Does this parent have parental responsibility?	Yes/No (delete)
Does this parent have legal access to the child?	Yes/No (delete)
Address	
Telephone	

### ANY OTHER EMERGENCY CONTACT DETAILS

Name	
Relationship to child	
Telephone-Home	
Telephone-Mobile	
Authorised to pick-Up?	Yes/No (delete)
Sample Signature	
Security <b>pass-word</b> ***	

### MEDICAL CONTACT DETAILS

Doctor's Name	
Doctor's Tel: Number	
Doctor's Address	
Please indicate any medical conditions or allergies, or any medications taken.	

## IMMUNISATION RECORD

Type of vaccination	Date Vaccinated
Whooping Cough	
MMR	
Polio /Tetanus /Diphtheria	
Meningitis C	

We occasionally have to administer first aid to the children; please delete any preparations you DO NOT wish us to use on your child:

- Antiseptic Wipes
- Sun Block Cream
- Plasters
- Baby Wipes
- Cold Compress
- Bite ease preparations
- Face painting

### YOUR CHILD'S SPECIAL DIETRY NEEDS OR PREFERENCES

Please indicate if your child has any special dietary requirements or other Information you feel may be helpful:

### CONSENT

**Please delete any consent you do not agree to:**

I the Parent/Guardian of.....

- Give my consent for my child to be taken on outings with qualified staff for the purpose of nature walks etc.
- Give my consent for observations to be carried out for the purpose of my child's personal development record, or visiting students embarking on further education.
- Give my consent for you to take my child to the doctors or hospital in an emergency and receive any medical treatment which is urgently necessary. (We will always do our best to contact parents/carers at the earliest convenience).
- Give my consent for photographs to be taken of my child. These will be used mainly for their personal records, but on occasions may be used for displays or to advertise our setting in the local press or on our web site [www.chesterfieldchildcare.co.uk](http://www.chesterfieldchildcare.co.uk)
- Give my consent for you to escort my child in the setting vehicle or owned by nursery staff. The manager will check all relevant documents, driving license, tax and M.O.T. Suitable boosters and car restraints will be used. If the excursion is for an outing then the full arrangements and prior notice will be given, if the nature of the excursion is for emergency, then prior notice may not be given.
- **I understand that any carer who suspects that a child in his/her care may have been abused or neglected, has a duty to report this to the Social Services Department.**
- **Give my consent for the information in this document to be used, uploaded and shared : Famly app, Local Authorities and Derbyshire County Council.**
- **I confirm that all the information provided in this Document is current and true at the time of signing and the setting will be informed immediately of any changes to any details.**

Parent's signature: -

**Date:-**

PLEASE STATE YOUR ETHNICITY

SO THAT WE CAN BEST MEET YOUR CHILDS NEEDS WE ASK THAT YOU COMPLETE THE TABLE BELOW

CHILDS NAME.....

WHITE BRITISH	
WHITE IRISH	
WHITE OTHER	
MIXED - WHITE AND BLACK CARIBBEAN	
MIXED - WHITE AND BLACK AFRICAN	
MIXED - WHITE AND ASIAN	
MIXED - OTHER	
CHINESE	
ASIAN OR ASIAN BRITISH - INDIAN	
ASIAN OR ASIAN BRITISH - PAKISTANI	
ASIAN OR ASIAN BRITISH - BANGLADESHI	
ASIAN OR ASIAN BRITISH - OTHER	
BLACK OR BLACK BRITISH - CARIBBEAN	
BLACK OR BLACK BRITISH - AFRICAN	
BLACK OR BLACK BRITISH - OTHER	
NOT KNOWN	
OTHER-PLEASE STATE	

FIRST LANGUAGE USED AT HOME: .....

WE WISH TO DELIVER THE BEST POSSIBLE CARE AND EDUCATION FOR YOUR CHILD  
SO PLEASE USE THE SPACE BELOW TO INFORM US OF ANY OTHER INFORMATION THAT YOU FEEL WOULD BE  
HELPFUL TO US IN OUR DAY TO DAY CARE PROVIDING.

<p>For example:</p> <ul style="list-style-type: none"><li>➤ Festivals/celebrations that your child can or cannot take part in.</li><li>➤ Special support your child may require in the setting.</li><li>➤ Your child's likes fears, special words, and comforter.</li><li>➤ Names and contact details of any other professionals involved with your child.</li></ul>
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WINGERWORTH BREAKFAST & AFTER SCHOOL CLUB  
TERMS AND CONDITIONS

The Breakfast club is available 07:30-09:00, After School Club is available at 3.30pm until 6.00pm at the church centre S42 6PU.

Holiday club is available 07:30-18:00 Monday to Friday during school holidays (unfortunately not during the Christmas break or Bank Holidays), for children aged 5+yrs onwards. This is held at 1a Welbeck Drive, S42 6SN.

Children have access to age appropriate games/toys, arts and crafts, cooking/sewing, television, play station, library when open and quiet book corner (but to mention a few). They will be offered breakfast or a light snack on arrival, drinks available at all times.

You can obtain a booking form or further information from the after school club during our opening hours or by telephoning:-

Office: 01246 766120 or alternatively [07808175123](tel:07808175123). We ask for you to give us as much notice as possible as to the dates you require child care on. This is to enable us to staff the club appropriately.

- I understand that Wingerworth out of School Club is a play care facility and that whilst my child is there the club is legally responsible for him/her.
- My child will be provided with breakfast or a light snack and drink whilst at the club unless otherwise requested.
- My child will be given stimulating and challenging play opportunities in a fun and safe environment.
- Once my child is delivered to Wingerworth out of School Club he/she will be in the care of Wingerworth out of School Club until collected and signed out by a named responsible adult (password required by unfamiliar adult).
- In the event of any cancellations the parent/carer must inform the Wingerworth out of School Club staff prior to the pick-up time, so we are not searching school for them. If we are given 48 hours' notice then there will be no charge otherwise there will be a late cancellation fee of £4.50.
- In the event that your child has been invited to a friend's house for tea (or any other changes to collection arrangements) unless prior notice has been given to Wingerworth out of School Club staff, the staff will insist on bringing the child back to the club and we will contact the parent/carer immediately
- There is a one off membership fee of £20.00.
- The cost per session for breakfast club £6.75 7:30-9:00am
- The cost for after school club is £4.50 = 15.30-16.30, £8.50 = 15.30-17.50, £10.50 = 15.30-18.00 (sorry no reductions for part hours not used).
- Holiday club is available at a cost of £30.00 per day (reduction £135.00 when booking a full week - £108.00 for a 4 day week). Extra charges for lunch £2.20 and light tea £1.30
- I will book into the club on a monthly basis and will pay promptly for sessions. Payment for the After School Club must be settled weekly unless prior arrangement with manager Jane Shepherd.
- It is my responsibility to keep the club informed of any alterations to information regarding my child.
- Wingerworth out of School Club closes at 6pm and if for any unforeseen circumstances I am going to be late, I will contact the club via the Family app or call: 01246 766120 / 07808175123
- If my child is not collected by 6pm I will pay a charge of £6.50 per quarter of an hour to cover the costs of rent and staff wages.
- If my child remains at 7pm, after doing everything possible to contact parents/carers and emergency contacts, then Wingerworth out of School Club will be legally required to contact social care.
- Whilst we try to ensure the safety and security of items, we cannot be held responsible for anything lost or stolen. Make sure all items are named.

- I understand that there is a code of conduct and club rules that my child must adhere to and that in some circumstances it may be necessary to exclude my child from the club.
- Should there be any incidents at Wingerworth out of School Club involving my child, I will be informed of the situation
- If my child has an accident, then he/she will be treated by a qualified paediatric first aider and I will be informed of the situation as soon as possible. If there is a situation where my child needs urgent medical treatment and I am unavailable, the member of staff from Wingerworth out of School Club may sign any consent forms necessary for treatment on my behalf, if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.
- Any information and details regarding my child will be treated as confidential. However, there may be times, for example in cases of child protection concerns, when details of my child may be passed on to other agencies. For example police, social care and health care professionals.
- Where the club has endorsed my claim for childcare tax credit Wingerworth out of School Club are legally obliged to notify the Inland Revenue if I cease to use the service during the period of my claim.
- Booking forms are parent's responsibility please complete one for every month.
- Bad weather policy:

In very exceptional circumstances, we may need to close at very short notice due to an unexpected emergency of which may include:

- Serious weather conditions (combined with heating system failure).
- Burst water pipes.
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion.
- Death of a member of staff.
- Serious assault on a staff member by the public.
- Serious accident or illness.

In such circumstances, the Manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken and children will be supervised until they are safely collected. Should we feel the need to close the premises prior to opening maybe due to adverse weather conditions or any of the above; we will announce the closer on Peak 107 and on our news feed family app.

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

SIGNED.....

DATE.....