



# REGISTRATION FORM

## Coppice Avenue

<b>Child's Details</b>			
Full Name	<input type="text"/>	D.O.B	<input type="text"/>
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>		
<b>Parent/Guardian Details 1</b>			
Relationship to child	<input type="text"/>		
<input type="text"/>	First name	<input type="text"/>	Surname <input type="text"/>
Address	<input type="text"/>		
E-mail	<input type="text"/>		
Telephone number	<input type="text"/>	Mobile number	<input type="text"/>
Place of work	<input type="text"/>	Telephone number	<input type="text"/>
Funding info:			
NI Number	<input type="text"/>	DOB:	<input type="text"/>
<b>Parent/Guardian Details 2</b>			
Relationship to child	<input type="text"/>		
Title	<input type="text"/>	First name	<input type="text"/>
		Surname	<input type="text"/>
Address	<input type="text"/>		
E-mail	<input type="text"/>		
Telephone number	<input type="text"/>	Mobile number	<input type="text"/>
Place of work	<input type="text"/>	Telephone number	<input type="text"/>
Who has legal parental responsibility for the above named child. Please print all names.			
<input type="text"/>			



State and dietary requirements (allergies and religious requirements)

**Medical Information**

Name of doctor

Address

Telephone number

Allergies

Medical conditions

**Additional Emergency contact**

Title  First name  Surname

Address

E-mail

Telephone number  Mobile number

Relationship to child  Verbal password

**2/3 year olds**

Start Date  Funded hours claimed

If fully funded there is an additional charge for breakfast and after school sessions.

Please Tick	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast (7.45/9.00)					
AM session (9.00/12.00)					
PM session (12.00/3.00)					
After-School (3.00-6.00)					

### Tyntesfield Nursery drop off/Collection

Please note that breakfast club is only available at Coppice for nursery children, if you require this session as part of our wrap around drop off service please book an afternoon session at Tyntesfield.

Start Date  Funded hours claimed

Please Tick	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast (7.45/9.00)					
AM session (9.00/12.00)					
<b>Mini bus pick up/drop off. Additional care and lunch £10</b>					
PM session (12.00/3.00)					
After-School (3.00-6.00)					

Is there any additional information you would like to share with us about your child.

I/we confirm that I/we have disclosed relevant details/information to Beanstalks regarding my/our child, and will take full responsibility to inform them of any changes as and when they arise.  
 I/we have read and understood the Terms and Conditions of Beanstalks, which are found in the registration pack on the website.  
 I/We the signed have legal parental responsibility for the above named child.  
 I/We have shown the Pre-School Manager a copy of our child's birth certificate for the purposes of obtaining Early Education Funding.

Signed		Date	
Signed		Date	



## PARENTAL CONSENT FORM

Child's name

In order for us to provide the best possible care for your child and to comply with your wishes, we require you to complete the form below. Please tick all boxes that apply and then sign at the bottom.

### Child Protection

We have a duty to report any child protection or concerns regarding the possible abuse of a child in our care to both Ofsted and the Duty Officer at the Local Social Services Department (MARAT.)

I/We understand that any concerns regarding our child and possible abuse will be reported.

### Outings

We take the children on regular outings in the local area in order for them to learn about their community and environment. If we are planning on a trip further a field then we will inform you and ask for permission. (Pre-School and Holiday Club)

I/We give permission for our child to be taken on regular local outings.

**Transport** - Sometimes on outings we use public transport or organise a coach.

I/We give permission for our child to go on public transport and in correctly organised private transport organised by the setting.

**Emergency Medical Treatment** In the event of an emergency we will contact parents as soon as possible, however they may not be contactable or unable to get to the setting quickly enough for the nature of the incident. In these situations we request permission to seek emergency medical treatment for your child.

I/We give permission for the setting to seek emergency medical treatment on behalf of my child.

**Funding** - I authorise Beanstalks to use my information to check/process funding claims with the local authority.

### Face Painting

I/We give permission for our child to have their face painted.

### Sun Cream

I/we give permission for our child to have sun cream applied to them when appropriate.

**Large Play Equipment** - Sometimes we use local parks and visit ball parks and adventure parks to support the children's developing physical skills.

I/We give permission for our child to play on large play equipment.

### Photographs

Whilst your child is in Beanstalks we will be taking photographs for a variety of different purposes. Please indicate which of the following you give your consent to.

Child's development records and profile

Club display boards

Club promotional literature

Club website

Staff/students' course work for qualifications

Press releases

Parent/Carer Signature (with legal parental responsibility for the above named child)

## TERMS AND CONDITIONS

### Registrations

Registration forms must be completed and returned before a child can be offered a place in the club.

### Cancellations

Beanstalks require one month's notice in writing to cancel or postpone a place in Breakfast or After-school club, Pre-School and Wrap-Around Care.

### Collection / Drop Offs

Parents must sign their child in and out of the club. For the safety of children and staff, we request your children are collected promptly before closing time at 1800.

Beanstalks will accept no responsibility for injury, damage or loss to persons, vehicles or property.

If children are not collected on time, the management reserve the right to implement our non-collection policy. Charges of £10 per 15 mins will be incurred after the closing time.

### Absence

Please advise before 2pm if your child is not attending a pre-booked after school session, to avoid concerns over missing children.

### Fees

All fees are payable half-termly in advance. A late payment of £2.00 per day will be charge on overdue fees. In the event of the fees remaining outstanding for 2 weeks, you will receive notice of your child's place being withdrawn. Direct Debit / Voucher payments will be considered on a monthly basis at the discretion of the directors. Beanstalks reserve the right to increase fees.

### Personal Belongings

Beanstalks will not accept any responsibility for any loss or damage which may occur.

### Safeguarding Children

In cases of suspected abuse of children, it is our duty and a legal requirement to report our concerns to social services.

### Security

Children will only be released into the care of named contacts on the registration form that have the correct verbal password.

### Sharing Information

We work in a multi-agency environment. If we need to seek advice from professionals, or are asked to share information about your child, we will contact you directly to seek informed written consent.

### Child and Parent Records (Data Protection)

Beanstalks will hold information on you and your child, such as contact details, addresses, medical, dietary and special requirements. You have the right to a DSAR (Data Subject Access Request) at any time to view the records we hold at Beanstalks. You also have the right to terminate your contract with us after your months' notice is up. At this point you can request that we remove you completely from our records (aside from what we must legally keep.) Your rights are protected by the EU GDPR (European Union, General Data Protection Regulations.)

We also protect your information by ensuring we have encrypted contracts with all platform providers such as Family and Tapestry. This can be explained upon request.

### Medicine / Illness

Beanstalks will administer prescribed medicines only. The Medicine book must be completed and signed by the parent / carer. Parents are requested not to send their child to beanstalks if they are suffering from any communicable diseases. No fee refunds are given due to sickness.

### Emergency Closure

Should Beanstalks not open due to unforeseen school closure during term-time, we are unable to offer any refund to fees.

Parent/Carer Signature (with legal parental responsibility for the above named child)