

## Playzone Kids Club Ltd - Registration form

### Child's details

Tick if EYFS child

First name:	Surname:	What s/he likes to be called:
Date of birth:	School attended: First language:	Name of key person/s (EYFS):

### Parent/guardian details

Title:	First name:	Surname:	Title:	First name:	Surname:
Home address:			Home address:		
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 (if yes, please provide details)					
Who has legal responsibility? Mother/ Father/ Both parents/ Other (please specify)					
Is there any named person who should not have legal access to your child?					

### Child's doctor

Name of Doctor:	
Address:	Telephone:

**Emergency contact details** (please provide details of two people who can contact if we are unable to get hold of you)

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

**About your child**

Please detail any additional/Special needs your child has: (please provide full details)
Do you have any cultural/religious requirements we need to be aware of?
Please detail any dietary requirements/ food allergies for your child: (please provide full details)

**Parental consent**

I consent to my child receiving medical treatment in the event of an emergency	
If my child goes on a supervised trip I will be asked to complete an additional consent form	
I understand that Playzone Kids Club Ltd cannot accept responsibility for children's possessions or valuables whilst they are attending the club	
I consent for my child's photograph to be taken for display and observation purposes (we will seek separate permission for advertising purposes)	
I give permission to pictures of my child being used on the website/newsletters or notice boards	
I consent to my child using suntan lotion supplied by the club when necessary	
I consent to my child taking part in face painting activities	
I give permission to share information to whoever picks up the child	
I give permission for my child to be taken on local trips (i.e. park)	
I give permission to talk to your child's teacher e.g. to share information/ pass on messages	
I give permission to talk to your child's SENCO if applicable	
I am aware of the club's policies and I am happy to comply with them	
I will complete a new registration form if any of the above details change	

**I agree to the terms and conditions overleaf**

Parent sign: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

## **Playzone Kids Club Ltd terms and conditions**

Terms and conditions for parents/carers to be kept for future reference

Parents/carers will ensure that all telephone numbers and contact details and information on the registration form are kept up to date at all times

Parents/carers agree to book and pay for session in advance, invoice given at the beginning of the month to be paid as soon as possible.

Please ensure that a minimum of 1 month's notice is given to change pre-booked arrangements. It is not possible to refund money due to non-attendance once a booking has been made. Parents/carers should be aware that it is their responsibility to check bookings are correct.

Any costs incurred by Playzone relating to the recovery of fees will be added to any amount outstanding. If a child is collected late, parents/carers will be invoiced for the extra staffing costs.

Children **must not** be dropped off in the morning before the setting's opening time.

All children are expected to behave appropriately at the setting. Parents will be informed if their child's behaviour is inappropriate. We also ask that you as parents help us to set the right example to the children by treating our colleagues with the respect they deserve whilst at work.

In the event of an emergency, parents consent to the seeking of any necessary emergency medical advice or treatment in the future during the running of the setting.

Unless stated in the allergies section on the form, I give permission for first aid trained Playzone staff to use antiseptic wipes and/or plasters should they be needed. Only medication prescribed by a doctor will be administered by the staff and we must have prior written permission of the parent/carer.

In accordance with the EYFS (Early Years Foundation Stage) parents consent to the observation and recording of children's development in order to provide them with learning opportunities and activities appropriate to the age and stage of each individual child.

Parents/ carers will familiarise themselves with Playzone policies which are available at the setting and online.

Parents/carers agree that photographs of their child may be taken for display at the setting. If we would like to use photos for any other purpose e.g. publicity we will seek written permission from parents/ carers.

All information which we have been given relating to your child will be held securely and confidentially.

**Playzone believes that every child is entitled to a safe and happy environment. All adults associated with Playzone are committed to this statement. Anyone accessing the facilities offered by Playzone will also accept these principles and should anyone have any concerns, we will seek the advice of professional agencies including the social care team if we feel it is in the interests of safeguarding your child.**