



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:	Key worker's name:

Parent/Guardian details (Please inform us if either parent does not have legal parental responsibility)

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address:		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		

Alternative emergency contact details (please provide details of two people we can contact if we are unable to get hold of you)

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

Please list all known people you give authorisation to collect your child in the event of an emergency or you being unavailable. Please specify relationship e.g. Auntie, Nan etc. and a password if we are not familiar with this person

Name: _____
 Phone Number/s: _____

 Relationship to child: _____

 Password: _____

Name: _____
 Phone Number/s: _____

 Relationship to child: _____

 Password: _____

Details of child's doctor and Emergency Medical Assistance Permission:

Name of Doctor:	
Address:	Telephone:

I give permission for ABC Pre-school to obtain professional medical help in the case of an emergency. I agree to the person in charge of the session giving consent on my behalf for an anaesthetic to be administered or for any other urgent medical treatment to be given.

Signed _____ Name _____

Permission to apply sunscreen:

I am happy for my child to have sunscreen applied at the Out of School Club

Please delete as appropriate:

A) I am happy for the club to provide sunscreen.

B) I will provide a bottle of sunscreen labelled with my child's name for use at (please delete) the club.

Signed: _____ Date: _____

This consent will remain valid whilst your child is in the care of this club.

Photograph Permission Form

The use of photographs is an important developmental tool which is widely used in play and educational settings for recording, sharing and displaying activities that your children have undertaken. At ABC Extra we take the issue of child protection very seriously and we would never knowingly publish an image of your child without your consent.

As the parent or carer of the child named in the registration form, I grant permission for images of my son or daughter to be used for the following purposes:

- Electronic and printed information, displays and exhibitions at the Club
- Website for Club
- Promotional material for the Club
- To accompany staff or student coursework
- Observation and assessment
- Club records of my child
- Local newspaper or magazine
- National newspaper or magazine

I understand that personal details or names of any child in a photograph will never be given in such a way that would allow them to be individually identified.

I understand that images will NOT be used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for the child or their parent or carer.

Signed: _____

Dated: _____

Short Outings

We will take your child on short outings and walks e.g. the local shops and community etc. Please ensure that your child has a warm coat and appropriate footwear when out with us. Please sign the permission area below. Please note: we cannot take out any child without parental permission.

I do / do not permission for my child _____ to go out with the staff of ABC for walks or short outings.

Signed: _____

Print Name: _____ Date: _____

Sessions Required:

Please tick boxes below for the sessions you require:

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					
After School					
Holiday Club					

Details:

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?

Signature of Parent/Carer

Date:

Parent / Carers Agreement:

- I consent for my child to attend ABC Extra. I understand that the club has policies and procedures and that there are expectations and obligations relating to both the club and myself and my child and I agree to abide by them.
- I understand that ABC Extra is a playcare facility and that whilst my child is there ABC Extra is legally responsible for him/her.
- My child will be provided with a 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 ABC Extra he/she will be in the care of ABC Extra until collected and signed out by a 'Named' responsible adult.
- I will inform the club manager/deputy if I am collecting my child from school on a day that he/she is booked in to the club.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child.
- I accept that whilst at ABC Extra my child may get involved in messy activities and will provide my child with appropriate clothing to accommodate this.
- ABC Extra closes at 5.30pm and if for any unforeseen circumstances I am going to be late, I will contact the manager/deputy.
- If my child is not collected by 5.30pm I will pay a charge of £5 per quarter of an hour to cover the costs of the two staff who are legally required to stay.
- If any child remains at 6.30pm, after doing everything possible to contact parents and emergency contacts, then ABC Extra will be legally required to contact Social Services.
- Whilst we try to ensure the safety and security of items, we cannot be held responsible for anything lost or stolen.
- Should there be any incidents at ABC Extra 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 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, a member of staff from ABC Extra may sign any consent forms necessary for treatment on my behalf.
- 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.
- I understand that ALL fees must be kept up to date weekly, ABC Extra is happy to accept payment via our bank account as well as by cash or cheque, we are also happy to accept payment monthly or termly in **advance**.

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

Signature: _____

Date: _____