

# B.A.S.E (Before and After School Ettington) Registration Form

(All data collected will be held in confidence and will only be used for reasons relating to your child's attendance at the Club)

**Office use only: Received by:**

**Start Date:**

**Child's Full Name:**

**Date of Birth:**

**Name(s) & Address(s) of Primary Carer(s)**

**PLEASE KEEP US UPDATED OF CHANGES TO ANY OF THESE DETAILS.**

**Primary Parent/Carer**  
(Parent/Carer who child lives with)  
Name:

Relationship to child:  
Address:

Postcode:

Home Tel:

Work Tel:

Mobile Tel:

**e-mail address for communication:**

**Second Primary Parent/Carer:**  
(if applicable)  
Name:

Relationship to child:  
Address (if different from previous):

Postcode:

Home Tel:

Work Tel:

Mobile Tel:

**e-mail address for communication:**

**Who has legal contact with this child?**

(Eg. Parents, Step-parent, previous partner)

Please give any further details on a separate sheet and discuss with the Manager.

**Who has Parental responsibility?**

Please see [www.direct.gov.uk](http://www.direct.gov.uk) for definition of Parental Responsibility.

**Mother**

**Father**

Emergency contact:  
(e.g. friend, relation)

Name:

Telephone no:

Is anybody else likely to collect this child from the Club?

Name:

Telephone no:

Please give a password to be used if this child is collected by a person who doesn't usually pick them up.

**SESSIONS REQUIRED - Please indicate below:**  
Term time Only

**Before and After School**

Monday	7.45 - 8.45		3.20 - 4.30	3.20 - 5.30	
Tuesday	7.45 - 8.45		3.20 - 4.30	3.20 - 5.30	
Wednesday	7.45 - 8.45		3.20 - 4.30	3.20 - 5.30	
Thursday	7.45 - 8.45		3.20 - 4.30	3.20 - 5.30	
Friday	7.45 - 8.45		3.20 - 4.30	3.20 - 4.30	

**£40 Registration Fee paid [    ]**

**Medical Information**

Name of child's doctor:

Address of surgery:

Doctors telephone no:

Has your child received all suggested vaccinations? **Y / N**

Additional medical information eg Asthma, Allergies, diet restrictions etc.

**(For the safety and best possible care for your child PLEASE talk to the staff prior to your child starting the Club)**  
may need further information or require you to complete further documentation. Thank you.)

### Emergency treatment

I give my permission for staff at the Club organised by Ettington Pre-school to seek any necessary emergency medical treatment for my child in my absence.

Signature:

Date:

**Any additional information:eg siblings, home circumstances, religion, cultural & special needs etc.**

**Signature of Primary Carer:**

**Date of application:**

## Parent Consent for Images – Conditions of Use

This form is valid for the period of time your child attends the setting.

The consent will automatically expire after this time.

We will not re-use any photographs or recordings after your child leaves the setting without additional consent.

- We will not use the personal details or full names of any child or adult in a photographic image, on video/DVD, on our website, in our prospectus or in any of our other printed publications.
- We will not include personal addresses, emails, telephone numbers, fax numbers on video, on our website, or in other printed publications.
- If we use photographs of individual children on our website or in any other publication then we will not use the name of that child in the accompanying text or photo caption. If we name a child in any text then we will not use a photograph of that child to accompany the article.
- We may include pictures children and staff that have been drawn by the children.
- We may use group photographs or footage with general labels, such as 'making Christmas decorations'.
- We will only use images of children who are suitably dressed.
- We will discuss the use of images with children in an age appropriate way to role model positive behaviour.
- This consent can be withdrawn by parent/carer at any time by informing the Setting in writing.

	Please circle as Appropriate
May we use your child's photograph/image in displays around the setting?	Yes / No
May we record your child's image or use videos for assessments, monitoring or other educational uses within the setting? (these images or recordings will be used internally only)	Yes / No
May we use your child's image on our website or other electronic communications?	Yes / No
Are you happy for your child to appear in the media e.g. if a newspaper photographer attends an event organised by the setting?	Yes / No
May we use your child's photograph/image individually or as part of a group for your child and other children's Learning Journals?	Yes / No
Are you happy for Ettington Pre-School to store images of your child in the 'Cloud'?	Yes / No

I have read and understood the conditions of use and I am also aware of the following:

- Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- The press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.

Name of Child:

Date:

Parent/Carer Name:

Parent/carer's signature:

Please complete this form for monitoring purposes:

Ethnic Group		Please tick
White	British	
	Irish	
	Other (please specify)	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Other (please specify)	
Black or Black British	Caribbean	
	African	
	Other (please specify)	
Other ethnic group	(please specify)	

To be retained by parent

## COMMUNICABLE DISEASES

NOTICE TO PARENTS/Carers: Your child should not attend the Club if they are suffering from any of the following.

INFECTION/ILLNESS	ADVICE
CHICKEN POX	Until blisters are all crusted over or skin has healed
CONJUNCTIVITIS	None
CORONAVIRUS	Please refer to the latest Government guidelines and contact Preschool for further advice
DIARRHOEA	For 48 hours after symptoms have cleared
GERMAN MEASLES/RUBELLA	Minimum of 4 days after rash appears or as advised by your GP
HAND, FOOT AND MOUTH	None. Exclusion maybe considered in some circumstances
HEAD LICE	When treatment has been carried out successfully
IMPETIGO	Until spots have crusted and healed or 48hrs after starting antibiotics
MEASLES	For 4 days after onset of rash
MUMPS	For 5 days after the swelling has appeared
RINGWORM	When treatment has commenced
SCABIES	Until after the treatment has been completed
SCARLET FEVER	For a minimum 24hrs once antibiotics commenced
THREADWORM	When treatment has commenced
VOMITING	For 48 hours after symptoms have cleared
WHOOPING COUGH	5 days from starting antibiotic treatment or 21 days from onset of illness if no antibiotic treatment
HIGH TEMPERATURE	Until temperature is normal for 24 hours or on the advice of a doctor

- Coughs and colds do not normally require exclusion unless they are severe or the child is distressed.
- Please note this list is not exhaustive and further information can be found in the *Guidance on infection control in schools and other childcare settings* by Public Health England.
- Please seek medical advice if you are unsure or concerned.

**Please note that if your child is prescribed antibiotics they need to stay at home for 24hrs before returning to the Club**

### **Ettington Pre-School Ltd. - Terms and Conditions for B.A.S.E Club**

#### **Club Places and Bookings**

A signed and fully completed registration form must be received before a place can be considered. All sessions must fit in to the session times detailed on the registration form. Children who have not registered cannot be accepted into the Club.

Club sessions are 3.20 pm to 4.30 pm and 4.30 pm to 5.30 pm however should you wish to book 4.30 pm to 5.30 pm we cannot guarantee the 3.20 pm to 4.30 pm slot will be available for your child unless it is booked and paid for at the same time.

Please ensure that a minimum of one month's notice is given to change pre-booked arrangements. It is not possible to swap days or refund monies 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

Adhoc sessions are very limited and will only be available to book on the day.

#### **Registration Fee**

A £40 non-refundable registration fee is required which is payable at time of registration to reserve your child's place.

#### **Fees and Invoicing**

Fees are invoiced in advance on a termly basis. Invoices must be paid in full by the last day of the invoiced term and we reserve the right to charge late fees of £10 per week for invoices not paid by that date. Children will be excluded from using the Club until the invoice and penalty charges have been settled in full.

Payments may be made by internet-banking, employer childcare vouchers or tax-free childcare.

Continual failure to meet payments may result in the termination of the Club place. In such cases, the parent remains responsible for all outstanding fees.

Other than if we are in breach of these Terms and Conditions, all sessions that have been booked will be included in your invoice, including missed sessions due to illness, holiday, bank holidays, teacher training days, adverse weather or other reasons beyond our control.

#### **Payment by Bacs**

Account Name: Ettington Pre-School Limited

Account No: 05291968

Sort Code: 09-01-50

If payments are cancelled or returned by the bank, we reserve the right to charge a fee of £35 to cover costs. Childcare vouchers and tax free childcare payments are accepted.

### **Late Collection of Children**

Please note that it is important, for the children and staff, that children are collected promptly. Whilst we appreciate that delays are sometimes unavoidable, we do reserve the right to charge £10 per quarter of hour to cover our costs as staff may have to be paid overtime.

### **Termination/Cancellation/Change**

If you wish to change pre booked sessions we require one months' notice in writing, subject to sessions being available. Should you wish to terminate your club place we also require one month's notice in writing. Parents remain liable for fees throughout the notice period. We reserve the right to terminate a Club place with immediate effect if fees are not paid by the due date or if a parent or child displays abusive, threatening or otherwise inappropriate behaviour. In all other cases, one month's notice will be issued in writing should we wish to terminate a Club place for any reason.

### **Behaviour Management**

Children who are deemed (by the Manager) to be disruptive or are displaying inappropriate behaviour may be required to be removed by the parents from the Club. Ettington Pre-School will not tolerate Club staff being spoken to in an abusive or threatening manner. Such behaviour will result in immediate termination of a Club place.

### **Liability and Insurance**

We have extensive insurance cover - full details are on display near the main office at Ettington Pre-School. We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made to ensure children's belongings are not lost or damaged. We accept no responsibility for children whilst in their parents care on Ettington School premises. On occasion, there may be circumstances beyond our control (for instance weather conditions, flooding, medical emergencies) that means the decision has to be taken to close Ettington Primary School, Ettington Pre-School and the Club. If Ettington Pre-School is obliged on these occasions to pay the staff, then Ettington Pre-School reserves the right to charge for any session which your child would have attended if the Club had not been closed due to circumstances beyond its control.

### **Accidents and Illness**

We reserve the right to administer basic first aid and treatment where necessary. Parents will be informed of all accidents and required to sign an accident form. **For accidents of a more serious nature involving hospital treatment, every effort will be made by the Club staff to contact parents but failing this we are hereby authorised to act on behalf of parents and authorise necessary treatment advised by medical professionals.** We will only administer prescribed medicines if parents complete a 'medicine consent form'; medicines must not be left on Ettington School premises overnight. We require parents to withdraw their child from the Club in the event they require special medical care or attention, the child is considered too unwell to attend or it is thought the child has an infectious or contagious disease. We accept no responsibility for children contracting contagious diseases/infections but efforts will be made to inform parents of cases of such diseases or infections within the Club. We reserve the right to contact parents at any time if their child becomes ill during normal Club hours. Should your child pose a potential health risk to other children or staff then we have no option but to exclude the child until a doctor declares no further risk. Parents are required to inform the Club if their child is suffering from any illness, sickness or allergies.

### **Security**

Under no circumstance will a child be allowed to leave the Club with anyone unknown to staff unless the Parent has made previous arrangements. All adults who have not previously collected a child from the



Club must know the password recorded on the registration form and will be required to provide photographic ID. Staff must have been advised by a parent in advance that someone different is collecting. A list of responsible adults who are authorised to collect their child should be given to the Club Manager.

### **General Information**

Parents are required to inform Club staff of any food, medicine, activity or other circumstance that may cause the child to have an allergic reaction or due to a medical condition may cause harm to the child. Parents must provide full details, in writing, of the severity of the reaction and must keep the Club informed of any change to the condition.

In the event that you seek to employ a member of our staff, you will be liable to pay costs to cover advertising and replacement to the sum of three month's salary or £3,000 whichever is the greater. This is effective within and up to six months of an employee leaving our employ.

### **Agreement**

We reserve the right to update/amend these Terms and Conditions at any time with one months' written notice.

I agree to the above terms and conditions

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Signed

Dated