



# REGISTRATION PACK

Dear Parent/Guardian,

Thank you for your enquiry regarding The Cheeky Holiday Club, an Ofsted Registered Club for children aged 4-12yrs.

Your children will enjoy a wide range of activities including outdoor play on Whittle-le-Woods Primary School field. Children will also have the choice to join in special events and classes. A full daily, hour by hour programme of events is displayed on the club notice board, along with all our policies & procedures.

**Our Holiday Club opening hours are Monday to Friday, 8am to 6pm.**

**Fees are £27 per day or £17 half day** (Lunch is included in the morning session).

**Book 1 full week for only £120** (saves £15) must be in the same week

**All meals and drinks are included.**

If payment is being made by childcare vouchers please ensure we receive payment before the first day of club.

We are registered for 30 hours funded places for 4 year olds from September 2017 - Ask for more details.

Ofsted Registered Number: EY476690

Please find attached our registration form. If you would like to enrol your child into our Holiday club then please complete one form per child. Please note only the parent/guardian who has legal parental responsibility may complete the form.

If you have any further questions or would like to talk to one of our childcare team, then please call 01257 234287 Monday to Friday (not weekends). We trust your child will enjoy their time in our care and we look forward to welcoming them into our club.

**Please tick the days you would like to book;**

**Morning: 8.00am-1pm** (includes lunch) **Afternoon: 1pm-6pm** **Full Day: 8.00am-6pm**

Monday 17 <sup>th</sup> July	Tuesday 18 <sup>th</sup> July	Wednesday 19 <sup>th</sup> July	Thursday 20 <sup>th</sup> July	Friday 21 <sup>st</sup> July
X	X	X	X	
Monday 24 <sup>th</sup> July	Tuesday 25 <sup>th</sup> July	Wednesday 26 <sup>th</sup> July	Thursday 27 <sup>th</sup> July	Friday 28 <sup>th</sup> July
Monday 31 <sup>st</sup> July	Tuesday 1 <sup>st</sup> August	Wednesday 2 <sup>nd</sup> August	Thursday 3 <sup>rd</sup> August	Friday 4 <sup>th</sup> August
Monday 7 <sup>th</sup> August	Tuesday 8 <sup>th</sup> August	Wednesday 9 <sup>th</sup> August	Thursday 10 <sup>th</sup> August	Friday 11 <sup>th</sup> August
Monday 14 <sup>th</sup> August	Tuesday 15 <sup>th</sup> August	Wednesday 16 <sup>th</sup> August	Thursday 17 <sup>th</sup> August	Friday 18 <sup>th</sup> August
Monday 21 <sup>st</sup> August	Tuesday 22 <sup>nd</sup> August	Wednesday 23 <sup>rd</sup> August	Thursday 24 <sup>th</sup> August	Friday 25 <sup>th</sup> August
Monday 28 <sup>th</sup> August	Tuesday 29 <sup>th</sup> August	Wednesday 30 <sup>th</sup> August	Thursday 31 <sup>st</sup> August	Friday 1 <sup>st</sup> September
Bank Holiday No Club				
Monday 4 <sup>th</sup> September	Tuesday 5 <sup>th</sup> September	Wednesday 6 <sup>th</sup> September	Thursday 7 <sup>th</sup> September	Friday 8 <sup>th</sup> September
	X	X	X	X



# REGISTRATION FORM

PLEASE COMPLETE ALL PARTS OF THE REGISTRATION PACK. REGISTER EACH CHILD SEPARATELY.

## CHILD DETAILS

Name of Child: ..... Known As:.....

Gender: Male  Female  D.O.B:..... Age: ..... School Year: .....

Address: .....

..... Postcode:.....

School: .....

## PARENT/GUARDIAN DETAILS

### CONTACT 1. (PRIMARY CARER)

Name: .....

Relationship to child: .....

Address: .....

..... Postcode: .....

Home Tel: .....

Mobile:.....

Work Tel:.....

Email: .....

Password:.....

Do you the Parent/Guardian named above have legal parental supervision? Yes  No

### CONTACT 2.

Name:.....

Relationship to child:.....

Address: .....

..... Postcode: .....

Home Tel: .....

Mobile:.....

Work Tel:.....

Email: .....

Password:.....

Do you the Parent/Guardian named above have legal parental supervision? Yes  No

## AUTHORISED EMERGENCY CONTACTS

Please list any person(s) below authorised to collect and sign out your child from The Cheeky Holiday Club if the above individuals are not available to collect.

### CONTACT 1.

Name: .....

Relationship to child: .....

Password:.....

### CONTACT 2.

Name:.....

Relationship to child:.....

Password:.....

## EQUAL OPPORTUNITIES

In order to meet the needs of children with differing religious, racial, cultural, linguistic and physical circumstances and to monitor our Equal Opportunities Policy and to comply with the Children Act 1989, please tick one of the following groups which best describes your child's ethnic origin, or give your own definition:

Asian/Black  African/Black  Caribbean  DUAL Heritage  European  Irish  Oriental  White

Other:.....

Please be assured your child's details are kept private and confidential in a locked cabinet/office. They will not be passed on to a third party. We will contact you again in the future with information only relevant to our holiday club, childcare facility and Cheeky Monkey's Play & Party Centre.

# CONSENT FORM



## FIRST AID PERMISSION

Please note The Cheeky Holiday Club has a First Aid Kit containing the following items. Please delete any item that you do not wish to be used on your child.

Latex Gloves                      Wash proof plasters                      Melolin Dressing                      Insect Bite/ sting Relief  
Micro Pore tape                      Kool N Soothe Gel sheets                      Sterile Wound dressing's

Date: \_\_\_\_\_ Signed by Parent or Guardian: \_\_\_\_\_

## PHOTOGRAPHS and VIDEO

It is normal practice for The Cheeky Holiday Club to take photographs or video the children to record excursions or special events at the club. We may use these photographs or videos only as part of marketing for Cheeky Monkey's only. I do agree the use of the above on my child.

Date: \_\_\_\_\_ Signed by Parent or Guardian: \_\_\_\_\_

## EMERGENCY MEDICAL/DENTAL TREATMENT

I give consent for emergency medical or dental procedures as indicated below. In the event of your child needing emergency medical or dental treatment, all attempts will be made to contact you. If in the event we are unable to contact you and the medical authorities advise there should be no delay in giving treatment do you give consent to medical and dental treatment.

Date: \_\_\_\_\_ Signed by Parent or Guardian: \_\_\_\_\_

## INDEMNITY

- a) I acknowledge and agree that neither the Club nor any of its officers, employees, agents or representatives can be held responsible or liable to compensate for the loss or damage to any of the Child's personal belongings and that the child is responsible for the safe custody thereof.
- b) Indemnify the Club, its officers, employees, agents, or representatives from and against any liability, costs, claims or expenses howsoever arising whether directly or indirectly as a result of any accident, injury, illness or other damage of any kind whatsoever which the child may suffer or sustain which is not due to the negligence of any such officer, employee, agent or representative including in particular ( but without any limitation to the generality of the foregoing) where the said accident, injury, illness or other damage is a result of the child disobeying any lawful, reasonable instructions which may be given to him by the Club or any such officer, employee, agent or representative.
- c) Child protection – our policy is detailed in the policies and procedures pack, a copy of which is displayed on the notice board in club and available to all parents/carers. We will share information with outside agencies such as school, social care team and the police if we believe it is in the interest of the child. We will inform you of information shared unless we believe it is not in the interest of the child.

Date: \_\_\_\_\_ Signed by Parent or Guardian: \_\_\_\_\_

## SUN SAFETY

Parents/Carers please provide and name sunscreen for your Child's use whilst in Holiday Club for your child to apply.

Date: \_\_\_\_\_ Signed by Parent or Guardian: \_\_\_\_\_

## OUTDOOR PLAY

Children attending club will be involved in activities outdoors in Cuerden Valley Park and Whitte-le-Woods Primary School Field. Full risk assessments are carried out prior.

Date: \_\_\_\_\_ Signed by Parent or Guardian: \_\_\_\_\_



# CONSENT FORM

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## **GENERAL HEALTH & WELL BEING** *(Please note your child must be toilet trained)*

Does your child suffer from any allergies?

Yes / No. If Yes please give details:

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Does your child have a disability or learning difficulty or additional need?

Yes / No. If Yes please give details:

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Is your child taking any medication at present?

Yes / No. If Yes please give details:

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Does your child have any special dietary requirements (e.g. Vegetarian )

If yes please give details:

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**Please tell us about anything else we need to know that may help make your child's time in our club more enjoyable:**

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# TERMS & CONDITIONS

- A copy of all our certificates, insurance policies and policies are displayed on the club room noticeboard.
- All childcare staff are qualified and hold a current DBS certificate. They are also trained in Safeguarding and Paediatric First Aid. Photographs of the team are displayed on the noticeboard and all the childcare staff wear a red uniform.
- We will NOT accept any children into our care without a completed and signed registration/enrolment pack (1 per child).
- If you cancel your day within 24 hours a cancellation fee of £5.00 may be applied.
- We respectfully ask all parents/guardians to ensure all children are collected no later than 6pm. Late collections will incur a charge of £10 for every 15 minutes of late collection.
- **Payments:** We accept cash, card or childcare vouchers. All payments must be made in advance of the day your child is due in club. Also, where eligible we can accept the tax free childcare and 30 free hours childcare schemes. Please ask for details.
- We strongly advise children do not bring any valuables, mobile phones or portable gaming consoles when attending club as we cannot accept liability for any damage or loss to such items.
- In accordance with the E-Safety Policy children are not permitted to use mobile phones or devices connecting to the internet or that take photographs during club hours.
- Please ensure your child brings appropriate clothing and footwear.  
**Wellies (Winter)      Sun Hat (Summer)      Coat (all year)**  
**Scarf/Gloves (Winter)      Sun Cream (Summer)      Spare Clothes (all year)**
- **Medication:** Please ensure your child has only prescribed medication, inhalers, epipens at all times. A separate medicine form will need to be completed upon your arrival.
- All parents/guardians collecting children from club must use the password system.
- **Behaviour Policy:** a copy of this is in the Policies and Procedures Pack in the club. Children displaying continuous unacceptable behaviour will not be allowed to attend club and we reserve the right to refuse a child a place in club if we decide their needs cannot be met.
- Please do not bring your child to club if they have a contagious disease, have vomited within 24 hours of arriving or are medically unfit.
- Please ensure you provide us with all necessary information in order to ensure your child has a happy enjoyable time in our care.

