

# REGISTRATION FORM

LTA @ Madley Brook CP School

## PERSONAL DETAILS

(Please attach or email passport sized photos of your child and the people who will collect your child from Little Treasures Academy)

Full Name			
Date of Birth		Age at Admission	
Home Address & Postcode			
Religion		Ethnic Origin	
Nationality		Language	
Hair Colour		Eye Colour	
Position in the family		Preferred start date	
Details of any disabilities/special needs		Has the child attended any other afterschool clubs?	

## ABOUT YOUR FAMILY

	Mother/Carer	Father/Carer
Title		
First Name		
Surname		
Password		
Home Address & Postcode		
Home Telephone No.		
Mobile No.		
Email Address		
Work Address		
Work Telephone No.		

## EMERGENCY CONTACTS

	Contact 1	Contact 2
Title		
First Name		
Surname		
Password		
Relationship to child		
Address & Postcode		
Home Telephone No.		
Mobile No.		
Email Address		

For office use:      Confirmation:      Update Rota:      Update Club:      Update PARENTA:

**RESPONSIBILITIES** (Please tick those that apply)

	Mother/Carer	Father/Carer	Contact 1	Contact 2
Collect child from nursery				
Payment of fees				
Contact in emergency				

**MEDICAL DETAILS**

<p><b>Allergies</b></p> <p>Does your child have any allergies? Yes / No</p> <p>If yes, please give details of the cause and the reactions</p>
<p><b>Dietary requirements</b></p> <p>Does your child have any special dietary requirements? Yes / No</p> <p>If so, please give details</p>
<p><b>Medical conditions</b></p> <p>Does your child have any current medical conditions or needs? Yes / No</p> <p>If yes, please give details</p>

**IMMUNISATIONS**

Has your child had any of the following immunisations? (Please tick and date)

	Date		Date
BCG		Meningitis C	
Diphtheria		Poliomyelitis	
HIB		Tetanus	
MMR		Whooping cough	
Other		Other	

**MEDICAL CONTACTS**

	GP'S DETAILS	HEALTH VISITOR'S DETAILS
<b>Name</b>		
<b>Name of Surgery</b>		
<b>Address and Postcode</b>		
<b>Telephone</b>		
<b>Email</b>		

## SESSION TIMES

Please note we endeavour to provide a place for your child on the chosen sessions. However occasionally an alternative session might be offered, if your chosen session is oversubscribed.

### PLEASE SELECT THE TYPE OF CONTRACT

CONTRACT	Please tick ONE appropriate box	Age at Registration
ALL YEAR (Afterschool and Holiday Care)		
AFTERSCHOOL CARE DURING OCC* TERM TIME		
HOLIDAY CARE DURING OCC* HOLIDAYS		
CASUAL (As and when you require)		

\*Oxfordshire County Council (OCC)

### PLEASE SELECT CARE REQUIRED

AFTERSCHOOL CARE @ Madley Brook CP School		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3-6pm (Includes high tea)	£14					
3-5pm (Includes high tea)	£12					
3-4pm	£10					
Late Charge	£6 per 15 minutes					
HOLIDAY CARE @ Thorney Leys Park Site						
Full Day	8am-6pm £43 per day					
Half Day	9am-1pm £23 per session					
Half Day	2pm-6pm £23 per session					
Additional Hour	£6					

### Agreement for payment of fees

Child's Name	Parent's Name
Name of person responsible for payment of Fees	
Address & Postcode:	
Telephone: Day/Work	Telephone: Mobile

I hereby agree to pay the fees for the above child on the date they fall due payable to **Little Treasures Academy**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## PERMISSION FORMS

### Form A - Observations and Photographs

As part of our commitment to provide for the individual needs of your child we will observe all areas of development, and in partnership with you, record progress in those areas to plan appropriate activities within Little Treasures Academy. These observations and records will be available for inspection by Ofsted, otherwise, they will be confidential and available only to you and those nursery staff involved in planning the curriculum for your child.

Little Treasures Academy offers training placements for childcare students who, to complete college assignments will be asked to observe play. Individual students will be asked to gain your written permission to carry out these observations and use them in their assignment work.

From time to time, photographers or the local press may come and take photographs in Little Treasures Academy to feature in the local newspaper (with the full names of the children).

Please return the completed permission slip to the Nursery Manager.

Name of Child: \_\_\_\_\_

**I do / do not** give permission for nursery staff and childcare students to observe my child as described above.

**I agree / do not agree** to my child being photographed and named in the press and on publicity materials.

Signed: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_

### Form B - Permission to take children off the premises

As part of the nursery curriculum, Little Treasures Academy will arrange local visits and walks in the neighbourhood to support children's learning and experiences. For example, they could learn about different kinds of food and cooking ingredients during a trip to a supermarket, or collect objects of interest for a collage or table display during a walk in the park.

For your child to take part in such activities we require the written permission from their parent / carer. Adult ratios will be higher than normal on these occasions and we would welcome and appreciate any parents / carers who would feel able to accompany us on short walks and trips.

Please note that separate letters and permission slips will be sent out for planned visits and trips further afield. Please consider the above and return the completed permission slip to the Nursery Manager.

Name of Child: \_\_\_\_\_

**I do / do not** give permission for my child to take part in trips off Little Treasures Academy premises.

**I could / could not** be available to help with nursery trips as detailed above.

Signed: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_

**Form C - Medical Consent Form**

Name of Child	
Child's Date of Birth	
Completed by	
Relationship to Child	

I give permission for staff at Little Treasures Academy to seek any necessary emergency medical attention deemed necessary on the child in the absence of the parent.

I give authorisation for staff at Little Treasures Academy to administer the following medication to my child with my verbal consent. MY CHILD IS NOT ALLERGIC TO LIQUID PARACETAMOL or LIQUID ANTIHISTAMINE. I will be asked to sign the medicine book when I collect my child.

Please note Little Treasures Academy will use sugar free Calpol and Piriton brands. If you prefer to use any other brands, please provide us the medication with your child's name and specify below with correct dosage.

I will inform Little Treasures Academy immediately if there are changes to the medical condition of my child.

Medicine	Brand/Other	Dosage
Liquid Paracetamol	Calpol/	
Liquid Antihistamine	Piriton/	
<b>Name:</b>	<b>Name:</b>	
<b>Signed:</b>	<b>Signed:</b>	
<b>Relationship to child:</b>	<b>Relationship to child:</b>	
<b>Date:</b>	<b>Date:</b>	

**Agreement**

- I give permission for my child to be transported by car or minibus.
- I give permission for staff at Little Treasures Academy to apply sun cream supplied by the parents or apply nursery sun cream.
- I agree to inform Little Treasures Academy **immediately** if there are any changes to the information provided in this Registration Form.
- I agree to give one full month/term's notice (from the 1<sup>st</sup> to the last day of the term/month) notice when I want to change/terminate my contract with Little Treasures Academy.
- I agree to abide by the terms and conditions and policies and procedures of Little Treasures Academy which I have read and fully understand.

Signed:	Date:
Print Name:	Relationship to Child:

**PLEASE RETURN THIS FORM TO:**

**LITTLE TREASURES ACADEMY**  
**13-14 Thorney Leys Park, Witney, Oxon OX28 4GE**

**Telephone: 01993 700123/700456 Email: [admin@ltawitney.co.uk](mailto:admin@ltawitney.co.uk)**

## LITTLE TREASURES ACADEMY AFTER SCHOOL CLUB & HOLIDAY CLUB @ MADLEY BROOK CP SCHOOL

### TERMS AND CONDITIONS FOR PARENTS AND CARERS

We believe these standard terms and conditions reflect the custom and practice of private nurseries providing afterschool and holiday care for children aged 4 – 11 years. The rules about notice and payment of fees are designed to promote stability, assist forward planning and the proper resourcing of Little Treasures Academy. Nothing within these terms and conditions affects the parent / carer's statutory rights. To enable us to provide and maintain the highest standards of care we require all parents to be aware of, and abide by, the following conditions.

#### Admission

1. Children will be considered for entry to Little Treasures Academy when the registration form has been completed and returned to us.

#### Welfare of the child

2. We will do all that is reasonable to safeguard and promote your child's welfare and to provide pastoral care. We will respect your child's human rights and freedoms which must however, be balanced with the lawful needs and rules of our nursery and rights and freedoms of others.
3. We will take necessary actions to report any concerns raised in relation to safe guarding all or any children/child under our care.
4. Parents give their consent to such physical contact as may accord with good practice, and be appropriate and proper for teaching and instruction and for providing comfort to a child in distress, or to maintain safety and good order, or in connection with the child's health and welfare.

#### Health and Medical matters

5. If your child becomes ill during a session the Nursery Manager/Room Leader will contact the parent/carer or the emergency contact indicated on the registration form. Parents must inform Little Treasures Academy immediately of any changes to these contact details.
6. If your child is suffering from a communicable illness your child should not be brought to club until such time as the infection has cleared.
7. Parents/carers are required to notify the Nursery Manager if your child is absent from Little Treasures Academy through sickness.
8. Any child who has been sent home from Little Treasures Academy because of ill health will not be re-admitted for at least 24 hours. If a child is prescribed antibiotics they will not be allowed to return to Little Treasures Academy for 24 hours.
9. Little Treasures Academy cannot administer any medicine to a child unless prescribed by a doctor. Should the child be on prescribed medication, it is the responsibility of the parent or carer to notify the Nursery Manager, room leader or key worker and to sign the necessary form of consent.
10. We reserve the right to call an ambulance in an emergency and escort your child to the emergency department of the nearest hospital. Any decisions regarding the child's welfare will then be made by the emergency department at the hospital.
11. It is your responsibility to inform Little Treasures Academy if your child is not vaccinated in accordance with their age. If it is considered necessary, information regarding children vaccinated in nursery may be shared with other parents, however, individual names will not be given.

#### Food and dietary requirements

12. We will work with parents/carers to provide suitable food for children who have a special dietary requirement as diagnosed by a doctor or dietician. Although all reasonable care will be taken to ensure that a child does not come into contact with certain foods, unless a doctor's note is provided Little Treasures Academy cannot guarantee this.

#### Concerns/Complaints

13. Any question, concern or complaint about the care or safety of a child must be made in the first instance to the room leader/key person in charge. If the matter cannot be resolved at this level the matter should be referred to the Nursery Manager and should follow the settings complaints and compliments policy.

#### Disclosures

14. Parents must, as soon as possible, disclose to Little Treasures Academy any known medical condition, health problem or allergy affecting the child, or any family circumstances or court order which might affect the child's welfare or happiness, or any concerns about the child's safety.

#### Fees

15. All fees are charged monthly in advance and must be paid by the first day of the month to which they relate. Fees will be invoiced to the person(s) named on the registration form. Fees are payable during periods of absence from Little Treasures Academy, including sickness and holidays. Little Treasures Academy will be closed on the annual bank holidays.
16. Fees will be subject to annual increase on notice from the Nursery Manager/Owner.
17. Prices quoted are per child for a core session and includes high tea. Extra hours (or parts of an hour) will be charged at the ruling rate and must be booked and paid for in advance. During holiday club, prices exclude lunch, and are not provided by the club.
18. Once a place at Little Treasures Academy is confirmed the first month's fees become payable to secure the place. One month's written notice is required if you no longer require the place or wish to withdraw your child from Little Treasures Academy. Fees are payable during the whole of this time, fees are also payable if there is any delay in taking up the place once accepted.
19. One calendar month (first to the last day) written notice is required to reduce the sessions.
20. Fees will not be refunded or waived for absence through sickness or any other reason. This rule is necessary so that Little Treasures Academy can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other parents. No compensation will be paid or refund given if Little Treasures Academy must be closed due to any reason beyond the control of Little Treasures Academy, such as power failures or weather conditions.

#### Unpaid fees

21. Little Treasures Academy reserves the right to charge interest on late fees at the rate of 5% of outstanding balance. For dishonoured cheques/payments a charge of £20 per occasion will be applied.

#### Exclusion for non-payment

22. Children may be excluded from Little Treasures Academy if fees remain outstanding more than 10 working days beyond the due date and the registration terminated.

#### Late Collection

23. Parents/carers collecting children late from Little Treasures Academy will be subject to a surcharge, details of which are published at Little Treasures Academy. Charges are made every 15 minutes or part thereof. Parents / carers should be aware that Little Treasures Academy has to be vacated by the designated closing time.

#### Belongings

24. Little Treasures Academy does not accept responsibility for accidental damage or loss of property.

#### Insurance

25. Little Treasures Academy undertakes to maintain those insurances required by law. Details of these are available from the Nursery Manager. Copies of the current employer's liability and public liability insurance policies are displayed on the notice board at Little Treasures Academy.

#### General

26. You should be aware that Little Treasures Academy occasionally takes photographs within Little Treasures Academy, which may be used, in training or promotional material. Parental preference is adhered to and permission will be sought via the settings permission form which is completed at enrolment.

#### Safeguarding children

27. It is understood that Little Treasures Academy is under an obligation to report to the relevant authorities any incident where we consider a child may have been abused or neglected. This may be done without informing the parent/carer.
28. Any information given by a parent regarding their child will be treated with the utmost confidentiality, except in cases where abuse towards a child is suspected. The divulging of confidential information relating to Little Treasures Academy, its employees or customers to any third party is considered a breach of confidence and as such is regarded as constituting gross misconduct which could lead to summary dismissal from employment or cancellation of a club place.

#### Security

29. Parents/carers are welcome to visit Little Treasures Academy; however, we will not admit anyone without prior notification. It is the parent/carers responsibility to ensure that staff are aware of who will be collecting your child. No child will be allowed to leave the building with anyone, known or not, without prior notification.

#### Data Protection

30. It is a legal requirement on Little Treasures Academy to hold information about children using Little Treasures Academy and its staff. Basic information is used for registers, invoices and for emergency contacts; however, all records will be stored in a locked room.

#### Legal Contract

31. The offer of a place and its acceptance by the parents gives rise to a legally binding contract on the terms of these terms and conditions.
32. These terms and conditions are governed exclusively by English and Scottish law.