



REGISTRATION FORM

Childs Name: Date of Birth:

Address:

.....Post Code:

Home Telephone Number..... Start Date:

School Class Teachers Name.....

Nationality..... Religion..... 1st Language.....

Mothers Name	Fathers Name
Address	Address
Contact No	Contact No
Mothers Employer	Fathers Employer
Employers Tel No	Employers Tel No

Email Address.....

Name of person who holds legal guardianship of child.....

Name of person who has parental responsibility.....

Alternative Emergency Contact & Tel No:

Relationship to Child.....

Named Person(s) who may collect the child?

Name..... Relationship:

Name..... Relationship:

Name..... Relationship:.....

Password for those who can collect

HEALTH DECLARATION

Childs Name:.....

Doctors Name: Tel No.....

Doctors Address:.....

.....

.....

Vaccinations to Date:,

.....

Illnesses to Date:

.....

Is your child taking any medication? Yes / No (please circle)

If yes, what medication?

.....

Please give details of any allergies or other medical conditions.....

.....

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Additional comments:

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.....

I have read and understood the contents of the prospectus. I agree to adhere to all company policies and procedures.

Signed Parent: **Date:**

Signed Management:..... **Date:**

BOOKING FORM

Childs Name: Date of Birth:

Address:

.....

School: Class.....

School Tel No: Teacher.....

Breakfast & After-School Requirements:-

Days Required	AM Session 7.30 – 8.55	PM Session 3.15 – 6.00	Holiday Time 7.30 – 6.00	Extra A.M session 7.00 am	Extra P.m session 6.30 pm
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

OR

Pre-School & Wrap Around Requirements:-

Days Required	Full Day 7.30 – 6.00	Pre-school 8.45 – 3.15	Half day AM 8.45 – 11.45	Half day PM 12.15 – 3.15	6 hour contract please specify	Extra A.M session 7.00 am	Extra P.m session 6.30 pm
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

MEDICATION CONSENT FORM

I authorise Grow Happy Childcare to administer any prescribed medicines to my child at the agreed time as stated by the doctor. I understand that no medicine may be administered without the Medication Administration Form being completed in each individual instant.

Signed Parent:..... **Date:**.....

I authorise use of ad-hoc paracetamol products to control any pain or fever my child may have. I understand that if any medicines are administered I will be contacted to advise.

Signed Parent:..... **Date:**.....

ALLERGIES NOTIFICATION DETAILS

My Child has the following allergies:-

.....
.....

If a reaction occurs, I am aware that I will be called immediately, and will be expected to collect my child for any necessary treatment.

Signed Parent:..... **Date:**.....

SUNCREAM CONSENT

I am happy for my child to have sunscreen applied by Grow Happy Childcare and I will supply the cream to be used. I will provide a bottle of sunscreen labelled with my child's name for use at the club. If my child doesn't have sun cream that day, I give my consent to use sun cream from Grow Happy Childcare, as they do not have any allergies to this.

Signed: _____ Date: _____

This consent will remain valid whilst your child is in the care of Grow Happy Childcare.

DIETRY REQUIREMENTS

My Childhas special dietary requirements as follows:-

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.....

Signed Parent:..... **Date:**.....

TRANSPORT

I hereby grant any person nominated by the Management of Grow Happy Childcare permission to collect my child from school or take on any outings using transport, whilst in their care. The transport used will be of sound condition, adequately insured and each child will wear a seat belt. I understand that I will receive a separate form indicating what trips are being operated, and the cost involved. I agree to pay for any additional trips in full no later than the day the trip is running. I also understand that the club takes full responsibility for all necessary risk assessments to be carried out accordingly.

Signed Parent:..... **Date:**.....

PHOTOGRAPHS/ VIDEOS

I hereby agree that during the care of my child, the Management of Grow Happy Childcare or their nominee may take photographs / record videos of my child, which may be used to promote the company. The photographs/ videos will be used for the purpose of advertising in a local paper, on the company website, social media sites, our Interactive learning diary application and sites internal and external displays. They may also be used as evidence for staff training and for evidence required by OFSTED or to complete course work. No other use will be granted.

Signed Parent:..... **Date:**.....

CHILD PROTECTION

I hereby agree to you contacting the relevant authorities should you suspect any kind of child abuse without prior consultation. I also agree to the child protection policy, which the club operates. I have read and understand the policy fully.

Signed Parent:..... **Date:**.....

GDPR DATA PROTECTION

Grow Happy Childcare's GDPR data protection form can be located in our policies and procedures, and also on our company website www.growhappychildcare.com.

I hereby acknowledge that I have read and understood the Nursery's privacy notice for Employees, Children and Parents.

Signed Parent:..... **Date:**.....

UNCOLLECTED CHILD POLICY

I understand and agree to the Uncollected child policy, and accept the consequences if I fail to collect my child, or arrange for an appropriate adult to collect my child. I am aware that Social Services will be called for failure to collect my child.

Signed Parent:..... **Date:**.....

EMERGENCY TREATMENT CONCENT

I hereby agree to the Management and staff of Grow Happy Childcare to administer any emergency treatment necessary for my child. This could also include contacting the emergency services, should the situation prevail, or transport to emergency care if we feel this would be the best option for your child. Please advise of any cultural or religious beliefs, should we need to contact the emergency services.

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.....

Signed Parent:..... **Date:**.....

I hereby give permission for my child to have sweets & biscuits on special occasions YES / NO

I hereby give permission for my child to have their teeth brushed on a daily basis YES / NO

Do you give permission for your child to have face paint on occasions YES/NO

How did you hear about us?

This form once signed completes a contract between Parent/Carer and Grow Happy Childcare (Dee Mac Childcare Limited) .

- Breakfast, afternoon snack & tea is included in the fee's.
- Fee's are to be paid in advance of childcare...
- Lunch is charged at an additional rate. (Please see separate sheet for costs)
- Your child must arrive prior to **8.15am** to receive breakfast.
- Full payment of each session is due regardless of drop off and pick up time.
- No refunds or concessions due to late drop off, or early collection.
- Refunds are not given for sickness, occasional days off or holidays.
- 2 weeks holiday at 50% per year per child to guarantee your place.
- Children who arrive late on trip days and miss the bus will not be given a refund of fees paid for the trip, or the daily session fee.
- 4 weeks-notice with full pay must be given to terminate or change your contract.
- Failure to notify of absence from school or the child has already been collected a penalty charge per child will apply. (Please see separate sheet for costs).
- After School Activity Collection from Gorse Hall School is available. (Please see separate sheet for costs)
- Late payers will be charged an additional fee. (Please see separate sheet for costs)
- If 2 payments are missed this may occur in a late payment fee, £15 per week missed.
- **We will be closed over the Christmas period dates to be confirmed.**
- **Club closures due to Bank Holidays, fees will not be charged.**

I have read and understand the policies and procedures of Grow Happy Childcare (Dee Mac Childcare Limited) and hereby agree to undertake and adhere to the policies as written. I accept that by signing this form, I undertake to follow the policies and procedures in full, and failure to do so could result in my child being removed from the club.

The Club reserves the right to amend and change any of the Clubs terms and conditions.

Signed Parent:..... Date:.....

Signed Management..... Date:.....