Kiki’s Kidz Ltd. Out Of Schools Club – Breakfast Club, After-School Club and

Holiday Playscheme – Registration Form [September 2021]

Welcome! A parent/carer with legal parental responsibility1 must complete this registration form. Information requested is

to promote best care for your child(ren) and compliance with Ofsted statutory requirements. Information is held securely & confidentially and will only be provided to a parent/carer who has legal parental responsibility for the child, members of staff, and if required, to professional authorities with which the law permits – e.g. child protection. If you require assistance, please consult with a member of staff – thank you.

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| --- | --- | --- | --- | --- |
| CHILD DETAILS | Child 1 |  | Child 2 |  |
| Child’s surname |  |  |
| Child’s first & middle name(s) |  M / F |  M / F |
| Preferred first name (if different) |  |  |
| D.O.B. (DD/MM/YYYY) |  |  |
| Current class and school(Yr2 at Hunts Grove) |  |  |
|  |
| PARENT / GUARDIAN / CARER DETAILS | Parent 1 / Guardian / Carer 1 **(Person completing this form)** | Parent 2 / Guardian / Carer 2 |
| Surname |  |  |
| Title & first name |  |  |
| Relationship to child (e.g. Father, Stepmother, Grandparent) | Child 1 Child 2 Child 2 | Child 1Child 2 |
| Home address  |  Postcode | Tick if same [ ] Postcode |
| Does the child normally live with this parent / guardian / carer? | Child 1 YES [ ] NO [ ] Child 2 YES [ ] NO [ ]  | Child 1 YES [ ] NO [ ] Child 2 YES [ ] NO [ ]  |
| Telephone – home (landline)  |  |  |
| Telephone – day/work |  |  |
| Telephone – mobile  |  |  |
| Email address2 (legibly please) |  |  |
| Does this parent / guardian / carer have parental responsibility? 1 | Child 1 YES [ ] NO [ ]Child 2 YES [ ] NO [ ] | Child 1 YES [ ] NO [ ]Child 2 YES [ ] NO [ ] |
| **Other than the** first two contacts above, does anyone else have **parental responsibility** for your child? 1 (If yes, please complete) | Name:Address:Telephone: Relationship to child: |
| ALTERNATIVE EMERGENCY CONTACT #1 – For example, a Grandparent or family friend. (Used if a parent is unobtainable.) |
| Surname | Title & first name | Relationship to child | Telephone |
|  |  | Child 1Child 2 | Home |
| Day/work |
| Mobile |
| **ALTERNATIVE EMERGENCY CONTACT #2 – For example, a Grandparent or family friend. (Used if a parent is unobtainable.)** |
| Surname | Title & first name | Relationship to child | Telephone |
|  |  | Child 1Child 2 | Home |
| Day/work |
| Mobile |

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| SECURITY |
| Please list any additional persons you authorise to collect your child(ren). |
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |
| You MUST choose a PASSWORD and ensure all persons, (INCLUDING PARENTS) you authorise to collect your child(ren) know this password. This password together will be requested at collection to persons Kiki’s Kidz may not have met before or recognise. | PASSWORD: |
| Is there any additional information we need to know that will enhance security? 3 |  |

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| INCLUSIVE PRACTICE | Child 1 | Child 2 |
| Please provide information that we need to know to care for your child(ren). We want to ensure all children are safe, welcome, able to take part, and have an enjoyable time with us. If your child has additional needs, please consult with us so we can fully understand how to meet their needs and promote inclusive practice.  | Information you provide may include: - allergies, food to be excluded from diet, particular interests, impairments, behavioural needs, religious considerations, additional needs etc. *If required, attach another piece of paper, and/or supporting info (Care Plan or About Me pack).* Are there any other professionals involved in your child’s care, (e.g. consultant/social worker etc…) Please provide names and if appropriate contact details.  |
|  |  |
| **Language**What is your child’s first Language? |  |
| Does your child speak any other language? |  |

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| MEDICINES | Child 1 |  | Child 2 |  |
| Will your child require medicine during club? (Including inhalers, auto-injectors) 4 | YES [ ] NO [ ] *Please go to next page* | YES [ ] NO [ ] *Please go to next page* |
| Please confirm the medicine has been **prescribed** by either a doctor, dentist, nurse, or pharmacist. | YES [ ]  | YES [ ]  |
| Non-prescription medicines will be considered on a case-by-case basis after discussion with the parent or carer. We reserve the right to refuse to administer non-prescription medication.  |
| Name of medicine |  |  |
| What is the medicine treating? |  |  |
| Does the medicine require refrigeration? | YES [ ] NO [ ]  | YES [ ] NO [ ]  |
| Please detail the time and dosage the medicine is to be taken, or circumstances when the medicine is to be taken, **only** whilst your child is in our care | *E.g. 1 x 5ml at 4pm … after the onset of hives* |  |
| Anything else we need to **know** or **do**? – *e.g., reassuring your child etc.*  |  |
| Consent / written permission?4 | YES [ ] - By ticking this box you provide written permission for the medicine detailed above to be administered to your child(ren). Kiki’s Kidz will ensure you receive “Administering Medication Policy”. |

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| **PARENTAL CONSENTS – Helping us meet our statutory requirements.** |
| **FIRST AID** |
| Do you give permission for First Aid to be administered in the event of an injury or accident? *This includes seeking advice or support from emergency services. Treatment will be administered by our Paediatric first aid trained staff or other medical professional? Every effort will be made to contact you through out, where possible.* If you have answered ‘NO’ to the above, please contact Kiki’s Kidz before completing this form. | YES | NO |
| **SUN PROTECTION CREAM** |
| Can your child(ren) use our “in-house” sun protection cream? (Nivea Sun Kids - Protect & Care 50+)If “no”, please provide your own (and named) sun protection cream to be kept at club.  | YES | NO |
| Does your child(ren) require a member of staff to directly assist with the application of the sun protection cream? (Most appropriate for children at the younger age/stage of development).  | YES | NO |
| **PHOTOGRAPHY**Photographs are an important developmental tool widely used in play and educational settings. We use photography for recording achievements, events and play activities and sharing these with parents, display boards, marketing, and in our Self Evaluation Folder that we share with OFSTED. KiKi’s Kidz Ltd. takes safeguarding and privacy seriously and seeks parental consent before a child is photographed. It is intended that your consent will cover the duration of the time your child attends Kiki’s Kidz and you have the right to withdraw this consent at any point. Personal details or names of a child will NOT accompany photographs (except when used in the child’s own records). Please provide consent for your child(ren) to be photographed for the following purposes: |
| **Internal**recording achievement, printed and electronic displays at the club – e.g. photos of play activities, celebrating events and use in displays without the setting, this maybe shared with Ofsted or Local Authority. | YES | NO |
| **External** Official social media account (e.g. Facebook / Twitter), our Website, Marketing & promotional material – e.g. brochure, poster or flyer. Sharing activities in WhatsApp group messages – i.e. with other parents of children who attend Kiki’s Kidz.  | YES | NO |
| **Third parties** at special events – e.g. other parents or media. We will not provide children’s names to third parties. | YES | NO |

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| **PARENTAL AGREEMENT – Please read and sign – thank you.** |
| I confirm I have parental responsibility1 for the child(ren) detailed on this registration form and all information I have provided is accurate at time of completion. I will inform Kiki’s Kidz Ltd. if any details subsequently change. I understand that information provided on this registration form will be securely maintained and processed in line with Kiki’s Kidz privacy notice and data protection legislation. Important policies and procedures e.g. safeguarding (child protection), inclusive practice, behaviour, and complaints, are made available to parents by visiting our website – www.kikiskidz.co.uk Copies of our policies are also available for parental consultation upon request.Breakfast and after-school club only (**not holiday playscheme**) - I understand that in addition to completing this registration form, I must sign the “Parent /Carer Contract” which includes booking and payment terms. |
| SIGNED: PRINT: DATE: |

**Ofsted URN 2562701. T: 07565 546611 (club hours). E: hello@kikiskidz.co.uk W: kikiskidz.co.uk**

**Kiki’s Kidz Ltd. c/o Hunts Grove Primary Academy, Harrier Way, Hunts Grove Drive, Hardwicke, Gloucester, GL2 4EP**

**Please ensure this form is returned to us in advance of your child(ren)’s first attendance. This will enable us to process the information, comply with our statutory obligations and promote best care for your child – thank you.**

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| **NOTES:** |
| 1 | Mothers who give birth automatically have parental responsibility for their children. Fathers - a) If married to mother at time of child’s birth. b) Not if unmarried, unless named as the father on the birth certificate. c) Acquired through Parental Responsibility Agreement or Parental Responsibility Order. |
| 2 | The email you provide will be used as a means of correspondence only and will not be shared with any third parties. |
| 3 | Parents should provide any information that will promote security for your child. E.g., details about contact orders or restraining orders. As with all information provided, details will be maintained securely and confidentially within the framework of the law. |
| 4 | Medicine can only be administered to a child where written permission for that medicine has been obtained from a parent/carer. We have a statutory duty to keep a written record each time a medicine is administered to a child. Training must be provided for staff where the administration of medicine requires medical or technical knowledge.  |



Kiki’s Kidz Ltd. Out Of Schools Club – Breakfast Club, After-School Club and

Holiday Playscheme – Booking form [September 2021]

At Kiki’s Kidz Out of School’s Club we have two contracts available.

**Adhoc sessions –**

You choose the shifts you need a term in advance, or at short notice. If we have availability we will book you in. Fee payable in advance. If given 7 days notice you can be issued a future credit or change of dates. You can add adhoc sessions in conjunction with a permanent contract.

**Permanent Contract-**

You book and pay for set days. We hold these spaces for you. Whether your child attends or not these must be paid for in advance. You must give 4 weeks notice to amend, reduce or cancel sessions. We can add sessions to a permanent contract and can add ‘adhoc sessions’.

**Please see Admission and Fee’s Policy for full details.**

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| CONTRACT | Child 1 |  |  |  |
| **Do you need an Adhoc contract** | YES [ ] NO [ ] *Please go to next question* | **Do you need a Permanent Contract?** | YES [ ] NO [ ] *Please sign the contract below* |
| If Yes, please indicate ‘x’ which you would like.  | **Breakfast Club** (from 7.45am)MONDAY YES [ ] NO [ ]TUESDAY YES [ ] NO [ ]WEDNESDAY YES [ ] NO [ ]THURSDAY YES [ ] NO [ ]FRIDAY YES [ ] NO [ ] | **After-school Club** (until 6pm)MONDAY YES [ ] NO [ ]TUESDAY YES [ ] NO [ ]WEDNESDAY YES [ ] NO [ ]THURSDAY YES [ ] NO [ ]FRIDAY YES [ ] NO [ ] |

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| --- | --- | --- | --- | --- |
| CONTRACT | Child 2 |  |  |  |
| **Do you need an Adhoc contract** | YES [ ] NO [ ] *Please go to next question* | **Do you need a Permanent Contract?** | YES [ ] NO [ ] *Please sign the contract below* |
| If Yes, please indicate ‘x’ which you would like.  | **Breakfast Club** (from 7.45am)MONDAY YES [ ] NO [ ]TUESDAY YES [ ] NO [ ]WEDNESDAY YES [ ] NO [ ]THURSDAY YES [ ] NO [ ]FRIDAY YES [ ] NO [ ] | **After-school Club** (until 6pm)MONDAY YES [ ] NO [ ]TUESDAY YES [ ] NO [ ]WEDNESDAY YES [ ] NO [ ]THURSDAY YES [ ] NO [ ]FRIDAY YES [ ] NO [ ] |
| ***Please sign the contract below****:*START DATE OF SESSIONS: CHILD(REN’S) NAME:SIGNED: PRINT: DATE: |



# Admissions and Fees Policy

KiKi’s Kidz Limited is registered with Ofsted as KiKi’s Kidz Out of School’s Club registration number is 2562701. We employee staff to work with me to provide care for children between the ages of 2 and 12, primarily serving the children of Hunts Grove Primary Academy.

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week
3. Children of Hunts Grove Primary School

## Registration

There is a £10 registration fee applicable towards admin time and a free trail session maybe even at the discretion of the manager in charge.

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

* Information regarding availability of places
* Details of the **Admissions and Fees** policy
* Registration form, medical form, parent contract, booking form, privacy notice, photo permission form
* **Behaviour Management** policy
* **Complaints** policy
* **Club Handbook (email with important policies).**

If a place is available, the parents and child will be invited to visit the club for an induction. The child will be able to attend the Club as soon as the completed the online booking registration.

If no places are available, the parent will be informed, and the child’s name added to the waiting list. As soon as suitable places become available parents will be informed.

## Booking procedure

Parents must complete the necessary paperwork that can be emailed to them, which includes, registration, medical, privacy notice, booking and photo permission forms, before their children can attend the club.

For Breakfast and After-school club:

* **Permanent place**:

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month’s notice in writing is required, full fee applicable. All bookings are paid for in advance.

* **Ad-hoc booking and Playschemes**:

We will accept occasional bookings if there are places available and payment is in advance and booked through hello@kikiskidz.co.uk.

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## **Fee structure**

Fees are charged at

BREAKFAST CLUB 7.45-8.50 is £4.00

AFTERSCHOOL SCHOOL FULL SESSION 2.50-6.00 £12.25 includes food.

HOLIDAY PLAY SCHEMES 8.15-9.30am FREE for working families, 9.30am -4.30pm £25, 4.30pm-6pm FREE for working families.

Any other mini clubs will be charged individually.

**Mini Clubs – this term Friday 5th November – Friday 10th December.**

**Friday’s Fun Session**

**Friday’s fun session until 4pm –** Recommended for children doing Gymnastics

**Costing** £30 for term price.

Friday’s individual craft club session until 4pm costs £5.50.

*In Craft Club this term we will be celebrating Halloween, Fireworks and Christmas Craft’s.*

**Friday’s fun session runs until 4.30pm** for £36 term price

Friday’s Fun Session individual sessions costs £7.00

*Friday fun session includes children choosing between sports outside (weather dependent), free play inside and craft activities. In Craft Club this term we will be celebrating Halloween, Fireworks and Christmas Craft’s.*

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit/Universal Credit. We are also registered to accept childcare vouchers with Computer Shares, Sodexo the Tax-Free Childcare scheme.

* Fees are payable monthly in advance
* All Fees can be paid by via Bank Transfer (see details on invoice) or childcare vouchers.
* There is a charge of £5 per 15 minutes for late collection, which will be added to the next invoice.
* Holiday Club – payment should be made a time of booking.
* Before and After school club - If payment is not made on the 1st day of the month for the month ahead (permanent sessions) or ahead of Ad-Hoc sessions, there is a £10 charge per day from Day 3 of late fee. These costs are added to the invoice if a pre-arranged agreement isn’t made ahead of invoice due date. If you have problems paying your next invoice, please speak to Vicki S. or the manager in charge who can advise you further and avoid additional invoice charges.
* The club charges a registration/membership fee of £10 per family unless stated on registration (E.g. free registration monthly promotions)
* Fees are charged for booked sessions whether the child attends or not, this includes holidays, sickness or self isolation.
* We will try to accommodate parents swopping sessions subject to availability.
* Adhoc users/ Holiday Playscheme users will need to give 1 weeks notice to cancel a place. Cancelled sessions (with notice) will be credited to their account to use in a future playscheme.

## Payment of fees

Fees are reviewed annually. The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact Vicki S. at the earliest opportunity. Any queries regarding fees should be directed to the manager.

Before and After School Club -

If fees are not paid, the Club will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time, we recommend that they arrange a meeting with the manager/owner as soon as possible.

Where there is no explanation for repeated late payment, the manager will contact the parents or carers to discuss payment options. The manager may issue a formal warning to the parent or carer informing them that continued late payment will result in their child’s place at the Club being withdrawn.

All clubs-

If the fees remain unpaid after all the above options have been explored, the Club may have to cancel the child’s place. All unpaid fees regardless to how small will be taken to court, and court fees will be added to the invoice.

Please note the £10 late charge per day applies from Day 3 of payment overdue.

**Refunds**

In the unfortunate event that KiKi’s Kidz Ltd has to close at short notice due to COVID-19, Kiki’s Kidz Ltd will apply Credit to your account which will expire after 1 year. Spaces are subject to availability. There will be no voucher or cash refunds.

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| This policy was adopted by KiKi’s Kidz Limited. | Date: 28/09/21 |
| To be reviewed: June 2022 | Signed: Vicki S.  |

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Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*

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## **Privacy Notice**

AtKiKi’s Kidz Limited we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our lawful basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you. Our legal condition for processing any health-related information that you provide about your child is so that we can provide appropriate care for that child.

Any information that you provide is kept secure. Data that is no longer required\* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone, email, website and social media, so that we can send you information about your child, our Club and other relevant news, and so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

* have a safeguarding concern about your child
* are required to by government bodies or law enforcement agencies
* have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

* we will not be able to continue to care for your child if we do not have sufficient information about them
* even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time\* so can’t delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner’s Office (ICO).

**Please sign and date below to confirm that you have read this Privacy Notice.**

Signed: Date:

Name:

*\* We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*