

Kool Club

REGISTRATION, MEDICAL AND PARENT PARTNERSHIP FORM

Child's name:		
Name by which child wants to be known:	Date of birth:	
Current address:	Postcode:	
	Home telephone number: ()	
Parental email address:		
(Please be aware that this is the email address we will use for invoicing)		
In case of emergencies please provide 2 contacts		
	Contact 1	Contact 2
Name		
Home phone no		
Mobile phone no		
Work phone no		
Address		
	Postcode:	Postcode:
Please give details of persons that you give permission to collect your child from Kool Club:		
Person 1	telephone number ()	
Person 2	telephone number ()	

Person 3

telephone number ()

Person 4

telephone number ()

Important Medical Details

Name of Doctor:

Name and address of Doctor's surgery

Telephone number of Doctor's surgery:
()

Name of Health visitor (if appropriate)

Telephone number of Health visitor
()

Postcode:

Please tell us if your child has any medical conditions / special dietary requirements, allergies or Special Educational Needs?

It is important that you tell us as much information as possible so that so that we can adapt our care to suit your child and ensure that their time at Kool Club is safe and enjoyable.

If necessary you can add additional sheets.

Is there anything else in particular that you would wish us to know about your child? (e.g. first language, cultural background, likes or dislikes)

Please read the following sentences carefully and delete where appropriate.

I consent / do not consent to Kool Club administering first aid to my child in an emergency.

I consent / do not consent to Kool Club administering plasters to my child.

I consent / do not consent to Kool Club seeking medical help for my child in an emergency.

I consent / do not consent to Kool Club using photos containing my child for publicity and in newsletters.

I consent / do not consent to Kool Club using photos of my child in Kool Club displays within school.

The relationship between a child's parents and a setting is crucial to the child's well-being. The welfare, safety and protection of your child are at the heart of everything we do. To enable us to make the best provision for your child, we are required to ask for information to be provided to us. Please understand that there are sound reasons why we are required to ask these questions. We want to help your child to keep safe; it is not that we are just being curious. Thank you for your cooperation.

Has the child lived at any previous addresses? If so please list them here:

Please provide the names and details of persons with whom your child normally lives:

Please provide the names and contact details of all persons with parental responsibility (if it is different from that already included on this form)

Emergency contact details (if different from those already included in this form)

Please provide the names and roles of any professionals who have contact with the child/family and their contact details.

Are there any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc...)

Is there any information from these orders that our setting needs to be aware of which will help us to care for your child?

Is your child currently, or have they been, subject to a child Protection Plan?

Are there any other factors that may impact on the safety and welfare of the child?

Please give details of any previous settings your child has attended.

Please give any details that you haven't already, about any additional needs your child may have.

Is there any further information you would like to share with us that will assist us to make your child's stay with us a happy and positive time?

Thank you for answering all these questions.

Kool Club Parent Partnership agreement

Before you sign and return this document please read the following information carefully

Kool Club provides a valuable service for parents, offering organised activities after school. The club provides a safe environment where your child can relax and have fun with games and educational activities led by trained childcare professionals. Our play workers all have training in early years education or similar and attend regular training updates to ensure that we provide the very best care for your child. Our staff will always be polite, friendly and helpful when you come to pick up your child.

In return we expect parents and carers to be polite at all times to Kool Club staff. Shouting at staff or intimidating and bullying behaviour will not be tolerated and could lead to the banning of a parent from collecting a child from Kool Club or, as a last resort, to the exclusion of your child until the issue is resolved.

If you have an issue about the care of your child you are invited to speak to the Co-ordinator or the Chairperson about it. We will do our best to resolve issues quickly and with confidentiality.

You have access to a copy of our Parent Information booklet and our Policies are available on request; please speak to a member of staff.

If you have issues that you don't want to raise with the staff you can ring the chairperson:

Lindsey Wedgewood on (01347) 838395

or

Ofsted on 0300 123 1231

I agree to the payment and cancellation procedures as outlined in the Parents Information Booklet, summarised here:

I accept that I will be billed in advance for each session, unless I have arranged an alternative payment plan with the treasurer.

I wish to pay: Monthly Half-termly Termly

Sessions taken on an ad-hoc basis must be paid for when booked, if possible, otherwise cheque/cash payments must be made on the day of use.

I will pay my bills promptly within the time limit stated on each invoice or else I accept that I will have to pay a £5 charge that will be added to my next bill.

If I collect my child after 6 pm then I agree to pay a late penalty of £5 for every 15 minutes that my child remains in Kool Club after 6 pm.

If my child/ren attend a school other than Alne Primary School, I accept the additional agreement that is in place.

I agree to be polite and courteous to Kool Club staff at all times.

By signing this document you are agreeing to the above behaviour code and the terms laid out in our information booklet and policies.

This document should be signed by both parents if they both intend to be involved in collecting their child from Kool Club.

Parent 1

Signature:

Date:

Print name:

Parent 2

Signature:

Date:

Print name: