



## October 2019 Kids Club Booking Form

- Please complete all sections and return to the office with full payment by [Friday 11<sup>th</sup> October 2019](#)
- Both parents' signatures are required on the form
- Places are on first come, first serve basis
- Kids club is for children attending primary school only. We are not able to take bookings for children that are in secondary school
- Places are only confirmed once a completed booking form and payment are received

### Personal details

1. Child`s Surname	.....
2. Child`s First Name(s)	.....
	Male <input type="checkbox"/> Female <input type="checkbox"/>
3. Date of Birth	.....
4. Home address	..... ..... .....
Postcode	.....
5. Parent/Carer Contact Names	Name: .....
	Tel No: .....
	Relationship to the child: .....
Telephone numbers	Name: .....
	Tel No: .....
	Relationship to the child: .....
Email address	.....
	Please provide your email address so we can email future booking forms
6. Emergency contacts Name and telephone numbers	Name:.....
	Tel No:.....
	Name:.....
	Tel No: .....
7. Names of any person you authorise to collect your child <span style="color: red;">(Photos will be required)</span>	..... ..... .....

8. Week 1	Delivery Time (am)	Collection time (pm)
Monday 28 <sup>th</sup> October		
Tuesday 29 <sup>th</sup> October		
Wednesday 30 <sup>th</sup> October		
Thursday 31 <sup>st</sup> October		
Friday 1 <sup>st</sup> November		

9.  
 \* Please provide sun cream **SPF50** and a sunhat clearly labelled with your child's name for the warmer days. Clothing and footwear need to be appropriate to the weather, coats need to be labelled.  
 \* No Heeleys are to be worn to holiday club.  
 \* No fidget spinners  
 \* No mobile phones or Ipads  
 \* No money

10.  
 I / We give permission for my / our child to go on short walks or outings while attending the holiday club. Any activity outside of the setting will be pre arranged and parents will have the information of the outing prior to the day.

**Signed Mother/Father/Carer** .....

**Signed Mother/Father/Carer** .....

11.  
 Does your child have any dietary requirements? Yes / No (please circle)

(a) Medical – Please give details  
**Supporting documentation will be required from your GP prior to your child attending**  
 .....

(b) Religious reasons for dietary requirements – Please give details  
 .....

12.  
 Does your child have any allergies? Yes / No (please circle)  
 If yes, please give details  
**Supporting documentation will be required from your GP prior to your child attending**  
 .....

13.

As a general rule medicines will not be administered unless prescribed by a doctor and the child has been on the prescribed medication for 48 hours before returning to nursery. However there may be times when a child's temperature rises above 37.5 degrees. A phone call will be made to contact you where we will ask for permission to administer 5ml of CALPOL.

Please indicate your approval / disapproval of this action.  
(We will endeavour to contact a parent if Calpol is required)

I **approve / disapprove** of CALPOL being administered as required.  
(delete as appropriate)

**\*If your child has been given any medication prior to attending holiday club it is essential that you inform a member of staff.**

**\*Please do not leave any medication or inhalers in your child's bag, please hand these to a member of staff.**

**Signed Mother/Father/Carer** .....

**Signed Mother/Father/Carer** .....

14.

We will administer Piriton should a child have an allergic reaction.

Please indicate your approval / disapproval of this action.

I/**We approve / disapprove** of PIRITON being administered as required  
(delete as appropriate)

**Signed Mother/Father/Carer** .....

**Signed Mother/Father/Carer** .....

15.

**Collection of your child**

Please provide a photo below of everyone that may drop off or collect your child from holiday club.

We will not allow anyone to collect your child if we have not had prior permission or notification from yourselves.

**Please inform a member of staff in holiday club and the office who is collecting each day.**

We require a password that any person collecting your child will know

Password.....

I / we give permission for the any person shown above to collect my/our child from holiday club.

I / we agree to inform Lawley Village Day Nursery each day who will be collecting

**Signed Mother/Father/Carer** .....

**Signed Mother/Father/Carer** .....

16. Please answer yes or no to the statements below	Yes/No
I/We agree for my/our child's first name to be displayed around the setting	
I/we agree for my/our child's first name to be displayed on the nursery newsletter	
I / We agree for my/our child's photo to be displayed around the setting	
I/we agree for my/our child's photo to be displayed on the computer in reception	
I/we agree for my/our child's photo to appear on the Nursery Website	
I/we agree for my/our child's photo to appear on the Nursery Prospectus	
I/we agree for my/our child's photo to appear on printed advertisement	
I/we agree for my/our child's photo to appear in newspaper articles	
I/we agree for my / our child's first name to appear in newspaper articles	
I/we agree for you to hold information regarding my family's race, ethnic origin and religious or philosophical beliefs	
I/we agree for the Nursery to share relevant information with Health visitors, other childcare settings, doctors and emergency services and other agencies such as speech and language Therapists and specialist Teachers.	
I/we agree to emails being sent to the email addresses provided relating to invoices / newsletters and any other relevant information provided paperless by the Nursery	
I/we agree to photographs or ourselves and family members being displayed in the Nursery	
I/we agree to photographs of ourselves and other authorised family members to be held on my child's file for collection purposes and agree to make sure those persons are aware of the Nursery's data protection Policy and right to withdraw that information upon request.	
I/we agree to give two emergency contact numbers on my enrolment form in the case of an emergency and agree to make sure those persons are aware of the Nursery's data protection Policy and right to withdraw that information upon request.	
I/we agree to share any information with the nursery regarding any court orders relating to myself/ourselves or my/our child	

Further information regarding how we use children's images within the setting can be found in our Image Use Policy.

#### **Data Protection**

In compliance with current UK Data Protection legislation any information you provide here will be kept secure and treated confidentially. The data will only be used by Lawley Village Day Nursery and will not be disclosed to any external sources without your prior consent. From time to time we may wish to contact you in regards to new services. If you do not wish to receive further information from us then please tick this box

17.

I/We enclose the total sum of £..... for my child to attend the holiday club for the dates as shown above.

Payment is required upon booking please indicate how you have made payment  
Cash / Online / Childcare Vouchers

**Kids Club Fees 2019**

Session	Times	Price	Meals included
Weekly Rate	7.30am – 6pm	£118.54	All meals and snacks
Daily Rate	7.30am – 6pm	£29.10	All meals and snacks
Morning session	7.30am – 12.30pm	£18.19	Breakfast, lunch, AM snack
Afternoon session	1pm – 6pm	£18.19	Tea and PM snack

Because of the staffing and resource requirements as laid down by Ofsted, children who are collected after their session time will incur a late collection charge:  
0-15 minutes £10.00, then £5.00 for every subsequent 15 minutes

\*Breakfast is served until 8.15am, any children arriving after this time will need to have breakfast at home

**Signed Mother/Father/Carer** .....

**Signed Mother/Father/Carer** .....

**Date**.....

18.

**Agreement**

I / We wish to apply for admission of my child to Lawley Village Day Nursery - Kids Club

I / We agree to abide by the terms, conditions, policies and procedures of Lawley Village Day Nursery Ltd, which I have read and fully understand.

I / We agree to notify any changes to the above information as soon as they occur.

I / We understand that no refund or reduction in cost will be given for sickness or holiday.

**Signed Mother/Father/Carer** .....

**Signed Mother/Father/Carer** .....

Office use only:

Date booking form received: ..... Staff Name: .....

Date payment received: ..... Amount: .....

Input into nursery administration system  on (date) ..... Input by: .....

Input into the holiday club diary  on (date) ..... Input by: .....

Invoice sent to Parent  on (date) ..... By: .....