

KNIGHTWOOD KIDS CLUB

REGISTRATION FORM

CHILD'S NAME:

DATE OF BIRTH:

PARENT'S/GUARDIAN NAME & ADDRESS:

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.....
.....

HOME TELEPHONE NUMBER:

MOBILE TELEPHONE NUMBER:

E-MAIL ADDRESS:

NAME & TELEPHONE NUMBER of contact in your absence (EMERGENCY USE ONLY):

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.....
.....

DOCTOR'S NAME, SURGERY ADDRESS ANT TELEPHONE NUMBER

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.....
.....

IMMUNISATIONS TO DATE:

.....

ANY ALLERGIES (FOOD, DRINK, ANIMALS ETC):

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.....

ANY SPECIAL NEEDS, LEARNING DIFFICULTIES, (FEARS OR PHOBIAS):

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.....

ETHNIC ORIGIN:

LANGUAGE SPOKEN AT HOME:

ANY OTHER RELEVANT INFORMATION:

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.....
.....

SESSIONS REQUIRED

PLEASE CIRCLE:

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

COMMENCEMENT DATE:

PARENT/GUARDIAN SIGNATURE:

DATE:

KNIGHTWOOD KIDS CLUB

PERMISSION FOR COLLECTION OF CHILDREN

CHILD'S/CHILDREN'S NAME:
.....

I hereby give permission for my child/children to be collected from Knightwood Kids Club, by the following people:

NAME:
RELATIONSHIP TO CHILD/CHILDREN:
CONTACT TELEPHONE NUMBER:
MOBILE TELEPHONE NUMBER:

NAME:
RELATIONSHIP TO CHILD/CHILDREN:
CONTACT TELEPHONE NUMBER:
MOBILE TELEPHONE NUMBER:

NAME:
RELATIONSHIP TO CHILD/CHILDREN:
CONTACT TELEPHONE NUMBER:
MOBILE TELEPHONE NUMBER:

NAME:
RELATIONSHIP TO CHILD/CHILDREN:
CONTACT TELEPHONE NUMBER:
MOBILE TELEPHONE NUMBER:

NAME:
RELATIONSHIP TO CHILD/CHILDREN:
CONTACT TELEPHONE NUMBER:
MOBILE TELEPHONE NUMBER:

NAME:
RELATIONSHIP TO CHILD/CHILDREN:
CONTACT TELEPHONE NUMBER:
MOBILE TELEPHONE NUMBER:

**KNIGHTWOOD KIDS CLUB
PARENT'S CODE OF CONDUCT**

- Parents are asked to encourage courteous & polite behaviour by the children at all times. Poor behaviour will be reported to parents in line with the Club's policy on behaviour.
- Parents are asked to conduct themselves in a similar courteous fashion in their dealings with staff & other families. This is to provide a role model of good behaviour and to avoid unpleasant situations from developing in the club.
- Parents who are rude & aggressive to staff members may be subject to the sanction of having their child's/children's registration terminated.
- Any parent or guardian/carer who has complaint should submit their complaint in writing & it will be dealt with by the staff & the Committee as quickly as possible.
- I will ensure that I will collect my child from Knightwood Kids Club by 6pm. I understand that from 6pm, my child's/children's name will be highlighted on the register & will incur a fine of £25.00. The Clock used to obtain the correct time of collect will be the clock in the school hall, where Kids Club is held.

6pm – 6:15pm = £25.00

6:15pm – 6:30pm = £25.00

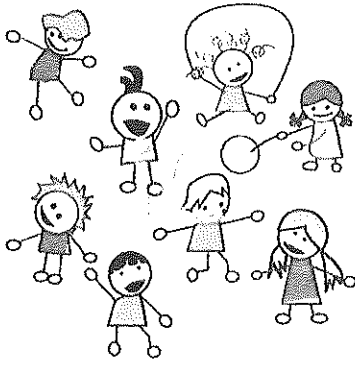
- If I know I'm going to be delayed, I will arrange for someone else to collect my child/children from Knightwood Kids Club. I will make sure I let the club know who is collecting my child/children.

I UNDERSTAND AND ACCEPT THE ABOVE TERMS:-

SIGNED

DATE

NAME IN BLCOK CAPITALS



KNIGHTWOOD KIDS CLUB

CHILDREN'S CODE OF CONDUCT

I agree to the following rules so Knightwood Kids Club is a good place to be:-

On arrival at the club, I will sit down quietly with everyone else and wait for the register to be called.

I will walk around inside the school and not run.

I will sit at the tables provided to eat and drink unless told otherwise.

I will be kind to everyone.

I will consider other people's feelings.

I will try to help others whenever possible.

I will keep shoes and socks on at all times.

I will always stay calm, I will not hit or fight with anyone.

I will never use bad language.

I will never bully another person.

I will help clear away the toys when asked or have finished playing with them.

I will share and look after equipment and toys at all times.

I will not wander off and will not leave the school premises without being signed out by an appropriate adult.

I will always listen to the staff when they are talking to me and do what they ask.

I will not do any hand stands, roly poly's or any sort of gymnastics whilst at kids club.

BE SAFE – BE CAREFUL – BE FRIENDS – BE HAPPY

SIGNATURE OF CHILD/CHILDREN

SIGNATURE OF PARENT/GUARDIAN

DATE

KNIGHTWOOD KIDS CLUB

REGISTRATION CONSENT FORM AND TERMS OF ACCEPTANCE

NAME OF CHILD/CHILDREN

DATE

Where necessary I consent to urgent FIRST AID being administered to my child/children at the Kids club by a qualified first Aider. I authorise the use of applying hypoallergenic plasters to any wounds. I also authorise the staff to sign any written form of consent required by the Hospital Authorities to prevent a delay considered to endanger my child's/children's health and safety.

SIGNATURE DATE

I give permission for my child/children to be supervised when applying sun cream provided by myself.

SIGNATURE DATE

I GIVE permission /DO NOT GIVE permission for my child/children to be photographed and or videoed whilst at Knightwood Kids Club.

SIGNATURE DATE

I GIVE permission/DO NOT GIVE permission for my child/children to appear on the Knightwood Kids Club website and/or facebook page. No names will be used on these sites.

SIGNATURE DATE

Cont

I GIVE permission/DO NOT GIVE permission for any photographs to be taken of my child/children at Knightwood Kids club and to be used in articles/displays/staff training about the Kids Club.

SIGNATURE DATE

Some of the activities of the Kids Club and Holiday Club may involve visiting local playgrounds, parks or woodland. Children may also go on short trips eg. Paultons Park. In order for your child/children to take part in these activities you must give your written permission.

I AGREE/DO NOT AGREE to my child taking part in KKC activities outside the school premises.

SIGNATURE DATE

TERMS OF ACCEPTANCE

I understand and have read the general terms and conditions of Knightwood Kids Club as detailed in the Parent's Information Pack. I agree to follow its Policies and Procedures. I will sign and return all appropriate paperwork within the Parent's Information Pack before my child commences at Knightwood Kids Club.

SIGNATURE DATE

KNIGHTWOOD KIDS CLUB

PARENT SURVEY

As a registered charity, Knightwood Kids Club depends very much upon parental and family support to maintain its high standards of child care. It would help both staff and the Committee if you could complete the following:-

Child's/Children's Name

Your Name

Contact Telephone Number

Would you/your partner be interested in joining the Kids Club Committee?

YES NO

If you have answered YES to the above, please list any special skills you may have that may assist the club (eg: professional training, accountancy, human resources/personnel experience, secretarial, book keeping, , computer, sports etc.) We would be so grateful for any help that can be given.

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The committee meets approx every term to discuss all issues relating to the running of the Knightwood Kids Club. Ideally you would need to be available to attend the majority of meetings as decisions often need to be taken.

Thank you for your time and support in completing this form.

IMPORTANT INFORMATION

If your child/children are joining the Club in reception at the start of the year you will be required to pay half price for the weeks leading up to them starting full time at school.

Should you wish to cancel your space at the Club you are required to give four weeks written notice unless the space can be filled immediately.

If your child/children are expected at the club but will not be attending for any reason you are required to notify the club directly either by phone on 07850692091, by e.mail at julie.knightwood@icloud.com or via our Facebook page. We are required by Ofsted to contact Children's Services should a child be unaccounted for, for 25 minutes. Please remember that our telephone will only be answered during working hours 3.10-6pm Monday to Friday when any Text Facebook or E.mail messages will also be picked up.

You are entitled to two weeks 'holiday' at half price in a school year whilst at the club. This means if your child attends two days a week you are entitled to four days at half price. Booking forms are available from the club and bookings need to be made in advance.

Your child/children will be given a snack whilst attending the club, which consists of a variety of fresh fruit, dried fruit and vegetables and cheese. Any food intolerances will be taken into consideration.

Occasionally children will watch films. They will be supervised at all times. Films will be either U or PG rating. Please let staff know if you do not wish your child/children to take part.

At the end of term the club may give your child/children party food, but you will be advised prior to them receiving it. (All dietary needs will be adhered to)

You will be invoiced monthly in arrears and will incur a £5.00 late payment fee if not paid in full by the date required. Should you have any queries regarding your invoice, we would ask that you pay it in full and any adjustments will be made on the following months invoice.

Please note that all or part of the information given in the registration pack may be shared with other parties if needed.

Please note that we finish at 6pm and fines will be issued of £25 per m15 minutes taken from the clock in the room we are using.

I confirm that I have read, understood and agreed to the above terms.

Signed

Child's/Children's Name (s)

Date