

Tick if EYFS child 

# Registration Form

Date of Registration:

## Child's Details

First name:	Surname:
Date of birth and current age:	School attended: First language:

## Parent/Guardian details

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No <i>(If yes, please provide details overleaf.)</i>					

## Emergency Contact Details *(please provide details of two people we can contact if we are unable to get hold of you)*

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

## Child's Doctor

Name of Doctor:	
Address:	Telephone:

## About your child

Please detail any additional/special needs your child has: <i>(continue overleaf if necessary)</i>
Please detail any dietary requirements / food allergies: <i>(continue overleaf if necessary)</i>
Is there anything your child doesn't like (food, games etc) or fears?
What are your child's favourite activities?

Signature of Parent/Carer

Date:



## Contract with Parents

Child's name \_\_\_\_\_

Parent or carer's name \_\_\_\_\_

- I consent for my child to attend Adventure Kids. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that Adventure Kids is a play setting and that whilst my child is there Adventure Kids is legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested. My child will be provided with a healthy balanced nutritional meal for breakfast, lunch and tea where stated in their booked session time. Any dietary requirements will be catered for.
- Once my child arrives at Adventure Kids, he/she will be in the care of Adventure Kids until collected and signed out by an authorised person.
- I will notify the club before the start of the session if my child will not be attending on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- All fees must be paid in advance of attendance and by the date requested on the invoice. Any late fees will result in a late fee charge of £20. If there is any known reason why you cannot make the payment on time, please speak to the club manager.
- A 50% deposit is required to secure your child's sessions at the club. This is deducted from your final invoice. This is non-refundable if you cancel your booking.
- All ad-hoc bookings must be paid for in full at time of booking.
- I will book my child into the club and will pay promptly for all booked sessions whether my child attends or not (e.g. due to illness or holidays), unless I have made other arrangements with the manager.
- In unforeseeable circumstances (e.g. Excessive snow/staff sickness) we cannot guarantee that the club sessions will take place. These sessions will be non-refundable.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at Adventure Kids. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- If, due to unforeseen circumstances, I am going to be late collecting my child, I will contact the manager/deputy as soon as possible.
- If I do not collect my child by the end of their booked session time, I will pay a charge of £5.00 per quarter of an hour to cover the costs of the staff who are legally required to supervise my child.
- If I do not collect my child by the club's closing time at the end of the day, and the club has been unable to reach me or any of my emergency contacts, I understand that Adventure Kids will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst Adventure Kids tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- I have read the club's **Behaviour Management Policy** and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the manager.
- If my child suffers a stomach upset, they will not return to the club for 48 hours after the last bout of sickness/diarrhoea.
- If there are any accidents or incidents at Adventure Kids involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Adventure Kids will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- Information held by Adventure Kids regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.

- I understand that aggressive and abusive behaviour towards staff will not be tolerated.
- I agree that I will not use a camera, mobile phone or other mobile device on club premises.

I have read and **understood** the above terms and conditions and I agree to abide by them.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Holiday Club**  
**Summer 2021 Booking Form**

Childs name:

*(please tick the days and sessions that you require below)*

Date	8.00 – 9.00am £5.00	9.00 – 3.00pm £25	9.00 – 12.00pm £15	12.00 – 3.00pm £15	3.00 – 4.00pm £5.00	4.00 – 5.00pm £5.00
26/07/21						
27/07/21						
28/07/21						
29/07/21						
02/08/21						
03/08/21						
04/08/21						
05/08/21						
09/08/21						
10/08/21						
11/08/21						
12/08/21						

Please book my child in for the days and times indicated above. I will let you know in advance if my child will not be attending a booked session. I understand that the Club cannot give refunds for any sessions that I have booked, but which my child does not attend.

Signed: .....  
*(parent/carer)*

Date: .....



## Permissions

**\*delete as appropriate**

I **do/do not\*** give permission for my child \_\_\_\_\_ to have photographs taken for displaying in the Village Hall. Parents and families do take pictures and videos of the children, for example, during outings. Any parents not wishing to have their children's photo taken may withdraw at any time.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

I **do/do not\*** give permission for my child \_\_\_\_\_ to have Face Painting applied by a member of staff.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

I **do/do not\*** give permission for my child \_\_\_\_\_ to be taken across to Little Gaddesden Primary School, into the playing field, to our Forest School site or for a local walk accompanied by members of staff and carefully supervised. I understand that these outings may be spontaneous, and warning may not be given.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

I **do/do not\*** give permission for my child \_\_\_\_\_ to have photographs of them used by Adventure Kids for the marketing purposes listed below

*Please tick where appropriate*

- Website
- Facebook (**Public Page**)
- Instagram
- Leaflets/Flyers
- Advertisements

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

I **do/do not\*** give permission for my child \_\_\_\_\_ to have photos and videos of them shared with me via WhatsApp.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

I **do/do not**\* give permission for my child \_\_\_\_\_ to receive emergency first aid treatment by a Paediatric First Aid qualified member of staff in the event of an accident or emergency whilst in the care of Adventure Kids.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

I **do/do not**\* give permission for my child \_\_\_\_\_ to have plasters administered in the event of First Aid treatment being needed.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

I **do/do not**\* give permission for my child \_\_\_\_\_ to have sun cream provided by myself to be applied by staff at Adventure Kids.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

I **do/do not**\* give permission for a Paediatric First Aid trained member of staff to administer the stated dose on the bottle of Piriton to my child \_\_\_\_\_ in the event they have an allergic reaction.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

- Tick here, if you wish to be kept up to date of all events and information regarding Adventure Kids, via email.



## CONTACT DETAILS

During Adventure Kids opening hours please contact:

**07375 543288 / 07786 167417**

If your child is going to be absent or you are running late at collection time, please do call and let us know



Outside of Adventure Kids opening hours please contact:

**Jenny: 07786 167417**

[enquiries@adventure-kids.co.uk](mailto:enquiries@adventure-kids.co.uk)



## WHAT YOU NEED TO BRING....

Here is list of things that your child will require every day they attend Adventure Kids

- Spare Clothes
- Nappies (if applicable)
- Wipes (if applicable)
- Water Bottle
- Suitable Outdoor Clothing
- Wellington Boots/Sun Hat & Sun Cream (weather dependent)
- Packed Lunch (no nuts, sweets or chocolate allowed) (if applicable)

Please ensure that all your child's belongings are labelled clearly to avoid losing them.