



Wrap Around Care Registration Form & Contract

Current primary school

Do you give us consent to work in partnership with this setting: YES NO

Child Details

Forename:	Date of Birth:
Middle Name:	Gender:
Surname:	Ethnicity:
Known as:	Nationality:
Address:	Religion:
	Language:
Postcode:	Language spoken at home:
Birth Certificate Number:	Sibling(s) currently at Setting:
	Expected start date:
Issue Date:	
Is your child looked after through Foster Care or on a care order?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has your child has been referred to a social worker or the Early Help Team?	YES <input type="checkbox"/> NO <input type="checkbox"/>

FOR OFFICE USE ONLY

Offer of Place Made	Date:	Sessions:
Administration Fee Information	Date Received:	Amount Received:
	Administration Fee Received by:	

PARENT/GUARDIAN DETAILS

We need to have the details of all persons who have Parental Responsibility & Legal Contact along with those who have permission to collect your child and those who may be contacted in an emergency.

Please indicate whether you have joint/sole custody or legal guardianship:

Joint Custody/Sole Custody/Legal Guardianship (please delete as appropriate)

Who does the child live with? (tick all that apply)	<input type="checkbox"/> Parent/Guardian 1	<input type="checkbox"/> Parent/Guardian 2	<input type="checkbox"/> Other: (Please detail)
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Parent/Guardian 1

Title:	Parental Responsibility:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Bill Payer	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Forename:	Authorised Pickup:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Surname:	Emergency Contact:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Address:	Relationship to Child:		
	Home Telephone:		
	Work Telephone:		
Postcode:	Place of Work:		
Pickup Password:	Mobile No:		
	Email:		



Parent/Guardian 2

Title:	Parental Responsibility:	YES	NO
	Bill Payer	YES	NO
Forename:	Authorised Pickup:	YES	NO
Surname:	Emergency Contact:	YES	NO
Address:	Relationship to Child:		
	Home Telephone:		
	Work Telephone:		
Postcode:	Place of Work:		
Pickup Password:	Mobile No:		
	Email:		

Emergency Contact (Name & Telephone number of appropriate adult who may be contacted in time of emergency if you are not available)

Title:	Relationship to Child:
Forename:	Home Telephone:
Surname:	Work Telephone:
Address:	Place of Work:
	Mobile No:
Postcode:	Email:

Please describe what constitutes an emergency for your child and the action to take if this occurs:

Follow up care:

Doctor Details

Name:	Practice Name:
Address:	Telephone:
Postcode:	

Health Visitor Details

Name:	Practice Name:
Address:	Telephone:
Postcode:	

Does your child have any special needs/disability that we would need to know in order to care for your child? (If yes, please provide details)	YES	NO
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Has your child ever been referred to any of the following specialists? (please circle all that apply)

Speech Therapist	Speech & Language Therapist	Physiotherapist	Early Help Team
Orthodontist	Audiologist	Dietician	Psychologist
Occupational Therapist	Community Pediatrician	Family Nurse	Social Worker
CAMS (Child & Adolescent mental health service)	Other (please specify)		

Questions

<p><u>Dietary</u> Does your child have any intolerances or cultural dietary requirements?</p> <p>Please detail:</p> <p><i>If you have answered YES you will be required to complete a Health Care Plan with the Setting Manager.</i></p>	YES	NO
<p><u>Allergies</u> Does your child have any allergies?</p> <p>Please detail:</p> <p><i>If you have answered YES you will be required to complete a Health Care Plan with the Setting Manager.</i></p>	YES	NO
<p><u>Medication</u> Does your child currently take any medication? (Please provide details)</p>	YES	NO
<p><u>Distinctive Marks</u> Does your child have any distinctive marks on their body such as birth mark, Mongolian Blue Spot? Or do they bruise easily? (Please provide details)</p>	YES	NO
<p><u>Allergic Reaction</u> Has your child ever had an allergic reaction to a wasp/bee sting? (Please provide details)</p>	YES	NO
<p><u>Are your child's immunisations fully up to date?</u> <u>If no, please state exceptions:</u></p>	YES	NO



Permissions (Circle YES or NO)

I/We give permission for emergency first aid and for staff to seek further medical advice or medical intervention in an emergency or if your child falls seriously ill whilst in the care of CCC.	YES	NO
I/We give permission for a member of staff to accompany my child to hospital (in an ambulance should the need arise). I/We understand that all medical decisions in my absence are the responsibility of the medical professionals and that I will be contacted as soon as possible.	YES	NO
I/We give permission for the Setting to administer medication as per instructions given by me the parent/carer and will complete necessary medication forms. I/We understand and agree that only prescribed medication by a Doctor/Medical professional can be administered whilst at Setting. I/We confirm the medication will be in it's original container, with a clear label showing my child's name, dose and frequency of administration. I/We will clarify when completing the medication forms how it should be stored. <u>I/We confirm I/We have given my child at least three doses of their medication prior to requesting CCC staff to administer the same.</u> This is precautionary in case your child has an allergic reaction to the new medicine.	YES	NO
I/We give permission that if my child is taken seriously ill and I/We cannot be contacted staff can administer Calpol or Piriton. Staff will only administer this in an emergency situation .	YES	NO
If my/our child becomes unwell and I/We can be contacted by telephone , I/we understand that I/we can give verbal permission to two different staff members on the phone to administer Calpol or Piriton whilst I/we make my way to the Setting.	YES	NO
I/We give permission to the Setting to apply sun cream that has been supplied by the Setting to my/our child and understand there is a one-off additional charge.	YES	NO
I/We give permission to the Setting to paint my/our child's face with face paint.	YES	NO
I/We give permission to the Setting to take my/our child off the Setting registered premises to the park, and for walks and outings using the Outings Policy. When using transport further authorisation will be requested.	YES	NO
I/We give permission to the Setting to take this form off the premises in the case of an emergency.	YES	NO
I/We give permission to the Setting to use plasters on my/our child.	YES	NO
I/We give permission for the Setting to share information with other professionals including other educational settings attended. Additional information (if applicable):	YES	NO
I/We give permission for the Setting to contact me to discuss using photo's of my child/ren with regards to promotional material, Setting newsletters, press articles, the website and Setting publications. In accordance with GDPR 2018 we only use one piece of sensitive data with a photograph so your child is protected at all times.	YES	NO

Parent Contract

We believe that there needs to be a formal agreement between the Setting and Parents/Guardians. The contract will outline the obligations and commitment, of both the Setting and the Parents/Guardians

This is a contract between Constable Country Childcare (referred to as 'CCC' or 'the Setting') and the Parent(s) or Legal Guardian (referred to as 'the Parent') of a child (or children) that is enrolled at the Setting.

The Setting: -

1. Is a registered Charity, under number 1122021.
2. Will be known as Constable Country Childcare and will operate from four settings as follows:
 - Head Office, Brooklands Young Explorers, Caretakers Bungalow, Brooklands Rise, Brantham, Manningtree CO11 1TU. Tel: 01206 396641
 - East Bergholt Young Explorers, Cherry Blossom Children's Centre, Hadleigh Road, East Bergholt, Colchester CO7 6QT. Tel: 01206 298442
 - Stutton Young Explorers, The Ark, Holbrook Road, Sutton, Ipswich IP9 2RY. Tel: 01473 806200
3. All settings are registered with Ofsted as a Day care Setting and operate within their regulations, guidelines and rules. Their Inspectors regularly visit the Setting to ensure the appropriate standards of care & education are being provided.



The Contract: -

- a) The contract type is wrap around care.
- b) Notice Period: We require a minimum of 48 hours notice to cancel your child’s normal sessions.
- c) Increasing your sessions is subject to availability.

HOURS OF OPERATION

Please see individual setting opening/closing times and the yearly calendar distributed to all parents/carers. All settings will be closed on all statutory holidays, Christmas Eve and between Christmas and New Year. All settings close for one week commencing from the August Bank holiday Monday.

MONTHLY FEES

Monthly fees are at the prevailing fee schedule. The setting reserves the right to increase said fees at any time giving one calendar months’ notice of the proposed increase to parents/guardians. Monthly fees include all sick days and absence. Fees are based on booked days not attendance. Refunds and credits will not be given for days where your child does not attend due to sickness or holiday. Booked sessions are not interchangeable unless it is permanent and there is availability. We will try to accommodate your childcare needs in cases of emergency or under special circumstances if availability permits.

FOOD

CCC are entitled to make a reasonable charge for meals or additional activities provided during any free session. Meals and snacks are included in the session price if your child attends sessions during our set mealtimes. Please refer to our price guide for more information.

During holiday club, you may provide a healthy packed lunch if you prefer. Please use a freezer block in the packed lunch box as we do not have cold storage facilities for these. Please be aware we are not able to heat up any food you bring to the Setting for your child. Please avoid items in pack lunches that contain nuts.

GOVERNMENT FUNDING

For more information regarding government help with childcare costs please visit www.childcarechoices.gov.uk/. Please visit the website to check if you are eligible and make your application. If you do not have access to the internet, you can call the Childcare Service helpline 0300 123 4097.

PAYMENT POLICY

Parents/guardians agree that all monthly fees and extras (full time/part time attendance/food) will be paid in full within two weeks of receiving that month’s bill. Invoices are sent out via email between the 5th and 12th of each month. It is the parents/guardians responsibility to notify payments@constablecountrychildcare.co.uk if their bill has not been received during this period. If you do not have access to the internet paper copies will be provided upon request. Again, it is the parents/guardians responsibility to speak to their child’s setting Manager if they have not received a paper copy bill by the 12th of each month.

Additional sessions will be invoiced at the end of the month in which they are taken. Unpaid fees are subject to a £20 late payment fee if they are not received within the two-week period as stated above. The late payment fee will be added to the next month’s bill. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. The late payment fee may be waived in exceptional circumstances of hardship, where parents have discussed the matter with the Group Manager. If the Group Manager is not contacted the late payment fee is payable along with outstanding monies. All extra hours are billed at the session rate or hourly rate. Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether their child attends or not. This includes sick days and absence not included in the holiday entitlement.

Payment of fees are welcomed by bank transfer, standing order, voucher provider, cheques and we are happy to accept cash. Please make cheques payable to Constable Country Childcare and write your child’s name on the back of the cheque. The Charity banks with Metro Bank (Colchester Branch). Bank details are as follows:

Account Name:	Constable Country Childcare
Account Number:	30747641
Sort Code:	23-05-80



Please use your child's name as a reference on each payment so we can match up the payment to the bill. In the event of a cheque being represented or returned by the bank an additional fee of £25 will be payable immediately, to cover our bank and administration charges.

Continual late payment of fees or non-payment of fees may result in a County Court Action being deemed necessary and sought by the Charity. Furthermore, we may also suspend your child's place at Setting until the fees have been paid.

ILLNESS POLICY/HEALTH AND HYGIENE

Please advise the Setting prior to 09:00 if a child will not be attending due to illness. Parents agree that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of the staff and other children in our care. The parents further agree should a child become ill while in our care immediate arrangement will be made to remove the child from the Setting. Children will not be allowed to return to Setting until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness or diarrhoea. In some cases, a note from a doctor may be necessary. By signing this Contract, you are agreeing to staff seeking any necessary emergency medical advice or treatment for your child during their time at Setting. Please refer to our Policies and Procedures for more information about this.

LATE ARRIVAL/PICKUP POLICY

Please advise the Setting immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 18:00. If you are not able to pick up your child by 18:00 alternate arrangements must be made. Please notify the Setting if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form. They must bring photographic I.D. and give staff permission to photocopy this which will be kept on file. The password must also be provided.

Please be aware that if you are late picking up your child, fees are chargeable to the next pick-up session time as per our hourly rate. If you do not pick up by 18:00 (our Ofsted registration time) a £20 charge is payable plus an additional £3 for every 5 minutes after 18.00.

TERMINATION

CCC reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children in our care.

This Contract may be terminated with immediate effect if any of the following apply:

- Verbal or physical abuse to any of CCC's staff
- Failure to pay Setting fees
- Continual lateness
- Parents/carers failing to support an Action Plan to try and address the situation to achieve a positive outcome for all concerned

WITHDRAWAL

Please note, if you wish to terminate your child's place with the Setting on a permanent basis we require 48hrs notice. Please note, this session may then not be available at a later date.

HEALTH, SAFETY & SECURITY

At CCC, our number one priority is the health, safety and welfare of your child. As parents, you too can contribute to this by reporting anything that you feel may be unsafe. We would ask all parents to make sure doors are closed when entering or leaving the building and that they are mindful of children near the door by not allowing them to leave and also the risk of trapping little fingers. Please do not let anyone else into the building on arrival or departure. The use of mobile phones is strictly prohibited on Setting premises. If the Setting has to close due to any health, safety, illness, adverse weather conditions or unforeseen circumstances, bills will be adjusted. The name of the designated Health & Safety Officer is on the main notice board. If you have any health & safety queries, please arrange to meet with the Group Manager.

CHANGE OF DETAILS

Parents are required to notify us immediately if any details included in this Registration Form change. Please advise the Setting Manager so changes can be made in order to keep up to date information within our settings at all times. This includes phone numbers, addresses, personal circumstances and changes in your child's medical details.



ADMINISTRATION FEE

A one-off administration fee of £25.00 (per child) is required prior to your child starting. This can be paid via bank transfer using your child's name as a reference for payment.

OTHER SETTINGS

If your child attends another educational setting it may be advantageous to share information and work in partnership to maintain consistent care for your child's overall development. We may therefore ask for details of other educational settings your child attends and permission to contact them.

BEHAVIOUR MANAGEMENT

If a child's behaviour is seen to endanger others and all routes according to our Behaviour Policy have been adhered to, we will take advice from the local authority and arrange a meeting with the parents to discuss the options available. If a parent does not support the Setting in gaining help and advice from outside agencies then we reserve the right to terminate the parent's contract and will no longer provide care for that child.

WHAT TO WEAR

During holiday club, in order to feel free to explore and experiment with all kinds of materials, including messy ones, it is advisable to send children dressed in clothes that are easily washable and preferably not new. It is good for children to practice the skills, which will make them independent.

SUNCREAM

I give permission for sun cream to be applied to my child. I agree to pay a nominal fee at the start of the summer holidays for CCC to provide sun cream for my child.

PERSONAL PROPERTY AND BELONGINGS

CCC are unable to allow you to leave items due to the limited space available within our settings. CCC cannot be held responsible for any loss or damage to parents/guardians/child's property or belongings. Every reasonable effort will be made by the Setting staff to ensure that property or belongings of any parent/guardian/child is not damaged. Please ensure your child's clothing is clearly labelled.

MULTIPLE BIRTH DISCOUNT

25% discount is given to the second twin attending the same Setting and in the case of multiple births the above applies and 20% discount is given to other children born at the same time.

CELEBRATIONS AND CONCERNS

We ask parents/guardians to share special events and special achievements so we can discuss and celebrate with the child/ren.

We operate an 'open door' policy so please speak to your Setting Manager at any time if you have any concerns or queries regarding your child's health, wellbeing and education. Please address any complaint or concern in the first instance to the Setting Manager who will be happy to discuss any concerns you might have in confidence and hopefully bring all matters to a satisfactory conclusion within a reasonable timescale. If this is not the case, please refer your complaint or concern to our Group Manager. In the majority of cases, we are able to reach a satisfactory conclusion for all parties concerned. If you still have any concerns that you wish to discuss with our regulatory body then you can contact Ofsted on Tel No. 0300 123 4666 or visit their website at www.ofsted.gov.uk/parents for further information.

CONFIDENTIALITY

At CCC we endeavour to take positive steps to ensure that all children, parents/guardians are treated fairly, with dignity, respect and within a climate of confidentiality. We believe that children and parents have a right to expect that confidentiality which will be respected and maintained at all times. We request that confidentiality and respect are reciprocated to all staff and the Charity as a whole.

MUTUAL NON-DISPARAGEMENT

CCC and the parents/guardians who have entered into this Contract agree that they shall not directly or indirectly, alone or with others, cause or express publicly, orally, electronically or in writing any remarks, statements, comments or criticism that disparage, call into disrepute, defame, slander or which can reasonably be construed to be defamatory or slanderous to the other party and maintain confidentiality at all times.



LIABILITY

The Setting accepts no liability for any losses suffered by parents/guardians arising directly or indirectly, as a result of the Setting being temporarily closed or the non-admittance of your child to the Setting for any reason. We accept no responsibility for children whilst they are in their parents/carers care on Setting premises. We will not be liable to parents/guardians and/or children for any economic loss of any kind, for damage to the child's or parent/guardian's property, for any loss resulting from a claim from a third party or for any special indirect or consequential loss or damage of any kind.

DATA PROTECTION

I understand that my child's records will be held on a computerised database and that this is protected by the Data Protection Act 2018 and that they will be used for no other purpose than Setting business. I understand that if I require a copy of this personal information, I must make a request in writing.

SAFEGUARDING

I understand that the Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children Policy available for parents/guardians to view at any time. All our staff receive up to date Safeguarding training and we have designated Safeguarding Personnel. Our Group Manager is the senior member of staff for safeguarding although normally your child's Setting Manager would be the first point of contact.

MOBILE PHONES

We are aware that there are some older primary school aged children who take a mobile device into school. When they enter the wrap around care, the following rules relating to mobile phones/devices/smart watches must be agreed and conformed to;

- All pupils bringing a mobile phone / device / smart watch onto site must have a good reason for doing so.
- Parents are advised that CCC accepts no liability whatsoever for the loss or damage to mobile phones / devices / smart watches which are brought onto site.
- Mobile phones / devices / smart watches should be switched off and handed in to the wrap around care staff for safe keeping on arrival. The child will not be allowed to access the mobile phone / device / smart watch until they leave the site. Should you need to contact your child or vice versa during this time, this should be done via the usual procedure of ringing the setting.
- Mobile phones / devices / smart watches should be clearly marked so that each child knows their own phone and there can be no confusion on collection at the end of the session.
- Where a child is found by a member of staff to be in possession of a mobile phone / device / smart watch which has not been handed in, the device will be confiscated and staff will record the name of the child and attach it to the device. The mobile phone / device / smart watch will be stored in the designated safe space. The device will be given to the child at the end of their session. If the practice is repeated, we will confiscate the phone until an appropriate adult collects the phone from a senior staff member.
- If a child is found taking photographs, video footage or making audio recordings with a mobile phone / device / smart watch of either other children or staff, this will be regarded as a very serious matter and appropriate action will be taken in line with the Charity's policies. Under these circumstances, the Charity has the right to confiscate or search a mobile phone. In the event of this happening, we will endeavor to contact a parent or carer. As part of this agreement, your child should agree to unlock the phone if required to do so by a member of staff. If images of other children or staff have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior staff member and parent / carer.

INSURANCE

Our Public Liability Insurance details are displayed on the notice board in each setting. In some circumstances and for life threatening conditions our Insurers require a copy of your child's medical condition from a GP or Paediatrician so this information can be recorded on the policy and your child will be covered by the same. Please refer to the letter in your Parent starter pack for more information.

NON-SOLICITATION OF STAFF

The parent/guardian of the child who is subject to this Registration Form, hereby agrees that during the term of this agreement and for the period of six months after its termination (howsoever terminated) that they will not seek to employ, entice away or attempt to entice away from the employment of CCC ('the Charity') any person or persons employed by the Charity at the date of termination of this agreement or any person or persons who were employed by the Charity in the six months preceding the date of termination of the agreement.



EXCLUSION

If in the reasonable opinion of the Group & Setting Manager or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well-being of the child or other children in the setting or the setting practitioners or other staff so employed then the setting may serve notice to the parent/guardian or a request for the child to be immediately removed from the setting and the provision of one month's notice shall not apply.

POLICIES AND PROCEDURES

A full copy of Constable Country Childcare's Policies and Procedures can be viewed on our website or a copy is available in each setting to view. These are updated annually. Please speak to your Setting Manager if you have any queries.

Acceptances

- a) The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but this agreement shall remain in full force and effect.
- b) The parent/guardian has read and understands the terms and conditions contained within this agreement and undertakes to be bound by the same.

This agreement must be signed by all persons with Parental Responsibility and/or those who are accepting responsibility for paying fees. Your childcare may only commence once we receive your administration fee and signed agreement.

I have read, understood and completed this Parental Registration Form and Contract and I agree to be bound by it and any relevant booking forms and conditions that have been/or may be issued to me from time to time.

I understand terms and conditions are subject to change without prior notice.

Signed (Parent/Legal Guardian 1):

Print Name:

Date:

Signed (Parent/Legal Guardian 2):

Print Name:

Date:

GDPR

We have a duty to abide by GDPR Law and, as such, require your explicit consent to contact you or use your personal details. It is imperative you circle YES or NO. If you do not, we will assume NO.

Can we send you our Setting Newsletters/emails?	YES	NO
Please confirm that we can provide information to other educational settings that your child may attend?	YES	NO
Can we contact you on an ad hoc basis to inform you of things relevant to your child, e.g. if they are unwell?	YES	NO
Are you happy for us to contact you about providing reviews/testimonials relating to the service we provide you?	YES	NO
Are you happy for us to contact you using our Setting Management Software? (Our Setting uses a database to send out monthly invoices).	YES	NO
When your child leaves the setting, we will remove your contact details from our live database, and not contact you, except for the purposes of debt recovery (where applicable). We will only retain documentation/details which we are required to by law. Do you agree?	YES	NO