

Wasps Link Clubs Registration Form



Start Date -

Childs Details

First name:	Surname:	What s/he like to be called:
Date of Birth and Current Age:	School Attended:	Childs Ethnicity: First Language:

Parent/Guardian Details

Title:	First Name:	Surname:	Title:	First Name:	Surname:
Home Address: Home Tel - Mobile -			Home Address: Home Tel - Mobile -		
Does this child normally live at the address? Yes/No			Does this child normally live at the address? Yes/No		
Work Address: Work Contact Number -			Work Address: Work Contact Number -		
Email Address:			Email Address:		
NI Number (if required):			NI Number (if required):		
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 (Please provide details on separate sheet)					

Emergency Contact Details – You must provide details of two people we can contact if we are unable to get hold of you

Name:	Telephone Number:	Mobile:
Address:		Relationship to Child:
Name:	Telephone Number:	Mobile:
Address:		Relationship to Child:

Childs Doctors Details

Name of Doctor:	
Address:	Telephone Number

Names of additional carers that can collect your child/ren

Name- Relationship to child – Contact Number –
Name- Relationship to child – Contact Number –

Please give details of any Medical Conditions or Additional Needs

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Please give details of any Dietary requirements or Allergies

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General Notes: Please tell us about your child's interests, cultural background, likes, dislikes etc.

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Consent (Please Tick if you consent to the following)

I consent to my child having prescribed medicines administered. This will only be given if parents have filled out the relevant forms at the club and signed them.	
I consent to my child participating in offsite outings (Details will always be given and Parental permission will always be required before any outing)	
I consent to my child having their photograph taken for use in the setting and for publicity	
I consent to my child participating in face painting activities	
I consent to the staff administering Emergency First Aid and to seek necessary medical advice or treatment as required	
I consent to my child having sun screen applied as required	
I consent for my email address to be sent Parent Zone – this is a service we provide to give you information such as newsletters/notices about the club	
I consent for information to be shared with school/nursery	
My information will be treated as confidential. However in certain circumstances I understand that the club has a legal duty to pass certain information on to other agencies including the Police, Social Care and Health Care professionals	

Please tick required booking

Day	Breakfast Session	After school Session
	AM	6.00pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Major Incident

If there is a major incident at Link Club which requires the evacuation of the building the children will be taken to a designated collection point (detailed in our critical incident policy) and you will be contacted by Head Office Staff. If you are contacted in the event of a major incident you must make arrangements for your children to be collected as soon as possible.

Change of Address

You must keep us informed if you move house, change your place of work, contact numbers or email. The Link Club must keep these records up to date in case of an emergency.

Meals

Breakfast club provides breakfast and a small snack is provided for all the children when they finish School. water and juice is available throughout the session. Please ensure you have informed us of any allergies/dietary requirements.

Communication

You are requested to share any concerns you may have with the Manager, or if the Manager is absent, the Deputy Manager. Your participation in a constructive two-way communication practice is vital to ensure your child's on-going positive development.

Early Years Foundation Stage – Key Person

If your child is in the Foundation Stage they will be assigned a Key person. This person will ensure they build up strong relations with you and your child and will be responsible for documenting your child's individual development.

Managing children's behaviour

In Link Club we concentrate on promoting and encouraging good behaviour. We reward positive behaviour rather than concentrating on negative aspects. We have the responsibility to protect all the children in our care and do reserve the right to suspend a child's place if negative behaviour becomes a clear threat to the safety of themselves or others. This decision would only be taken as a last resort.

Safeguarding

You should be aware that the Club has a duty to take reasonable action to ensure the welfare and safety of its children. In cases where staff have a cause to be concerned that a child in their care is subject to ill treatment, neglect or other forms of abuse, staff will follow the Company's Safeguarding Procedure and inform the local Safeguarding Board.

Security

We only release children to parents/guardians or authorised persons. We may ask you to provide a personal password which can be used if you need someone else to collect your child.

Equal Opportunities

Staff working in our clubs will value and respect the different racial origins, religions, cultures and languages so that each child is valued and treated as an individual.

Policies and Procedures

Full details of Wasps Policies and Procedures are available to look through at any time; some of these are displayed and changed each month. A condensed parent friendly version is available at all times. Our comprehensive file can be made available upon request. We also display a different policy on our board each month. Please speak to the Manager if you require further details

Complaints

At Wasps Link Clubs and Nurseries we believe that all our children and their parents should be offered courtesy and prompt attention to their needs and wishes. Our intention is to ensure that parents/carers have access to a member of staff within whom they can discuss their concern.

We endeavour to do our best to ensure that we provide a high standard of care and a good service to our parents. To ensure this we have adopted a procedure for handling complaints. The Manager has the ultimate responsibility to bring any concerns to a prompt conclusion making a full investigation, and keeping parents/carers advised of progress within 14 days of notifying them of the outcome in writing within 28 days.

At any stage the complaint may be referred to OFSTED complaints department on 0300 1231231 who will carry out an investigation. They have their own procedure for dealing with complaints, which they will make available to you upon request.

It is our hope that parents never need to use this procedure, the Managers door is always open. The Operations Manager for the company can always be contacted on 01925 818689 or info@waspschildcare.co.uk to discuss any issues with parents and carers if they feel the issue is not being dealt with promptly.

Staff employed by Wasps Nurseries and Link Clubs are subject to recruitment checks. We apply for disclosures for criminal offences under the rehabilitation of offenders prior to staff being appointed.

Our staff deserve to work in a safe environment. Wasps Link Clubs and Nurseries does not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict.

Our setting is a place of safety and security for the children who attend and for the staff who work here.

Parents are not to hold conversations/use their mobile phones when coming into the club. Please do not be offended if a staff member asks you to turn it off. This is for safeguarding purposes.

It is the parent/carers responsibility to let the site know if the children are going to be absent that day. All sites have contact numbers where messages can be left. Please ensure you have the clubs number.

I also understand that should I book in on a casual basis my child's place will not be held unless this is a permanent booking. Children that come into Link Club that are not booked in by parents/carers will then be passed back over to the responsibility of the school. Under no circumstances will the club accept children who have not been booked in prior to the session starting.

Payment

Fees are payable in advance including a £50 deposit to secure your place which will then be credited against your first invoice. All absences including sickness and holidays will be charged. A late payment will incur a late fee, please refer to the Parent Contract. I certify that all the above details are correct and I have read and agreed to abide by all Wasps Link Clubs terms and Conditions/ Parent Carer Contract.

Privacy Notice

Wasps will use your personal information to manage your account and provide care to your child. We will contact you, via phone, email and ParentZone to provide you with updates, share relevant news and send your childcare invoices. Your data is held in secure data centres and can only be accessed by authorised personnel. Personal information will not be shared with any third parties, other than authorities which we are required to work with as part of our business transactions- i.e legal entities, local, public and central government departments and financial institutions. Signing below confirms you have read and understood the above statement and give us consent to contact you regarding relevant matters.

Parent/Guardian Signature**Date.....**

Parent/Guardian Name