

Holy Cross Pre-School Nursery

Registration and Child Record Card Academic Year 2023 - 2024



Name of Child (and any other name by which the child is known)

Class/Year Group

Address

Date of Birth

Sex(M/F)

Religion

Childs first language

Any disabilities

Yes/No

Access requirements

Yes/No

Please specify

Medical Information

Name and address of child's Health Visitor

Name and address of child's GP

Details of injections received

Important Medical Information (including allergies)

Dietary Requirements

Toilet Requirements

	Parent 1	Parent 2	Guardian or Carer
Name			
Address			
Home Telephone			
Daytime Telephone Number			
Mobile Number			
Email Address			

Custody Status		
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In case of emergency, please contact				
Name	DOB	Relationship to Child	Telephone Number	Mobile Number

Persons authorised to collect child from Kids Club				
Name	DOB	Relationship to Child	Telephone Number	Mobile Number

Details of Sessions Requested (subject to availability): please tick ✓

	Morning 07:50 - 08:40	Afternoon 1st 15:20 - 16:30	Afternoon 2nd 16:30 - 17:30	All 3 Sessions
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Parent/Guardians Agreement

*** I have been made aware and understand that any carer who suspects that a child in their care may be abused or neglected, has a duty to report this to the Area Social Services Department.**

Parent Signature _____

* I have read the terms and conditions of the Holy Cross Kids Club and agree to them, as described overleaf and in the Club booklet.

* I understand that any sessions booked, but not taken, must be paid for, with the exception of school closures. I am also required to give a half terms' notice to permanently cancel any pre-booked sessions.

* I have taken note of the Club's closing time and will collect my child on time, and that I am aware of the late charge penalty.

* I give permission for my child to have their photo taken and displayed within Kids' club and on our website.

* I agree to the annual registration fee of £25.00 (single child) or £35.00 for a family (more than 1 child).

* I give my consent to my child receiving any medical treatment which is urgently necessary, except (please specify)

Signed Parent/Guardian

Date

Kids' Club Terms and Conditions

Parents/Carers need to complete the Kids' Club registration form before their child's first session and, by doing so, are agreeing that they have read and understood all terms and conditions. Any queries regarding our wrap-around care facilities e.g. terms and conditions, bookings, fees, collection times etc, please contact the Kid's Club Manager/Deputy Manager. Our telephone number is 0121 675 1191.

1	Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2	To secure a Kids' Club place a registration fee of £25.00 or £35.00 (family fee, more than one child) must be paid for each academic year your child/ren attend Kids' Club. The fee will be billed in July prior to the start of the academic year.
3	Fees are charged to cover staffing costs, general running costs and for the cooking/activity resources when applicable. All Kids' Club staff are employed by Holy Cross Pre-school Nursery and have a current DBS certificate.
4	Parents/Carers must ensure that all details on the registration form are accurate and up to date. Any changes must be made in writing and given to the Kids' Club Manager or Deputy Manager or emailed to Enquiries@holycross-preschool.com F.A.O Kids' Club Manager or Deputy Manager.
5	Parents/Carers must inform the Kids' Club staff of any allergies or dietary requirements, and they must detail them on the Kids' Club Child Record Form.
6	Parents/Carers must inform Kids' Club staff of any medical needs or any special educational needs and disabilities and they must detail them on the Kids' Club Child Record Form.
7	A waiting list system may be implemented when the need arises. The waiting list will operate on a first-come-first-served basis.
8	To access the Kid's Club, parents/carers must use Holy Cross Pre-school Nursery gate and ring the buzzer, the gate is located on the left at the end of Laburnum Drive.
9	Parents/Carers will not be allowed to access or stay with their child in the Kids' Club. For morning sessions, children will be collected from the gate by a member of staff. At the end of the day a member of staff will bring the children to the gate to be collected.
10	Kids' Club sessions must be pre-booked and paid in advance of the new term. Please see the Kids' Club charging policy.
11	The morning Kids' Club session starts at 7.50am. Children must arrive before 8.30am if they wish to have toast for breakfast, which costs 25p per slice. Children will need to bring money on the day to pay for this
12	All children attending Kids' Club morning session will join the rest of the school at 8.40am by going straight into their classrooms and will join the Kids' Club afternoon session directly from their class in the afternoon.
13	The first afternoon Kids' Club session runs between 3.20pm and 4.30pm. If your child is attending the first afternoon session only they must be collected by 4.30pm. Collection after 4.30pm will be regarded as a late collection and a late collection fee of £5.00 will be charged per 15 minutes.
14	The second afternoon session runs between 4.30pm-5.30pm. Your child must be collected by 5.30pm. Collection after 5.30pm will be regarded as a late collection and a late collection fee of £5.00 will be charged per 15 minutes.
15	The Kids' Club will not run on days Holy Cross Catholic Primary School is closed to the pupils. Parents/Carers will not be charged for days that the club is closed i.e. Inset days, Bank Holidays and closures due to snow.
16	It is not possible to swap sessions/days; for example, a normally booked Thursday cannot be swapped for a Friday on a one-off or temporary basis. However, additional days can be accepted as a chargeable extra subject to availability. If you require an extra day (on a one off basis) you must make this request in writing via email or call and book in with the Kids' Club Manager or Deputy Manager.
17	If you wish to increase your child's sessions for the term, you must do so in writing and fill out a change in session form. Whilst we endeavour to accommodate any changes they are subject to availability.
18	If you wish to reduce your child's sessions for the next term we require written notice, which must be received within the first 3 weeks of the current term.
19	If your child is unable to attend a booked session, please notify the Kids' Club via email or telephone call. Please also notify the school office if your child will not be attending school, following the usual absence procedure. Please note: at the time of booking, you select the specific days/dates which you would like your child to attend. If your child is unable to attend for any reason you will not be entitled to a refund.
20	We require one-half terms notice, in writing, should you wish to terminate your Kids' Club place for any reason. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall still remain payable.
21	We reserve the right to terminate a Kids' Club place with immediate effect if any fees are not paid by the due date, or if a parent, carer, or child displays abusive, threatening, or other inappropriate behaviour.
22	In all other circumstances we will give you one-half terms' notice, in writing, should we wish to terminate a Kids' Club place for any reason.
23	The Kids' Club staff will inform you of any accidents or incidents involving your child when you collect your child from the club. There will be a qualified Paediatric First Aider on site at all times.
24	We will endeavour to provide a high-quality service to children and will seek feedback from parents from time to time. If you have any concerns please speak to a Kids' Club member of staff. If this is not resolved, please follow the Holy Cross Pre-school Nursery complaint procedure.