



# REGISTRATION FORM

All children who attend Funtasia Kids Clubs Ltd must be registered by completing the form below. Children will be collected from school during term time by our staff and escorted to the clubs. Children will remain at the club until collected by the named adult registered with us. Please complete **one form for each child**, and complete the form in full.

Child's name in full:	
Name known by (if different from above)	
Child's Date of birth:	Child's Gender:
Home language:	
Understands/Speaks other language?:	
School attended, including class at time of starting club:	

Names of parents or carers (who has parental responsibility or legal contact):

Parent 1

Parent 2

Name:	Name:
Address:	Address (if different):
Postcode:	Postcode:
Telephone:	Telephone:
Email Address:	Email Address:
Is the the child's primary address?    Y    N	Is the the child's primary address?    Y    N

Contact details of above: *Please ensure one of these is an emergency contact no: e.g. work no or mobile.*

Day:

Emergency:

Mobile:

Email:

Memorable Password for collecting your child initially when your child first starts, or for any of the other persons on this form.

Password:

Password Hint:

Name and address of person collecting child from the club if different from above:  
(Child will only be allowed to leave with the named person and must be over 18 years of age)

Name:

Relationship:

Address:

Postcode:

Telephone numbers:

Name and address of second person collecting child from the club if different from above:  
(Child will only be allowed to leave with the named person and must be over 18 years of age)

Name:

Relationship:

Address:

Postcode:

Telephone numbers:

Details of child's Doctor

Name:

Address:

Postcode:

Telephone numbers:

Does your child have any known medical or dietary requirements? (Please list):

Does your child have any known allergies or major dislikes (i.e. food or materials):

Are there any cultural or religious observances that you would like us to be aware of when looking after your child, for example diet, dress, religious holidays, festivals.

Please read the statements below carefully to give your parental consent, as you see appropriate.  
Please sign and date the bottom of the form.

Agree <small>(please Tick)</small>	Some of the routine activities of the club may involve visiting parks or short trips. For your child to take part in these activities you must give your permission. You will be notified <b>WHENEVER POSSIBLE</b> in advance of any planned trips or outings. <i>e.g. this may not apply to a short trip to the park if the weather is good and the staff feel it would be beneficial to the children.</i>
	Some of the above activities may involve the use of a hired minibus, coach or public transport. Children who attend our before and after school clubs in term time are walked to and from the site to their schools I agree to my child taking part in the activities described above, and travelling as appropriately whenever necessary
	I consent to any emergency medical treatment necessary during the running of the Club. I authorise the Kids club staff to sign any written form of consent required by the hospital authorities if delay in getting my signature is considered by the doctor to endanger my child's health and safety.
	To take my child to Hospital if necessary and sign permission slip if life threatening condition exists which cannot wait for me
	To administer prescribed medication at my request, (and provided by parent/guardian) NB: the medication sheet must still be signed on a Daily basis if medication is to be given.
	To apply non-allergenic plasters
	During the summer months, I will apply a suitable sunscreen before my child arrives at school / holiday club.
	During the summer months I will supply a named sunscreen for my child, to be kept at the club.
	I give Funtasia kids clubs staff permission to apply my child's sunscreen, to my child, before outdoor activities when necessary.
	In the event that my child does not have his/her own sunscreen at the setting I give permission for Funtasia kids clubs staff to apply an alternative SPF50+ when necessary.
	I will provide a named sun hat for my child.
	In the event of my child being allergic to sunscreen and I will provide an alternative protection.
	On occasions, DVDs/videos are brought into the club for Cinema night, some of these may have a PG rating. All are checked for suitability by staff Please indicate if you child is allowed to watch PG rating films or not.
	Photograph permission: I give my permission for my child to be photographed whilst taking part in activities. (I understand that the photographs may be used in displays, newsletters or the club prospectus. Some photographs may appear on our website, promotional media, Funtasia's social media pages or to be submitted to the press in the event of charity walks, fundraising events.
	I understand that sessions are not transferable.

Parent/Carer's Signature:

Parent/Carer's Name:

Date:

Any other information you may think is relevant to your child enjoying our facility & Which will ensure we provide the appropriate level of care for your child, e.g. Behaviour patterns, likes, dislikes, and the best way to deal with the matters raised.

Does your child have any professionals involved with your child, please list and provide contact numbers.  
(For example, health visitor, social worker, speech therapist)

Parent/Carer's Signature:

Parent/Carer's Name:

Date:

Would you like letters/information sent by email? Yes No

We welcome all children irrespective of ethnicity, culture or religion, home language, family background, learning difficulties, disabilities, gender or ability. The information given will help to ensure that your child has a smooth transition into our setting. It will also help us to plan and support your child during their time with us.

## PRIVACY

Here at Funtasia kids clubs we take privacy seriously and will only use your personal information to administer your account and to provide the service you have requested from us. Please see our privacy policy for further details. We do have a professional duty to share information with other professionals, ie school, health professionals, safeguarding board and Ofsted.

From time to time we would like to contact you with, details of up and coming events/ newsletters/ questionnaires. Please could you tick the boxes below to say how you would like us to contact you?

- Email
- Person
- Telephone
- Post

In line with The general data protection act, I confirm I have gained consent to include the personal information of the people listed within this form.

Name:
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Signature:
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Date:
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# INFORMATION SHARING CONSENT FORM

Only complete this form if your child is attending nursery or reception class

This form gives permission for Funtasia Kids Clubs to share relevant discussions, assessments, records, reports and information with other professionals (for example speech and language therapists, physiotherapist etc) who are working with your child, in order to support and aid their development and transitions

I/We (parents/carers name)
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Give consent for Funtasia Kids Clubs to share relevant information about my/our child with appropriate professionals who maybe working with him/her

Child Name:
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Child's Date of Birth:
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Parent/Carer's Name:
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Relationship to child:
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Parent/Carer's Signature:
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This consent form is valid until your child ends reception class.  
You have the right to withdraw your consent to share information at any time.

Date:
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<b>Consent withdrawn</b>
Parent/Carer's Name:
Relationship to child:
Parent/Carer's Signature:
Date:

# TERMS AND CONDITIONS

Thank you for choosing Funtasia Kids Clubs to assist with your childcare. To accept your place, please read the terms and conditions below and then sign return:

- Completed registration
- Signed Terms and Conditions
- Completed Booking form

## Registration

On submission of the completed application form, completed Half termly booking form and first week payment in advance and your child will be allocated a place, should we be full you will be placed on a waiting list for the date agreed.

## Booking

Each half term you are required to complete a booking form in advance which specifies days and sessions you require childcare. It is essential that this form is completed in advance to ensure all children are accounted for, this is inline with our safeguarding policy. Funtasia reserve the right to refuse childcare without a current completed, signed booking form. Bookings with less than 3 days notice will incur an additional £3.00 admin fee.

## Payment of fees

Payment of fees to the setting, please refer to current fees. We do not raise invoices each month unless you request us to do so. We will provide statements of account on request.

Payment for your child's attendance shall be made by the parent / guardian monthly, or weekly in advance. We do not accept cash all payments must be paid via BACS transfer into Funtasia Kids Clubs account as below:

### Funtasia kids clubs Limited

**Account Number 65916084**

**Sort code 09-01-28**

Payments must be referenced with your child's name.

## Voucher payments

Funtasia accept voucher payments from several companies, we are registered for the government childcare Tax payment. Please speak to the manager to discuss further.

## Late payment of fees

If the payment of fees referred to above shall be outstanding for more than 14 days then Funtasia may serve notice in writing to terminate this contract. Upon termination of this contract the child shall cease forthwith to be admitted to any of Funtasia's settings, notice to terminate shall be regarded as a formal demand for all outstanding monies.

Funtasia reserves the right to charge interest on late fees at the rate of £5.00 per week, every week fees remain outstanding. For re-presented cheque a minimum charge of £25 will be made.

Parents may be asked to withdraw a child if fees are continually late. This is at the discretion of the manager

Funtasia reserves the right to review and increase the said fees on an annual basis and give one calendar month's written notice of the proposed increase to the parent/guardian, inline with our fees policy.

## Cancellation / Termination / Variation to bookings

After a place has been offered, either party may cancel the offer by serving 7 days written notice.

After acceptance of the offer and payment of by the parent /guardian either party may terminate this agreement by the service of one half terms notice in writing, should they no longer require a place. During that said period Funtasia continues to admit the child and the parent /guardian undertakes to pay all fees due.

We are unable to refund fees for sessions not taken due to illness, absence or where any of Funtasia setting is forced to close due to circumstances beyond our control.

Changes **can not** be made to the termly booking form, you can however add extra sessions if they are available. All booking are not transferable. All sessions booked must be paid.

## Collection

A named adult must collect your child on the registration form, otherwise we WILL NOT allow children to leave the premises. Parents must inform a member of staff in advance and provide the password to the person collecting. Should an emergency arise, the parent must contact the Manager prior to collection. Failure to do so will unfortunately result in your child being kept at Funtasia until confirmation is received.

## Behavior

Funtasia reserves the right to ask the Parent to remove child/children without notice whether in writing or otherwise should the behavior of such child/Children are deemed by Funtasia kids clubs to be unacceptable. For further information about this please see our behavior policy.

## Absences

If your child is going to be absent from school for any reason, please notify the Manager by telephone, this ensures all children are accounted for.

## Health/Sickness

Parents are requested not to send a sick child to Funtasia and to inform the Manager as soon as possible, especially if your child's illness is contagious. Children with contagious diseases MUST NOT be brought to Funtasia until it has been cleared by your doctor to do so. Should a child become ill whilst in our care, parents will be notified immediately and will be expected to collect their child at the earliest opportunity. In the very unlikely event of an emergency, the manager reserves the right to take your child to hospital, with every effort being made to contact the parents.

Please ensure these numbers are kept up-to-date. Parents should refer to the Infectious Disease Control Policy guide for the appropriate duration a child should not attend for all illness and diseases.

**PARENT'S COPY**

**Medication**

If a child requires medication, the parent must request this by completing a medical form that gives us full instructions

1. Under what circumstances medicine is to be given.
2. Dosage/how much to give.
3. What time medication is to be given?
4. How often dose is to be given or can be repeated.

The details of medication administered will be recorded on the medication sheet and must be read and signed when the child is collected.

We can not give any medication without it being prescribed for the child and without a signed consent medical consent form from the parent.

Notice boards/ parent tables: Urgent information will be placed on the notice board. Please try to check it on a regular basis.

Complaints If you have any cause for complaint, please speak in the first instance to the Manager. If you wish to take the complaint further, please ask for our complaints procedure.

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**Family Discounts**

Discounts are available for siblings in Funtasia, The discount is provided to the younger child and remains in place until the older child leaves. The rate of this discount is displayed in the prospectus. Discounts are also available for full time bookings during our holiday club

**Liability**

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of Funtasia being temporarily closed or the non- admittance of your child to Funtasia for any reason, this applies to absence due to sickness, holidays and Bank Holidays. We accept no responsibility for children whilst in their parents care on our premises, i.e. prior to arrival or after pick up.

We will not be liable to parents and / or children for any economic loss of any kind, for damage to the child's or parents property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

Parents/carers may ask staff to baby-sit outside Funtasia hours. This is a contract between parent/carer and the member of staff, Funtasia takes no responsibility.

**Personal property and belongings**

we cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by Funtasia staff to ensure the children's belongings are not lost or damaged.

Practical 'inexpensive' clothing is strongly recommended for children attending holiday club. It is the parent's responsibility to name and clearly label all items of clothing.

We will make reasonable endeavours to keep parents and / or children's property in good order.

We suggest that all toys, books or other equipment are left at home.

**Early and Late Collections and details of surcharges payable.**

Parents/guardians either dropping off early or collecting beyond the booked session times will be subject to an additional surcharge, of the current hourly rate over 5 minutes or 5 minutes early.

Because of the staffing and resource requirements as laid down by Ofsted, children who are collected after the agreed time (6.00 p.m.) will incur a late collection charge. This is £5.00 for every 15 minutes after 6.00pm; this must be paid in cash on collection to the manager. (This payment is made directly to the staff on shift)

**Policies and procedures**

I confirm that I have read and agree with Funtasia kids clubs policies and procedures. These terms and conditions relate to the child referred to overleaf who is to apply to/ join Funtasia on the following terms as listed. These terms and conditions relate to the contract between Funtasia Kids clubs and the parent/guardian.

In the event any of this information changing, please notify us immediately so we can up date our records accordingly.

Please note that we reserve the right to amend our terms and conditions as necessary.

Please sign both copies and retain one for your personal records to refer to.

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Signature:
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Date:
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