

<b>Office use only</b>		Form processed by  Name  Date  Signature
T&Cs signed?	<input type="checkbox"/>	
Permissions selected?	<input type="checkbox"/>	
Entered on Connect	Date:	
Offer email sent	Date:	
Reg fee received £20	Date:	
Discount	Sibling / Staff / Other	

## Out-of-School Club @ Portswood Primary School Application Form - Paint Pots Pre-School & Nursery Ltd



To register your child with us, please complete and return this application form to the after-school club together with our registration fee (non-refundable) of £20 which will be used as payment against the first month's fees

### CHILD'S DETAILS

Legal Forename:	Legal Surname:
Middle Name(s):	Preferred name to be known by at Paint Pots:
Date of Birth:                    /        /	Sex:                    M / F
Nationality & Ethnic Origin:	Religion & Place of Worship:

### HOME ADDRESS

House No/Name :	Area, Town/City :
Street :	Postcode :

### PARENT / CARER DETAILS

Family Email Address: <i>(Paint Pots accounts correspondence / invoices will be sent to this address)</i>			
Title: Mr/Mrs/Miss/Other <i>(Carer 1)</i>		Title: Mr/Mrs/Miss/Other <i>(Carer 2)</i>	
Forename(s):		Forename(s):	
Surname:		Surname:	
Relationship to child :	Parental Responsibility: Yes / No	Relationship to child :	Parental Responsibility: Yes / No
Home Address: <i>(if different from child's)</i>		Home Address: <i>(if different from child's)</i>	
Postcode:		Postcode:	
Email Address:		Email Address:	
<b>Contact Telephone Numbers:</b> Home		<b>Contact Telephone Numbers:</b> Home	
Mobile		Mobile	
Work		Work	
Place of Work: <i>(Carer 1)</i>	Date of Birth:	Place of work: <i>(Carer 2)</i>	Date of Birth:

**Details of additional contacts with parental responsibility** as defined by children Act 1989.

Parental responsibility may be shared between a number of people beyond the child's natural parents. Married parents have equal parental responsibility, on separation or divorce both parents continue to have responsibility.

Please list contacts with their full name, address, contact telephone number & relationship to child

Other Emergency Contact(s) - List below with their full name, contact telephone number & relationship to child

List below names of people authorised to pick up your child and their relationship to child

**Please provide a password for use by anyone collecting your child:**

What languages are spoken at home:

Child's position in family 1 2 3 4 5 (please circle) and list below details of other siblings living at home

Name:

DOB:

School attended:

## MEDICAL INFORMATION

Doctors name, surgery address & contact telephone no:

Details of any other agencies or support workers involved in your child's care:

Immunised Against: Polio  Diphtheria  Tetanus  Whooping Cough  MMR

Any special health considerations? Yes / No / None known (please circle, if Yes give details below)

Any allergies or special dietary requirements? Yes / No / None known (please circle, if Yes give details below)

Any ongoing administration of prescribed medication required? Yes / No (please circle, if Yes give details below)

Any other additional information that could help us in your child's care:

## SESSION REQUEST TABLE

Preferred Start Date:		Mon	Tue	Wed	Thu	Fri
Please tick required sessions below						
<b>Before School</b>	7:40 - 9:00					
<b>After School</b>	3:30 – 6:00					

## FINANCIAL INFORMATION

*Each parent/carer with financial responsibility must read and sign our Terms & Conditions. If a third party is involved in payment of child's fees ie College, Care 2 Learn please advise out-of-school manager at time of application. Please note that families remain financially responsible for full fees until all third parties paperwork has been completed and payment agreement has been confirmed.*

Where did you hear about us?

Google YoungSouthampton.org

Recommendation

Website

Facebook

Other (please give details)

## PRIVACY NOTICE

Paint Pots Preschool & Nursery Ltd takes your privacy seriously and will only use your personal information to manage your account with us and to provide care to your child under the terms of this contract.

From time to time we will need to contact you, via phone and email to provide you with updates, share relevant news and to send you invoices.

We will input the data from this application form into a system called Connect Childcare which we use to manage our settings. 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 without your consent except for statutory reasons.

Our Information Sharing policy details the safeguarding framework under which we have a statutory obligation to share information with relevant agencies without obtaining consent.

Ticking this box confirms you have read and understood the above statement and give us consent to contact you regarding relevant matters.

## PERMISSIONS

### 1. Permission for Emergency Medical Treatment

The company reserves the right to take a child to hospital or to a doctor in the event of an emergency. By signing below, you are providing your written permission for the setting to do so. The company will make every reasonable effort to ensure a child's well-being but cannot accept responsibility for medical problems.

### 2. Permission for Photographs / Videos (Facebook) Yes / No (delete as appropriate)

I give my permission for still and/or moving images, being video footage, photographs and/or frames and/or audio footage depicting my child to be used for : *Paint Pots Company Facebook page*

### 3. Permission for Local Outings: Yes / No (delete as appropriate)

I give permission for my child to be taken on supervised visits e.g. to local park.

**I have read and agree to the terms and conditions for Out-of-School club placement and give my permission for my child to be cared for by Paint Pots under these terms. I confirm that the information on this form is accurate and that I will advise the Out-of-School club of any changes.**

**Signed**

**Name (Print)**

**Date**

## Parents Copy (please retain for your reference)

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### Paint Pots Pre School and Nursery Ltd Current Terms, Conditions and Regulations

**Opening Hours:** The out-of-school club is open 38 weeks a year during Portswood Primary School terms, Monday – Friday, 7:40 – 9 am & 3:30 - 6 pm. Sessions available are detailed in the Session request table. It is essential that children are collected by 6pm. A late collection fee is charged as applicable.

**Registration and Waiting List:** To secure a place at the Out-of-School club, an application form should be completed in full and submitted to the Out-of-School club with the non-refundable booking fee which will be taken in payment against the first month's fees. If a suitable place is not available at the time of application, your child's details will be added to a waiting list.

**Fees:** Sessions are charged monthly in advance. All fees are payable by 1<sup>st</sup> of each month. **There is no reduction in fees for non-attendance ie family holidays or sickness.** Please consult the manager in case of absence due to long term illness. Additional hours taken during the month will be added to the next month's invoice. Fees may be paid by direct debit, online bank transfer or standing order. All fees are reviewed annually and are subject to variation. Notification of any increase will be made at least 1 month prior to implementation.

**Non Payment of Fees:** Should an invoice remain unpaid beyond 1<sup>st</sup> of the month, a reminder will be sent. The company reserves the right to levy a late payment charge of £20 to cover administration costs if the invoice remains unpaid by this date without prior permission. Should there be no response / action, a second contact will be made advising the date by which payment must be made and beyond which the child will no longer be able to attend should no payment be received. The child will not be able to attend any further sessions until full payment of the amount outstanding has been received.

**Bookings:** We can only accept bookings on a regular pattern. Swaps and additional days can be accommodated according to availability.

**Cancellation / Changes to Booking Patterns:** 1 month's notice or payment in lieu is required to withdraw a child from the Out-of-School club. Requests to change booking patterns must be notified by 25<sup>th</sup> of the current month for action from 1<sup>st</sup> of the next month.

**Sickness:** The Out-of-School club cannot accept a child who is obviously unwell. Please refer to our Sickness Policy. If a child is unwell and will be absent from the session, parents must notify the Out-of-School club as soon as possible. Should a child become unwell whilst at the Out-of-School club, every reasonable effort will be made to contact the parents. The Out-of-School club will administer first aid where necessary. Parents should indicate on the application form where they and a relative or friend can be contacted during Out-of-School club hours. Written permission must be provided before any medication can be administered to a child at Out-of-School club. A medicine book will be maintained

**Clothing and Personal Property:** All clothing and personal items must be clearly marked with the child's full name. All articles are left in the Out-of-School club at the parents' own risk.

**Security:** Staff are instructed not to release children into the care of anyone who is unfamiliar to them unless previous permission has been given by the parent/guardian and the collecting individual knows the unique collection password for a specific child.

**Brochures and Promotional Material:** Publications provided by the Out-of-School club are for guidance only. They do not constitute any agreement.