

Ducklings Club Registration Form



Child's Details

First name:	Surname:	What s/he likes to be called:
Date of birth:	School attended:	First language:

Parent/Guardian details

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
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 <i>(If yes, please provide details overleaf.)</i>					
Collection password (required to verify identity when picking children up):					

Emergency Contact Details *(please provide details of two people we can contact if we are unable to get hold of you)*

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Child's Doctor

Name of Doctor:	
Address:	Telephone:

About your child

Please detail any additional/special needs your child has: <i>(continue overleaf if necessary)</i>
Please detail any dietary requirements / food allergies: <i>(continue overleaf if necessary)</i>
Is there anything your child doesn't like (food, games etc) or is scared of? <i>(continue overleaf if necessary)</i>
What are your child's favourite activities? <i>(continue overleaf if necessary)</i>

Signature of Parent/Carer

Date:

Permissions Form



Child's name _____

Parent or carer's name _____

Suncream

I am happy for my child to have sunscreen applied at Ducklings Creaton Club.

Please delete as appropriate:

(A) I am happy for my child to use the sunscreen provided by the Club.

and/or

(B) I will provide a bottle of sunscreen labelled with my child's name for use at the Club.

Signed:
(parent/carer)

Date:

This consent will remain valid whilst your child is in the care of Ducklings Club.

Photographs

As the parent or carer of the child named above, I grant permission for images of my son or daughter to be used for the following purposes:

(please tick for consent)

- Electronic and printed displays and exhibitions at the Club (eg photos of activities)
- Club records of my child
- Ducklings Preschool Creaton's website
- Ducklings Preschool Creaton's social media account (eg Facebook, Twitter)
- Promotional material for Ducklings Club (eg flier, advert, poster)
- Local newspaper or magazine
- National newspaper or magazine

Personal details or names of any child in a photograph will never be given in such a way that would allow them to be individually identified (except when used in the child's own records).

I understand that there will be no payment for my child's participation in any marketing materials.

Signature: _____ Date : _____
(parent/carer)

This consent will remain valid whilst your child is in the care of Ducklings Club.

Contract



Child's name _____

Parent or carer's name _____

- I consent for my child to attend Ducklings Creaton Club. I understand that the club has policies and procedures (which can be referenced on the website [Policies and Procedures | Ducklings Pre-School](#)), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that Ducklings Creaton Club is a play setting and that whilst my child is there, Ducklings Creaton Club is legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child arrives at Ducklings Creaton Club he/she will be in the care of Ducklings Creaton Club until collected by an authorised person.
- I will notify the club before the start of the session if my child will be unable to attend and I understand that I will be charged for the booked session.
- If my child has a contagious illness, I will observe the exclusion period for infection control issued by Public Health England. If I am unsure, I will consult a member of staff.
- I will book my child into the club on a termly basis, as needed, and will pay promptly for all booked sessions whether my child attends or not (e.g. due to illness or holidays), unless I have made other arrangements with the manager.
- It is my responsibility to keep Ducklings informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, dietary requirements, etc).
- I accept that my child may take part in messy activities while at Ducklings Creaton Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Ducklings Creaton Club closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- If Ducklings Creaton Club has incurred additional staff costs because I was late to collect my child, I will pay a charge of £2.50 per quarter of an hour to cover these costs as staff are legally required to supervise my child.
- If I do not collect within 30 minutes of the booked expected collection time, and the club has been unable to reach me or any of my emergency contacts, I understand that Ducklings Creaton Club will follow its **Uncollected Child Policy** and contact Social Care.
- Whilst Ducklings Creaton Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- If there are any accidents or incidents at Ducklings Creaton Club involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Ducklings Creaton Club will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- Information held by Ducklings Creaton Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.
- I agree that I will not use a camera, mobile phone or other mobile device on club premises.

I have read and **understood** the above terms and conditions and I agree to abide by them.

Signature: _____ Date : _____