

Lyn's Little Ones Holiday Club Registration form

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|---|--------|------------------|------------------------|----------|--------|
| Childs Full name: | | Date of Birth: | | | |
| Childs preferred name: | | Male / Female | | | |
| Childs home address: | | | | | |
| Parent/ Guardian names: | | | | | |
| Home phone number: | | Language spoken: | | | |
| Parent/Guardian details | | | | | |
| 1st Contact Name: | | | 2nd Contact Name: | | |
| Relationship to child: | | | Relationship to child: | | |
| Home address: | | | Home address: | | |
| Mobile Number: | | | Mobile Number: | | |
| Email: | | | Email: | | |
| Employers name: | | | Employers name: | | |
| Employers address: | | | Employers address: | | |
| Work phone number: | | | Work phone number: | | |
| Alternative contact encase of an emergency: | | | | | |
| Name: | | | Contact number: | | |
| Is there any named person who should not have legal access to your child? | | | | | |
| Name and contact number of anyone else likely your collect your child: | | | | | |
| Doctor's name and number: | | | | | |
| Allergies/ dislikes: | | | | | |
| Dietary restrictions: | | | | | |
| Medical conditions or additional needs which we need to be aware of: | | | | | |
| Sessions required | | | | | |
| Session | Monday | Tuesday | Wednesday | Thursday | Friday |
| Full day 8-6pm | | | | | |

I agree to the terms and conditions of Lyn's Little Ones Holiday club (please tick)

Parent/carer's signature _____

Please print name: _____ Date: _____

Lyn's Little Ones Holiday club terms and conditions

Terms and conditions for Parents/Carers to be kept for future reference

Parents/Carers will ensure that all telephone numbers and contact details and information on the registration forms are kept up to date at all times.

Parents/ Carers agree to book and pay for sessions in advance of at the end of each week.

It is not possible to swap days or refund money due to non-attendance once a booking has been made. Parents/ Carers should be aware that it is their responsibility to check booking are correct.

In holiday club staff hours are up to 6pm. Staff must ensure that everything is packed away before 6pm and that they are off the premises. We therefore recommend that children are collected no later than 5.45pm.

If a child is collected late, parents/carers will be invoiced for the extra staffing costs incurred by both.

Children must not be dropped off in the morning before the session times.

All children are expected to behave appropriately as the setting. Parents will be informed if their child's behaviour is inappropriate. We ask that you as a parent help us to set the right example to the children by treating our colleagues with the respect they deserve whilst at work,

In the event of an emergency, parents consent to the seeking of any necessary emergency medical advice or treatment in the future during the running of the setting.

Unless stated in the allergies section on the form, I give permission for staff to use antiseptic wipes/ plasters should they be needed. Only medication prescribed by a doctor will be administered by the staff and we must have prior written permission of the parent/ carer.

All information which we have been given relating to your child, will be held securely and confidentially.

A healthy pack lunch is to be provided if the child attends a Full day or Morning session by the parents/carers.

Lyn's Little Ones believe that every child is entitled to a safe and happy environment. All adults associated with the club are committed to this statement.

Lyn's Little Ones Holiday club
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