



REGISTRATION FORM

Child's Details					
Full Name	<input type="text"/>	D.O.B	<input type="text"/>		
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>				
Parent/Guardian Details 1					
Relationship to child	<input type="text"/>				
<input type="checkbox"/>	First name	<input type="text"/>	Surname	<input type="text"/>	
Address	<input type="text"/>				
E-mail	<input type="text"/>				
Telephone number	<input type="text"/>	Mobile number	<input type="text"/>		
Place of work	<input type="text"/>	Telephone number	<input type="text"/>		
Parent/Guardian Details 2					
Relationship to child	<input type="text"/>				
Title	<input type="checkbox"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>				
E-mail	<input type="text"/>				
Telephone number	<input type="text"/>	Mobile number	<input type="text"/>		
Place of work	<input type="text"/>	Telephone number	<input type="text"/>		
Who has legal parental responsibility for the above named child. Please print all names.					
<input type="text"/>					
State and dietary requirements (allergies and religious requirements)					
<input type="text"/>					

Medical Information

Name of doctor Prof

Address

Telephone number

Allergies

Medical conditions

Additional Emergency contact

Title First name Surname

Address

E-mail

Telephone number Mobile number

Relationship to child Verbal password

Name of School Attending:

Class and Year Group

Start Date

Please Tick	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
After-School Club					

Is there any additional information you would like to share with us about your child.

I/we confirm that I/we have disclosed relevant details/information to Beanstalks regarding my/our child, and will take full responsibility to inform them of any changes as and when they arise.

I/we have read and understood the Terms and Conditions of Beanstalks, which are found in the registration pack on the website.

I/We the signed have legal parental responsibility for the above named child.

Signed		Date	
Signed		Date	



PARENTAL CONSENT FORM

Child's name

In order for us to provide the best possible care for your child and to comply with your wishes, we require you to complete the form below. Please tick all boxes that apply and then sign at the bottom.

Child Protection

We have a duty to report any child protection or concerns regarding the possible abuse of a child in our care to both Ofsted and the Duty Officer at the Local Social Services Department (MARAT.)

I/We understand that any concerns regarding our child and possible abuse will be reported.

Outings

We take the children on regular outings in the local area in order for them to learn about their community and environment. If we are planning on a trip further a field then we will inform you and ask for permission. (Pre-School and Holiday Club)

I/We give permission for our child to be taken on regular local outings.

Transport - Sometimes on outings we use public transport or organise a coach.

I/We give permission for our child to go on public transport and in correctly organised private transport organised by the setting.

Emergency Medical Treatment In the event of an emergency we will contact parents as soon as possible, however they may not be contactable or unable to get to the setting quickly enough for the nature of the incident. In these situations we request permission to seek emergency medical treatment for your child.

I/We give permission for the setting to seek emergency medical treatment on behalf of my child.

Face Painting

I/We give permission for our child to have their face painted.

Sun Cream

I/we give permission for our child to have sun cream applied to them when appropriate.

Large Play Equipment - Sometimes we use local parks and visit ball parks and adventure parks to support the children's developing physical skills.

I/We give permission for our child to play on large play equipment.

Photographs

Whilst your child is in Beanstalks we will be taking photographs for a variety of different purposes. Please indicate which of the following you give your consent to.

Child's development records and profile

Club display boards

Club promotional literature

Club website

Staff/students' course work for qualifications

Press releases

Parent/Carer Signature (with legal parental responsibility for the above named child)



TERMS AND CONDITIONS



Registration

- Children will only be considered for a place at Beanstalks when a completed registration form is submitted and acknowledged by email from central admissions.
- New breakfast and after school places will only be allocated in April to coincide with school offer day, if you currently hold a place at Beanstalks and wish to leave for any circumstance we cannot hold your place and you will be required to reapply the following year.
- When your child's place is confirmed the days attending will remain the same and can only be changed with agreement by the admissions coordinator, any changes agreed will be actioned for the following term.
- Cancellation of places require one month's notice in writing and will be reflected in the final invoice. Please be aware that a notice period is considered as a term time date and will not include notice over a holiday period.
- All policies subject to change or update without notice.
- Acceptance of this agreement is implicit when you sign our registration document and/or show acceptance by using the service provided.

Fees

- Full fees are payable half-termly in advance and must be settled in full before the first Monday of the term the invoice applies to. Any differing payment plan must have prior agreement in writing with the admissions team.
- Coppice Pre-School charge **£5 per week consumable charge**. This includes all arts, crafts, sensory, cooking activities etc.
- Overdue invoices will result in Beanstalks reserving the right to terminate your contract. Such items will be recoverable by action if necessary via a debt collection agency.
- Late fees may apply and will be addressed on an individual basis.
- Fees are the joint responsibility of each person who has signed the registration form.
- Fees will not be refunded or waived for absence.
This includes sickness/holidays or any other case including unforeseen school closure (weather restrictions/Act of God/
Force Majeure/Government Guidance)
- Beanstalks reserve the right to review fees without consultation.

Parents and Carers

- Collection / Drop Offs Parents must sign their child in and out of the club. For the safety of children and staff we request your children are collected promptly before closing time at 1800.
- Children will only be released into the care of named contacts on the registration form that have the correct verbal password.
- Medicine / Illness Beanstalks will administer prescribed medicines only. The Medicine book must be completed and signed by the parent / carer. Parents are requested not to send their child to beanstalks if they are suffering from any communicable diseases.

Liability

- Beanstalks accept no responsibility for any loss suffered by parents arising directly or indirectly as a result of any temporary closure of the clubs.
- Beanstalks does not accept any responsibility for children while in their parents care whilst dropping off or collecting children from Beanstalks clubs.
- Beanstalks will not be liable for damage or loss to a child's property or for any loss resulting from a claim made by a third party.

Information Sharing

- Child and Parent Records (Data Protection) Beanstalks will hold information on you and your child, such as contact details, addresses, medical, dietary and special requirements. You have the right to a DSAR (Data Subject Access Request) at any time to view the records we hold at Beanstalks. You also have the right to terminate your contract with us after your months' notice is up. At this point you can request that we remove you completely from our records (aside from what we must legally keep.) Your rights are protected by the EU GDPR (European Union, General Data Protection Regulations.) We also protect your information by ensuring we have encrypted contracts with all platform providers such as Family and Tapestry. This can be explained upon request.
- Safeguarding Children In cases of suspected abuse of children, it is our duty and a legal requirement to report our concerns to social services.
- Sharing Information We work in a multi-agency environment. If we need to seek advice from professionals, or are asked to share information about your child, we will contact you directly to seek informed written consent.