



**Child Record Form**

**Start Date:**

Child's Full Name	
Year Group, Class and Teacher Name	
Home address	
Date of Birth	
Gender	
Religion	
Ethnic Origin	
Nationality	
Language(s) Spoken	
Does your child have any medical conditions or special educational needs or has been referred to a specialist? If yes, please give details	
Does your child have any allergies or dietary requirements? If yes, please provide details	

**Sessions applying for (please tick as required):**

Monday	3:20pm to 4:20pm		3:20pm to 5:20pm	
Tuesday	3:20pm to 4:20pm		3:20pm to 5:20pm	
Wednesday	3:20pm to 4:20pm		3:20pm to 5:20pm	
Thursday	3:20pm to 4:20pm		3:20pm to 5:20pm	
Friday	3:20pm to 4:20pm		3:20pm to 5:20pm	



**Adults with Parental Responsibility/Guardians**

**Mother/Carer 1/Guardian 1**

Full Name	
Home Address if different from above	
Home and/or Mobile Phone Number	
Contact Email	
Occupation	
Work Phone Number including extension	
Does this child live with you?	
Does this person have legal contact with the child?	
Does this person have parental responsibility?	

**Father/Carer 2/Guardian 2**

Full Name	
Home Address (if different from above)	
Home and/or Mobile Phone Number	
Contact Email	
Occupation	
Work Phone Number including extension	
Does this child live with you?	
Does this person have legal contact with the child?	
Does this person have parental responsibility?	

Besides parents, we will only release a child to those who are listed on this form. This is for your child's safety. If we are unable to contact parents/carers in an emergency, we will try to make contact with the named contacts detailed below, as well as continuing to try contact numbers for the named parents/carers. Please ensure that you inform us of any changes to the contacts below, to allow us to make contact easily in case of an urgency. **Please only include names of emergency contacts below and not the parent's names (minimum 2).**

Collection password:

Full Name	
Home Address	
Home and/or Mobile Phone Number	
Contact Email	
Relationship to child	
Work Phone Number including extension	



### **The fine print**

This is a contract between Kiddie Care Ltd. and the Parents'/Legal Guardians (referred to as the "Parent") of the child (or children) that are enrolled at the setting.

The setting:

- is owned and managed by Khyati Dattani.
- is registered with OFSTED as a Childminding Service and operates within their regulations, guidelines and rules. Their inspectors regularly visit the setting and conduct inspections to ensure the appropriate standards of care and education are being provided. The setting's Ofsted registration number is **EY553095**.

### **Start and Finish Times**

The after school club will be open daily during term time only from 3:10pm until 5:10pm to cater to children. Your child's hours at the setting need to be agreed in advance and adhered to at all times. In the event that you may be running late, this needs to be informed as soon as possible to enable the setting to manage ratios effectively. In the event that no intimation is received, the setting will assume that a problem exists and will make all efforts to contact the parent and/or emergency contacts. If contact cannot be established, the Local Safeguarding Children Board will be contacted for further advice. There is a late collection charge of £1 per minute after 6:10pm so parents are encouraged to collect children promptly.

### **Major Incident**

If there is a major incident at the setting which requires evacuation, the children will be taken to a designated collection point and you will be contacted as soon as it is safe for us to do so. If you are contacted in the event of a major incident, you must make immediate arrangements to collect your child.

### **Meals**

The setting provides a snack and a hot meal, depending on your child's hours. The meals provided are freshly prepared off site and are varied and nutritious. The weekly menu is prepared in advance and children's input is asked for at the time of preparing it. The setting must be informed of any dietary requirements before your child starts attending and should be kept updated with any changes.

### **Medication**

If your child is on any medication which has to be administered whilst attending the setting, you must complete a medicine form giving instructions on times and dosage for each course.



### Current Fee Schedule

Session	Fees	Option selected (please initial)
After school	£8.00 for first hour	
	£6.00 for second hour	
Weekly fees	£38.00 for first hour everyday	
	£65.00 for 2 hours everyday	
Drop home from school (only available with 2 hour sessions and subject to availability)	£12.00 per ride	
Late collection	£1 per minute	
Late payment fee	£20 per day	

Fees are reviewed on an annual basis and a minimum of one month's notice is given for any changes. The above fees include a snack in the first hour and a meal in the second hour.

### Booking procedure - VERY IMPORTANT

To book your child's session, please make sure to do so in advance, and no later than 12 PM on the same day. Send us a WhatsApp message at 07522421908 and await our confirmation before payment. Once we reply with a confirmation of availability, please ensure that you pay the correct fee to the account listed below, making sure to include your child's name as the reference.

Please note that there are very limited spaces available, so it is advisable to make your bookings well in advance in order to secure a spot. Remember not to make the payment until you receive a confirmation of availability as refunds will not be processed and the amounts paid will have to be used towards future bookings. It is therefore important that both the message and the payment must be completed to confirm your booking; completing one without the other will not suffice. For weekly bookings, this process should be completed before 12 PM on Monday.

This contract and fees policy will not be voided by riots, civil unrest or commotion, pandemic, social lockdown or strike action.

Although we may accept payments from third parties, ultimately the responsibility for payment falls with you and should the third party payments prove to be delayed, we would seek reimbursement from the parent/legal guardian. All fees need to be paid into the below bank account and with the correct reference

Account Name - Kiddie Care Ltd.

Bank Name - HSBC

Sort code - 404609

Account Number - 22040611



### **Change of address**

You must keep the setting informed if you move house, change your place of work or if there is any change in your or your emergency contacts' email addresses or telephone numbers. The setting needs to keep all records up to date in case of an emergency. Email is our preferred form of communication.

### **Allergies, Asthma, Medical Conditions**

It is your responsibility to inform the setting immediately if your child has, or develops an allergy, asthma or a medical condition and to provide the setting with full information regarding the condition and its treatment.

### **Sickness and Emergency Treatment**

In the event of illness, accident or emergency, we will act on your behalf and take such action as we consider appropriate. This may include taking your child from the setting to seek medical attention. Every effort will be made to contact you immediately. We reserve the right to send any child home if we feel that they are not well enough to continue attending the setting.

### **Child Protection - Information for Parents**

The setting has a duty to take reasonable action to ensure the welfare and safety of its children. In cases where the setting has a cause to be concerned that a child in their care may be subject to ill treatment, neglect or other forms of abuse, the setting will inform the Children Social Care Team and the Local Safeguarding Children Board as well as OFSTED. This may involve a visit to your home by a social worker.

### **Managing Children's' Behavior**

We constantly work towards encouraging good behavior at the setting. We reward positive behavior rather than concentrating on negative aspects. The setting has a responsibility to protect all children in our care and reserve the right to suspend a child's place if their behavior becomes a threat to their own safety and that of other children attending the setting.

### **Security**

The setting will only release children to parents/guardians/authorized persons. We may also ask you to provide a personal password which can be used if you need someone else to collect your child. Only nominated persons should have this access password. Please do not disclose this to any third party.



**Photographs and Videos**

The setting may take pictures of all children from time to time. These may be used for in house display and on advertising and marketing materials including posters in public places and leaflets, as well as on social media such as Facebook. You can choose to allow the setting to use or not to use photos of your child for these purposes. Please provide your consent below.

I/we give/do not give permission for the childminder, or a person nominated by the childminder, to take photos (including those taken on a mobile phone or similar device) of the above-named child.

**Data Protection and Privacy (GDPR Compliance):**

In compliance with the General Data Protection Regulation (GDPR), Kiddie Care is committed to protecting the privacy and security of your and your child's personal data. We require the information requested above in order to provide quality childcare services. All personal data is stored securely and accessed only by authorized personnel. We do not share your data with third parties unless legally required or with your explicit consent. You have the right to access, correct, or request the deletion of your data at any time. For full details on how we handle personal data, please refer to our Privacy Policy or contact us directly.

**Complaints**

The setting makes every effort to resolve any issues at first point but should there be a reason for you to complain, the Complaints Policy is also readily available. THE SETTING RESERVES THE RIGHT TO AMEND THIS CONTRACT WITH REASONABLE NOTICE AND NOTIFICATION.

**Equal Opportunities**

The setting is open to all children from all racial origins, religions, special needs, cultures and languages. The setting values each child as an individual who has a right to grow and become a successful individual.

**I ACCEPT THIS CONTRACT OF ENROLMENT AND AGREE TO TAKE RESPONSIBILITY FOR PAYMENT OF FEES.**

Child's Name - \_\_\_\_\_

Parent Name - \_\_\_\_\_

Parent Signature - \_\_\_\_\_

Date - \_\_\_\_\_