

# Cheadle Stay & Play Club

## Registration Forms

First name:	Surname:
Date of Birth and Current Age:	School/ Nursery attended:
First language:	
<b>Parent/Guardian details (Please inform us if either parent does not have legal parental responsibility)</b>	
Title:                      First name:	Title:                      First name:
Surname:	Surname:
Home address:	Home address (if different):
<input type="checkbox"/> Tick if child normally lives at this address	
Work address:	Work address:
Home number:	Home number:
Mobile number:	Mobile number:
Work number:	Work number:
Email address:	Email address:
<b>Alternative emergency contact details</b> (please provide details of two people we can contact if we are unable to get hold of you)	
Name:	Name:
Address:	Address:
Telephone number:	Telephone number:
Relationship to the child:	Relationship to the child:
<b>Details of child's doctor</b>	Name of Doctor:
Address:	Telephone number:
Please detail any additional/special needs your child has:	Please detail any dietary requirements/ food allergies for your child: (please provide full details)
Is there anything your child doesn't like (food, games etc) or is scared of?	What are your child's favourite activities?

Signature of Parent/Carer \_\_\_\_\_

Date \_\_\_\_\_

**Cheadle Stay & Play Club  
Medical Form**

<b>Child's name:</b>	<b>Date of birth:</b>
<b>Doctor:</b>  <b>Doctor's telephone:</b>	<b>Doctor's address:</b>
Does your child or the child in your care have any known medical problems or additional needs?	
Please detail any medical needs your child has/medication taken: (please provide full details, if medication is needed an additional medication consent form will need to be completed)	
Does your child have any known allergies or major dislikes (foods or materials)?	
Does your child have any dietary requirements?	
Any other information	
Parent/Carer emergency contact telephone numbers: -  Tel no (1) <span style="margin-left: 200px;">Tel no (2)</span>	
In the event that my child is involved in a serious accident I expect to be contacted immediately on the above telephone numbers.	
In the event that my child requires immediate medical treatment before I can get to the hospital I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf.	
Signed:	
Date:	

### Permission to apply sunscreen

Children love to play outside in the sun, but sunburn in childhood increases the risk of developing skin cancer in later life. We at Cheadle Stay & Play Club have a duty to protect your child from sunburn and skin damage whilst they are in our care. We therefore ask that you Please provide a suitable hat, such as a legionnaires hat or sunhat and apply sunscreen to any exposed parts on sunny days.

With your consent we will also help your child apply sunscreen when necessary.

Please complete and return the consent form below.

I am happy for my child to have sunscreen applied at the Cheadle Stay & Play Club

*Please delete as appropriate:*

A) I am happy for the club to provide sunscreen. *or* B) I will provide a bottle of sunscreen labelled with my child's name for use at the club

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

This consent will remain valid whilst your child is in the care of this club.

### Photograph Permission

The use of photographs is an important developmental tool which is widely used in play and educational settings for recording, sharing and displaying activities that your children have undertaken. At Cheadle Stay & Play Club we take the issue of child protection very seriously and we would never knowingly publish an image of your child without your consent.

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

- Electronic and printed information, displays and exhibitions at the Club
- Website for Club
- Promotional material for the Club
- To accompany staff or student coursework
- Observation and assessment
- Club records of my child
- Local newspaper or magazine

I understand that 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. I understand that this image will NOT be used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for the child or their parent or carer.

Child's name:..... Parent/carer's name:..... Parent/carer's signature:.....

**(Photo's may be developed using a public developing service)**

## Parent/Carer's Contract

**I consent for my child to attend Cheadle Stay & Play Club. I understand that the club has policies and procedures and that there are expectations and obligations relating to both the club and myself and my child and I agree to abide by them.**

- I understand that Cheadle Stay & Play Club is a play care facility and that whilst my child is there Cheadle Stay & Play 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 is delivered to Cheadle Stay & Play Club he/she will be in the care of Cheadle Stay & Play Club until collected and signed out by a 'Named' responsible adult.
- I will inform the club manager/deputy if I am collecting my child from school on a day that he/she is booked into the club.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child.
- Cheadle Stay & Play Club closes at 5.45pm and if for any unforeseen circumstances I am going to be late, I will contact the club. If my child is not collected by 5.45pm I will pay a charge of £5.00 per quarter of an hour to cover the costs of the two staff who are legally required to stay. If any child remains at 7.00pm, after doing everything possible to contact parents and emergency contacts, then Cheadle Stay & Play Club will be legally required to contact Social Services.
- Whilst we try to ensure the safety and security of items, we cannot be held responsible for anything lost or stolen.
- I have read the behaviour policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club and I will pay for these missed sessions.
- Should there be any incidents at Cheadle Stay & Play Club involving my child, I will be informed of the situation.
- If my child has an accident, then he/she will be treated by a qualified first aider and I will be informed of the situation as soon as possible. If there is a situation where my child needs urgent medical treatment and I am unavailable, a member of staff from Cheadle Stay & Play Club may sign any consent forms necessary for treatment on my behalf.
- Any information and details regarding my child will be treated as confidential. However, there may be times, for example in cases of child protection concerns, when details of my child may be passed on to other agencies. For example, Police, Social Care and Health Care Professionals.
- Where the club has endorsed my claim for Tax Credit, Cheadle Stay & Play Club is legally obliged to notify the HMRC if I cease to use the service during the period of my claim unless I give a minimum of 10 days notice. Your Tax Credit claim form will indicate that we may be held jointly liable for any claim HMRC consider to be fraudulent.

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

Childs Name.....

Parent/carers Name .....

Signature.....

Date.....



**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL

### SAFEGUARDING CHILDREN

Safeguarding children from abuse is the responsibility of everyone in the community.

This statement is intended for use by all registered and voluntary childcare providers, whose responsibility it is to share any concerns with the children's Social Care, that a child may be at risk from abuse or being abused.

In line with Stockport's Safeguarding Children's Board guidelines childcare providers are required to advise parents, prior to a referral being made to the Children's Social Care. In certain circumstances it may be necessary to make a referral without a parent's knowledge or consent.

Childcare providers also have a responsibility to inform Parents/Carers of any accidents or injuries a child sustains whilst in their care. It is essential that Parents/Carers inform childcare providers of any accidents or injuries that their child has sustained at home or elsewhere.

Childcare providers are required to record any accidents, incidents or injuries in their accident/incident book. Parents/Carers will be asked to read and sign this book.

I HAVE READ AND UNDERSTOOD THIS STATEMENT AND HAVE ACCESS TO THE SETTING'S CHILD PROTECTION POLICY.

Signature of Parent/Carer .....

Of.....(Child's name)

Date .....



## Cheadle Stay and Play Club

### Privacy Notice

At Cheadle Stay and Play Club we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required\* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone, email, and post, so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- Have a safeguarding concern about your child
- Are required to by government bodies or law enforcement agencies
- Have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time\* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

**Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

*\* We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*

**Cheadle Stay & Play Club**  
**Coronavirus / Covid-19 Agreement**

I acknowledge the contagious nature of Coronavirus and that the latest government guidance recommends practising social distancing and a range of other protective measures.

I recognise that Cheadle Stay & Play has put in place a series of protective measures to reduce the risk of Coronavirus transmission within the setting, but I accept that Cheadle Stay & Play Club cannot guarantee that my child will not be exposed to Coronavirus whilst attending the club.

I understand that I must follow the procedures set out by Cheadle Stay & Play Club when dropping off and collecting my child from the setting.

The new designated breakfast & after school club areas are as follows:

- Nursery, reception, and year 1 children will be based in Early years area. Drop off and collection point will be at Nursery door.
- Year 3 & 4 children will be based in school university building. Drop off and collection point will be side door on Ashfield road.
- Year 2, 5 & 6 children will be based in hall in separate areas. Drop off and collection point will be school reception area for year 2 children and Stay & Play entrance for years 5 & 6 children.

All Children will be signed in & out of club by staff. We ask that only one parent/carer drops off or collects children from club. We also request that all parents adhere to current safe distancing measures whilst on the school premises.

I understand the importance of vigilance regarding Coronavirus symptoms as a keystone of preventing the transmission of the virus to other children, staff and parents. Accordingly, I confirm that:

- My child is not experiencing any Coronavirus symptoms such as cough, shortness of breath or difficulty breathing, fever, muscle pain, headache, sore throat, or new loss of taste or smell.
- My child has not tested positive for Coronavirus or been advised by NHS Test & Trace to self-isolate.
- My child has not been in contact with anyone in our household who has Coronavirus symptoms, or who has been advised by NHS Test & Trace to self-isolate.
- My child has not travelled abroad to any country other than those identified as 'safe' by the government within the last 14 days.
- My child is capable of following the club rules relating to protective measures, such as not mixing with children in other bubbles, washing their hands regularly, coughing and sneezing into a tissue and disposing of it safely, and not touching other children. I understand that if they are unwilling to follow the rules they may not be allowed to attend future sessions.

If any of the above circumstances change, I will not bring my child in to the club and will notify the club staff immediately.

Parent / carer's name:

Name of child:

Signed:

Date:

# Cheadle Stay & Play Club

## Booking Form

Name of Child/Children:

Week Commencing:	Mon	Tues	Wed	Thurs	Fri	Total fees
Breakfast @£4.00						
After School @£8.00						

Week Commencing:	Mon	Tues	Wed	Thurs	Fri	Total fees
Breakfast @£4.00						
After School @£8.00						

Week Commencing:	Mon	Tues	Wed	Thurs	Fri	Total fees
Breakfast @£4.00						
After School @£8.00						

Week Commencing:	Mon	Tues	Wed	Thurs	Fri	Total fees
Breakfast @£4.00						
After School @£8.00						

**Total fees due:**

**Payment method**

**E-Mail Address**

Cash	<input type="checkbox"/>
Cheque	<input type="checkbox"/>
Voucher	<input type="checkbox"/>
Bank transfer	<input type="checkbox"/>

(Please tick)

**Bank Details for transfer:**  
**Cheadle Stay and Play**  
**16-15-31 /10108703**

Please book my child in for the days indicated above. I will let you know in advance if my child will not be attending a booked session. I understand that the Club cannot give refunds for any sessions that I have booked but which my child does not attend.

Signed: ..... Date: .....