



Registration Pack Kidstreet Holiday Club



Kidstreet Nursery, Unit E, 29-38 Jenkins Dale, Chatham, Kent ME4 5RD

Tel 01634 848222

www.kidstreet-nursery.com

Kidstreet Ltd. Trading as Kidstreet Nursery. Registered in England No. 3527123

Registration Form

Child's name (incl. any middle names)						Birth Certificate Seen Staff Initial
Date of birth						
Home address						
Home Telephone Email Address for invoicing						
Mother's name Mother's work address						
Work Telephone						
Mobile						
National Ins No:						
Father's Name Father's Work Address						
Telephone						
Mobile						
Days attending am pm	M	T	W	T	F	
Start Date						

Questions About Your Child

Your child's Doctor is	
Address	
Telephone	
Are there any siblings at home?	
What first language is used within the home?	
Do you as a family speak any additional languages?	
Does your child have an allergic reaction to any food/drink (please state)	
Does your child have any Special Educational Needs	
If your child does have Special Educational Needs what are they?	
Give details of any Special Educational Needs referrals for your child?	
What Religion is your child?	
On religious or personal grounds are there any foods your child must not eat or activities they must not participate in.	
Is your child up to date with his/her inoculations	
Does your child have any medical condition, if so what?	
Has your child ever been admitted to hospital, if so for what?	
Is your child allergic to anything other than the food/drink specified above?	
Please state any long term medication your child is currently taking. Please provide written authority for us to administer this medicine	
Please state who has legal contact with the child?	
Who has parental responsibility for the child?	

Hours

Our hours are from 8.00am to 6.00pm Monday to Friday excluding Bank Holidays, Christmas Eve and flexibility over the Christmas period.

Please ensure your child is collected by 6.00pm at the very latest.

Morning sessions run from 8.00am to 1.00pm. Afternoon sessions run from 1.00pm to 6.00pm.

What We Are Going To Provide

Full day care

Breakfast, morning snack, hot freshly cooked lunch, afternoon snack and tea drinks throughout the day

A.m. session: breakfast, morning snack & lunch.

P.m. session: afternoon snack & tea

What You Need to Provide

Hats, gloves, coats, sun hats and sun cream
Slippers/soft shoes for use around the Nursery. Trainers or appropriate footwear for outdoor play.

Fees

Half Day £24

Full Day £27

Fees are to be paid 7 days in advance. If you have not paid the following weeks fees we cannot guarantee your child a place as staff ratios will already have been calculated.

Cancellation of booking within 7 days of start date renders the payments non refundable except for very exceptional circumstances, at the Directors discretion.

Terms & Conditions

1. If your child is unwell we will ring you immediately, and a decision can be made between yourself and the staff as to the best solution that takes into account the health and safety of your child and the children and staff at the Nursery/Holiday Club.

If your child becomes unwell and was due to attend Holiday Club, parents are asked to inform the Nursery Manager immediately. The Nursery Manager will then decide whether to inform other parents of a potential health issue that may arise from the sickness.
2. Holidays and sickness periods will be charged for in the usual way.

We hope you can understand why we charge you if your child is sick or on holiday. As you can appreciate once your child joins the Holiday his/her place is totally secure, providing the fees are paid promptly, and the place will not be given to another child. Kidstreet also staff the Nursery accordingly and maintains the ratio criteria laid down by OFSTED.

Therefore, regrettably we are unable to offer your child a discount in fees if you take holiday or they are off sick. This is a standard procedure within nurseries and Holiday Clubs.
3. If your child is taking prescribed medicine, they may attend Nursery subject to the exclusion check attached to this registration pack. We will administer non-prescribed medicines, but any medicines that have no instruction will not be given. We will not be responsible for administering vitamins or herbal remedies to your child. For any prescribed medicines that need to be given to your child a medicine sheet must be signed DAILY obtained from the staff member in the room your child will be attending. This is done daily as the dosage may change.
4. Digital CCTV has been installed for your child's and the staff's safety. This will be solely for the purpose of protection and will not be used for any other purpose (please see CCTV policy).
5. Individual action may need to be taken for overdue fees. We reserve the right to charge interest on any outstanding fees.
6. A charge of £10 will be levied on any cheque not honoured upon presentation at the Bank.
7. Every effort must be made to collect your child by 6.00pm at the latest, or arrangements to have your child collected ON TIME. A late fee of £1 will be charged for every minute of being late to collect your child/ren, payable at the time of collection. This should be paid directly to the staff that were on duty at the time.
8. IT IS THE SOLE RESPONSIBILITY OF THE PARENT / GUARDIAN TO INFORM KIDSTREET NURSERY OF ANY CHANGES TO THE INFORMATION GIVEN WITHIN THIS PACK.

THIS IS ESPECIALLY IMORTANT WITH TELEPHONE NUMBERS.

Terms & Conditions Cont.

10. Every March we will review our pricing structure and with effect from April 1 will increase our prices in line with increases in staff costs, supplier costs, rent and rates etc.
11. Kidstreet cannot be held liable or responsible for any car left / parked in the car park. They are parked / left at the owner's risk.
12. All policies must be read by the parents/guardians of the child and signing below is acceptance of these Terms & Conditions and our policies. Our policies are located in the reception area.
13. We will advise the Child Tax Credit Agency (HMRC) of any child who leaves our nursery/holiday club for which fees are left outstanding.

Signed.....Name.....Date.....

Signed.....Name.....Date.....

How did you hear of our Nursery/Holiday Club?.....

**WHEN BRINGING IN YOUR REGISTRATION FORM WOULD
PLEASE INCLUDE YOUR CHILDS BIRTH CERTIFICATE FOR US
TO VIEW & ACKNOWLEDGE THAT WE HAVE SEEN IT -
THANK YOU**

Consent Signatures

I have read, understood and agree to the above registration notes and policies

Signed.....Name.....Date.....

I consent to my child being taken to hospital by a member of Kidstreet Nursery staff in the event of it being required

Signed.....Name.....Date.....

I consent to Calpol being administered to my child in an emergency if the parent or emergency contact cannot be reached

Signed.....Name.....Date.....

I consent to the fact that there is digital CCTV installed throughout the building for the sole purpose of the protection of my child and the Nursery staff

Signed.....Name.....Date.....

I consent to my child being examined by a member of staff in the event of an accident

Signed.....Name.....Date.....

I consent for Kidstreet staff to take photographs of my child/children and for them to be displayed within the nursery.

Signed.....Name.....Date.....

I consent for Kidstreet staff to take my child off the premises to be involved in walks and outings. *Staff will always notify you a week before a big outing is going to take place.*

Signed.....Name.....Date.....

Individual Security Password

Emergency Contact 1 Name.....
(Not parent)

Telephone.....

Relationship to child.....

Emergency Contact 2 Name.....
(Not parent)

Telephone.....

Relationship to child.....

Emergency Contact 3 Name.....
(Not parent)

Telephone.....

Relationship to child.....

Medway Council Early Years Services – Information required

PLEASE CIRCLE THE APPROPRIATE ETHNICITY CODE THAT BEST SUITS YOUR CHILD

Ethnicity 1	Ethnicity 2	Ethnicity Code
ASIAN OR ASIAN BRITISH	BANGLADESHI	ABAN
	INDIAN	AIND
	ANY OTHER ASIAN BACKGROUND	AOTH
	PAKISTANI	APKN
BLACK OR BLACK BRITISH	AFRICAN BACKGROUND	BAFR
	BLACK CARIBBEAN BACKGROUND	BCRB
	ANY OTHER BLACK BACKGROUND	BOTH
CHINESE	CHINESE	CHNE
MIXED DUAL BACKGROUND	ASIAN AND ANY OTHER ETHNIC BACKGROUND	MAOE
	BLACK AND ANY OTHER ETHNIC BACKGROUND	MBOE
	CHINESE AND ANY OTHER ETHNIC BACKGROUND	MCOE
	OTHER MIXED BACKGROUND	MOTM
	WHITE AND INDIAN	MWAI
	WHITE AND ANY OTHER ASIAN BACKGROUND	MWAO
	WHITE AND PAKISTANI	MWAP
	WHITE AND BLACK AFRICAN	MWBA
	WHITE AND BLACK CARIBBEAN	MWBC
WHITE AND ANY OTHER ETHNIC BACKGROUND	MWOE	
INFORMATION NOT YET OBTAINED		NOBT
ANY OTHER ETHNIC GROUP	AFGHAN	OAFG
	ARAB other	OARA
	EGYPTIAN	OEGY
	IRANIAN	OIRN
	IRAQI	OIRQ
	KURDISH	OKRD
	LATIN/SOUTH/CENTRAL AMERICAN	OLAM
	LEBANESE	OLEB
	LIBYAN	OLIB
	ANY OTHER ETHNIC GROUP	OPEG
	YEMENI	OYEM
REFUSED		REFU
WHITE	EASTERN EUROPEAN	WEEU
	ENGLISH	WENG
	IRISH	WIRI
	TRAVELLER OF IRISH HERITAGE	WIRT
	OTHER	WOTH
	OTHER WHITE BRITISH	WOWB
	GYPSY/ROMA	WROM
	SCOTTISH	WSCO
	WELSH	WWEL
	WESTERN EUROPEAN	WWEU