



# Registration Form for Goodyers End Primary School

Ofsted Registration Number: RP532867

Name of Child.....

# Registration Form



Registration form for **LM PlayCare**

All information contained in this registration form must be completed in full prior to your child attending LM.

## Basic Details

Full name of child:..... Date of birth:..... Age:.....

Child's preferred name: ..... Gender: M  F

Name of parent(s)/guardian(s) with whom your child lives:

.....  
.....

Does this parent(s)/guardian(s) have parental responsibility: Yes  No

**In the case of an emergency. A parent/ guardian will be contacted in the first instance.**

Address:.....

.....  
.....  
.....

Telephone Home:.....

Numbers Work:.....

Mobile: .....

Email: .....

Name of parent(s)/guardian(s) with whom your child does not live:

.....

Does this parent/guardian have parental responsibility: Yes  No

Does this parent/guardian have legal access to your child: Yes  No

## Emergency Contact Details - list in order of preference

A parent/ guardian will be contacted in the first instance.

### 2nd Contact

Name:

.....

Address:.....

.....

.....

.....

Home Telephone:

.....

Mobile Telephone:

.....

Relationship to child:

.....

### 3rd Contact

Name:

.....

Address:.....

.....

.....

.....

Home Telephone:

.....

Mobile Telephone:

.....

Relationship to child:

.....

### 4th Contact (optional)

Name:

.....

Address:.....

.....

.....

Home Telephone:

.....

Mobile Telephone:

.....

Relationship to child:

.....

## Persons authorised to collect your child

Please complete this section for those who do not have parental responsibility. Must be a suitable adult.

Name:

.....

Address:.....

.....

.....

Telephone:

.....

Relationship to child:

.....

Name:

.....

Address:.....

.....

.....

Telephone:

.....

Relationship to child:

.....

Name:

.....

Address:.....

.....

.....

Telephone:

.....

Relationship to child:

.....

Collection Password:

Only persons named here with the correct password will be allowed to collect a child. To add or remove a name please inform the LM Playcare Supervisor.

## Personal Details of Child

Does your child have any special dietary needs: Yes  No

How would you describe your child's ethnicity or cultural background:

.....  
.....

What is the main religion in your family:

.....

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting:

.....  
.....  
.....

What language(s) is/are spoken at home:

.....

If English is not the main language spoken at home will this be your child's first experience of being in an English speaking environment: Yes  No

If YES then please discuss and agree with your LM Supervisor how you will support your child when settling in:

.....  
.....  
.....  
.....

Does your child have any special needs or any disabilities: Yes  No

Details .....

.....  
.....  
.....  
.....

## Medical Details

Name of GP:

.....

Address:.....

.....

.....

Telephone:

.....

Please list any allergies:

.....

.....

.....

Details of immunisation including dates:

.....

.....

.....

Any other relevant medical information:

.....

.....

.....

In certain circumstances you maybe asked to complete an Emergency Healthcare Plan (EHCP)

## Emergency Medical Consent

In the event that my child is involved in a serious incident while at LM, I expect the Playcare Supervisor/Manager, or delegated member of staff, to contact me immediately or when it safe to do so, e.g. after calling emergency services, on my emergency contact number.

In the event that my child requires immediate medical treatment before I will be able to get to the hospital, I hereby authorise the PlayCare Supervisor, or delegated member of staff, to consent to emergency medical treatment on my behalf.

I understand that this authorisation will remain valid unless I contact the PlayCare Supervisor to update it.

Signature of Parent/Guardian:

.....

Date:.....

## Additional Details

Will your child require any special support in our setting:

.....  
.....  
.....  
.....

## Face painting permission

As part of our activities we sometimes use face paints. We understand some children have a dislike or allergy to face paint.

I give permission for my child to take part in face painting activities

Signature of Parent/Guardian:

..... Date:.....

## Outing permission

My child is allowed to participate in and be taken off site activities such as attending the park, walks, picnics or other associated activities in close locality to venue. Yes  No

On all occasions you will be notified beforehand.

## Permission for photography

During your child's time in our care we may wish to take photographs of activities that involve your child. The photographs may be used for: displays, publications and on a website by us, the Local Authority (Warwickshire County Council), by students, by local newspapers or occasionally by national Government agencies.

Photography or filming will only take place with the permission of the manager, and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive. The company will regularly review and delete unwanted material.

Please read the statements below and tick the box next to those to which you give your consent:

- Allow Photographs to be taken
- Allow Photographs to be used on Website
- Allow Photographs to be used on social media.

Signature of Parent/Guardian:

..... Date:.....

## Sun Protection

In line with our sun protection policy, we ask that you provide and give us permission to apply sun cream to your child, if they are unable to do it themselves, when necessary.

I give permission

Signature of Parent/Guardian:

..... Date:.....

## Permission to use large equipment

In line with the Early Years Foundation Stage, LM understands that the physical development of young children must be encouraged through the provision of opportunities for them to be active and interact and to improve their skills of coordination, control, manipulation and movement.

Your permission is required for supervised access to large physical play equipment in the club setting and at organised visits to local play areas and attractions.

I give permission for my child to play on large equipment at LM and during organised visits to local play areas and attractions

Signature of Parent/Guardian:

..... Date:.....

## Ethnicity (optional)

If you are descended from one or more ethnic group, please tick the group to which you consider you belong or tick the 'other' box and give details of any ethnic group in the space provided.

|                               |                          |                                       |                          |
|-------------------------------|--------------------------|---------------------------------------|--------------------------|
| <b>White</b>                  | <b>Tick</b>              | <b>Black or Black British</b>         | <b>Tick</b>              |
| British                       | <input type="checkbox"/> | Caribbean                             | <input type="checkbox"/> |
| Gypsy/Traveller/Romany        | <input type="checkbox"/> | African                               | <input type="checkbox"/> |
| Irish Traveller               | <input type="checkbox"/> | Any other Black background            | <input type="checkbox"/> |
| Polish                        | <input type="checkbox"/> | Please state .....                    |                          |
| Lithuanian                    | <input type="checkbox"/> | <b>Mixed</b>                          | <b>Tick</b>              |
| Other White EU                | <input type="checkbox"/> | White & Black Caribbean               | <input type="checkbox"/> |
| Any other background          | <input type="checkbox"/> | White & Black African                 | <input type="checkbox"/> |
| Please state .....            |                          | White & Asian                         | <input type="checkbox"/> |
| <b>Asian or Asian British</b> | <b>Tick</b>              | Any other Mixed background            | <input type="checkbox"/> |
| Indian                        | <input type="checkbox"/> | Please state .....                    |                          |
| Pakistani                     | <input type="checkbox"/> | <b>Chinese or other ethnic groups</b> | <b>Tick</b>              |
| Bangladeshi                   | <input type="checkbox"/> | Chinese                               | <input type="checkbox"/> |
| Any other Asian background    | <input type="checkbox"/> | Philippine                            | <input type="checkbox"/> |
| Please state .....            |                          | Other                                 | <input type="checkbox"/> |
| <b>Undeclared</b>             | <b>Tick</b>              |                                       |                          |
|                               | <input type="checkbox"/> |                                       |                          |
| Please state .....            |                          |                                       |                          |

# ALL ABOUT ME!

Name:..... Age:..... Date: .....

I LOVE...

MY FAVOURITE BOOK IS...

I LIKE...

IMPORTANT THINGS I DO...

I CAN...

MY FAVOURITE  
THING TO DO IS...



## Parent/Guardian Information & Contract



Please keep this information to hand as it details important information relating to the policies and procedures affecting your child's place at LM Playcare. A full version of each of our policies and procedures is available upon request.

**Goodyers end site-** Playcare supervisor 07708 927637

**Rachel Booth** is the nominated individual for Ofsted & the Designated Safeguarding lead for the company.

**Emma Mitchell** is the Registered Person on behalf of Nuneaton and Bedworth Leisure Trust Board of Trustees.

**Sarah Walford** is the Co-ordinator for LM Playcare she can be contacted on 07867667774 or Sarah.Walford@nbleisuretrust.org

### Key workers (EYFS only)

Each child in our care will be allocated a Key Worker.

### Your Childcare Place

If for any reason your child is unable to attend a booked LM Playcare session it is vital you inform us in advance.

All places must be paid for in advance.

### Blossom

Blossom is our electronic management and invoicing system. Once you have handed in your registration form you will be added to Blossom you will receive an email inviting you to the app which will allow you to access your child's account.

From their account you will receive invoices, be able to contact us through notifications, see payments made and update information as needed. Please be aware the service is not constantly monitored so requests for as and when sessions need to be made to LM Playcare using the number with in this pack

### Booking pattern

1. If you have regular, stable requirements for childcare (i.e. same day(s) each week) you can obtain a guaranteed place on the days and times you require by completing (space allowing) a regular attendance booking sheet. can be found at the back of this Registration Pack).
2. You will be invoiced in advance for your selected sessions, which must be paid in advance by the 1st of each month.
3. Should you wish to add additional sessions to your regular needs you will be charged accordingly.

### Cancellation Notice:

4 weeks notice is required to change or cancel your place or reduce the number of any sessions they are attending to do this you need to contact us through nursery in a box

### **Signing in and out**

Children are required to be signed in when dropped off and signed out when collected. LM staff will do this for you.

Please note, we conduct regular sign in and out checks and you will be charged if you drop off earlier or collect later than your arranged session.

A child once signed in becomes the responsibility of LM Playcare and once signed out becomes the responsibility of the Parent/Carer even if you stay the School site.

on arrival please ring the doorbell and a member of staff will collect your child

Only persons named on the registration form will be allowed to collect your child.

To add additional names, or to remove a name, please obtain the appropriate form from the manager/supervisor. Please note if the person collecting your child is not known to staff you will be asked to provide a password for safety reasons.

### **Collecting your child**

To collect your child please ring the doorbell and a member of staff will bring your child out to you. If you ring the door bell and nobody answers please call 07708 927637 the doorbell cannot be heard if the children are outside playing

You are required to collect your child at the stated time and definitely **no later than 6:00pm**. If you are going to be late you must notify LM Playcare in advance. Even with a late pick up Children must be signed out on the daily register.

Children collected late from their booked sessions will be charged at the hourly rate.

There is a £10.00 charge for any child not collected when LM Playcare closes at 6pm plus £10.00 for every 15 minutes thereafter.

### **Additional Bookings**

1. For parents/guardians needing childcare at short notice you must contact the Playcare Supervisor to request the days and times you require.
2. You will be billed a week in arrears for attended sessions through your nursery in a box account You will receive an invoice through nursery in a box the week following your child's attendance.
3. 24 hours notice of cancellation is required. If you cancel within 24 hours you will continue to be charged for the session.
4. This is not a guaranteed service and a place is dependent on availability.

## Playscheme Holiday Bookings



1. To book a place during the school holidays you will be required to book online: <https://www.nbleisuretrust.org/playscheme>.
2. You must complete the online booking a form and a consent form.
3. Places are limited and allocated on a first come first served basis.
4. To secure places the entire holiday requirement must be paid in advance.
5. Childcare vouchers can be used at Our Lady & St Joseph Catholic Academy only but childcare vouchers must be booked through Guy Blissett 02476 400586.

We request that children bring a packed lunch that does not contain peanuts or peanut products. Some of our children do have allergies and this measure will only serve to protect them.

These are long days and although we provide water we do not offer juice. We advise you to provide adequate food that contains a balance of items.

## Teacher Training Days

This site does not open during teacher training days.

### Toys & Games

We would like to request that children do not bring toys from home. We have plenty of toys for all ages which children have access too.

We must remind you that LM Playcare accepts no responsibility for loss or damage to any personal toys/games brought in LM Playcare.

We have a range of books, resources and toys to suit this age range. They have access to role play, books, dressing up and a range of toys suitable for these younger children.

## Sport and Dance.

Nuneaton & Bedworth Leisure Trust (NBLT) will also be providing on occasion Sports and Dance activities for LM Playcare. NBLT Sports Coaches have all completed an enhanced DBS check, First Aid qualifications and appropriate sports/dance qualifications.

During planned outdoor activities we would ask that your child brings a change of clothes to enable them to remain comfortable during the rest of the day should they get wet or dirty.

The LM Playcare Team will also be organising throughout the time your child spends with us various activities to keep them stimulated, occupied and engaged, and of course for those children just wishing to relax after a hard day at school - free play is always an option!

## Behaviour

LM Playcare requires that all children's behaviour meets an acceptable standard. Our Behaviour Management Policy runs in line with each of our feeder Schools.

In the unlikely event your child's behaviour falls below these set standards we will discuss this with both the child (if appropriate) and the parent/carer.

## Food & drink

All of our food and drink has been carefully selected to offer a balanced and nutritious menu. We offer both breakfast and a tea-time snack.

### **Tea-time snack**

Is intended only as a snack to enable children to make it from school to going home for their main meal without getting too hungry.

We will encourage children to eat something but if they are not hungry or refuse we will not force them.

\* For a list of allergens please ask a member of staff.

**You are most welcome to come and observe your child whilst in our care.(this option is currently suspended due to COVID19 restrictions)**

### **Discount**

If you have more than one child at LM Playcare then a 10% reduction in fees is available for the second child.

## **Payment of Fees**

### **Booking patterns**

Invoices will be issued monthly and must be paid in advance by the 1st of the month. Fees are payable by bank transfer.

Payments are accepted via Childcare Vouchers.

All places must be paid for in advance.

Sessions children are not attending due to sickness or holiday will still be charged

### **Additional Bookings**

.

### **Playscheme Bookings**

To book a place during the school holidays you will be required to book online:  
<https://www.nbleisuretrust.org/playscheme>

.

### **Voucher providers**

- For further information please contact us through nursery in a box

### **Bank Details for BACS payment:**

Sort Code: 09-02-22

Account Number: 10599949

Account Name: Nuneaton & Bedworth Leisure Trust

Please ensure you quote your account number and/or child's surname.

### **Working Families Tax Credits**

These may be able to contribute towards the cost of your childcare.

Please contact HMRC for further information: <http://www.hmrc.gov.uk/leaflets/wtc5.pdf>

### **Tax Free Childcare**

Tax free childcare is a government scheme which helps parents with childcare costs. For every £8 a parent pays into their childcare account, the government will pay £2, upto a maximum of £2000 - per child per year.

### **NBLT Addresses**

92a Wheat street, Nuneaton CV11 4BH

### **Financial Hardship**

Parents unable to meet the payment structure due to unforeseen circumstances should at their earliest opportunity discuss their individual needs with us through nursery in a box

### **If you fail to meet your financial obligations**

If you do not maintain timely payments your child's place will be cancelled by the 14th of that month.

If subscriptions remain unpaid you may be contacted by Nuneaton & Bedworth Leisure Trust or a debt recovery agency (working on our behalf) for any payments you owe, you will be responsible for any associated court costs or other costs.

### **Your child's place could also be automatically cancelled.**

We also have a responsibility to inform the Childcare Tax Credit section of HM Revenue and Customs.

### **Parents/carers' and visitors' use of mobile phones**

In order to ensure the safety and welfare of children in our care,  
The use of mobile phones, cameras and recording devices is not permitted within LM Playcare.

LM Playcare does not accept responsibility for accidental injury or loss of property.

LM Playcare fees will be reviewed annually.

### **GDPR**

Information will be kept in accordance with General Data Protection Regulations (GDPR).

### **Children's records including records and medication books pertaining to the child.**

Requirement - records should be retained for a reasonable period of time (for example three years) after children have left the provision.

Recommendation (Limitation Act 1980) - Until the child reaches the age of 21 - or until the child reaches the age of 24 for child protection records.

### Making the LM Playcare Better!

We welcome any suggestions you may have aimed at improving your child's experience with us.

We also welcome any testimonials or feedback about the services we provide. If you would like to comment about your experiences with us and why you choose to use our services, please send an email to; [sarah.walford@nbleisuretrust.org](mailto:sarah.walford@nbleisuretrust.org)

## Goodyers End Primary School

### Parental/ Guardian contract terms and conditions

This contract is between LM Playcare and the Parent/Guardian of

(Name of child).....

Attendance start date .....Class.....

Please indicate which sessions you would like your child to attend:

These are the sessions you will be invoiced for in advance. Additional sessions will be charged as and when used.

Please tick to indicate the time your child will be with us in LM Playcare. 1 form per child.

| Tick box to indicate the service required |        |        |         |           |          |        |
|---|--------|--------|---------|-----------|----------|--------|
|   | Cost   | Monday | Tuesday | Wednesday | Thursday | Friday |
| <b>Before School:</b>                     |        |        |         |           |          |        |
| 7:45am > Start of school                  | £4.44  |        |         |           |          |        |
| <b>After School:</b>                      |        |        |         |           |          |        |
| After School > 4:00pm                     | £4.44  |        |         |           |          |        |
| After School > 5:00pm                     | £8.88  |        |         |           |          |        |
| After School > 6:00pm                     | £13.32 |        |         |           |          |        |

Signed..... Date .....

Please hand this sheet once completed to one of the LM Playcare Team.

Thank you for choosing LM Playcare.