

## Playdays Out of School Club Registration Form – Confidential Information

Child Information			
Child's Name:		D.O.B.	
		Gender:	
What school does your child attend?			
Ethnicity:		Religion:	
Address ( <i>incl. Postcode</i> ):			
Parent Information			
<b>Parent/Guardian 1</b> (at above address)		Title:	
Name:		Relationship to child:	
Mobile No:			
Workplace No:		Home Phone No:	
Email address:			
Permission for us to set up a Family account using the email address above:			<b>Please state:</b>
Parent/Guardian 2			
Name:		Title:	
Relationship to child:			
Address if different from above ( <i>incl. Postcode</i> )			
Mobile Number:			
Workplace No:		Home Phone No:	
E-mail Address:			
Permission for us to set up a Family account using the email address above:			<b>Please state:</b>
Who has legal responsibility for this child:			
Please indicate who to send invoices to:			

### Emergency Contacts Details

In an emergency, we will usually contact the parent/guardians.

If we are unable to reach them, we will contact the emergency contacts listed below

Please list them in the order you would like us to contact them.

#### Emergency Contact 1

Name:		Mobile:	
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Relationship to child:		Work:	
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#### Emergency Contact 2

Name:		Mobile:	
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Relationship to child:		Work:	
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#### Emergency Contact 3

Name:		Mobile:	
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Relationship to child:		Work:	
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#### Collections – Permission for the following people to collect your child

**\*Please ensure that anyone collecting your child is over 18 years old**

Name:		Relationship to Child:	
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Name:		Relationship to Child:	
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Name:		Relationship to Child:	
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Name:		Relationship to Child:	
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#### Medical Information

Doctor:		Address:
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Phone No:	
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#### Allergies, dietary requirements, medical conditions, and SEN

Please let us know if your child has any allergies or medical conditions, how it affects them, and what medication they are taking. Please also include as much information as you can regarding any SEN. To provide the right support, (for your child and our staff) Playdays reserves the right to cancel your booking if this section is not filled in correctly. Please request a meeting with us if you feel more information is needed for us to be able to properly meet your child's needs.

Please indicate whether your child can have hypoallergenic plasters.

**Immunisations:** Please give details of what your child has been given below:

## Playdays Consent Form, Data Protection Permission and Parental Agreement Contract

Off Premises Emergency Consent	
<p>Playdays will regularly take the children out for walks and outings.</p> <p><b>I/we</b> agree that my child can be transported in the following ways</p> <ul style="list-style-type: none"> <li>- In the playdays minibus with a 3-point seat belt and a suitable child seat</li> <li>- In the playdays minibus with or booster or suitable child's car seat or to travel by public transport.</li> </ul> <p><b>I/we</b> agree to our child(ren) being taken on these outings and for Playdays to, in the event of an emergency carry out medical treatment in my/our absence.</p>	<p style="text-align: center;"><b>Please state:</b></p>

Medical	
<p><b>I/we</b> agree to cover all wounds when my child(ren) attends Playdays to prevent the risk of infection and risk of cross contamination.</p> <p>I consent to staff dressing/re-dressing wounds with dressings and hypo-allergenic plasters unless I have indicated an allergy on my registration form.</p>	<p style="text-align: center;"><b>Please state:</b></p>
<p><b>I/we</b> give permission for staff to apply high protection sunblock to my child(ren), I will inform staff if I need to provide specific sun block for my child(ren).</p>	<p style="text-align: center;"><b>Please state:</b></p>
<p><b>I/we</b> understand that Playdays cannot cater for sick children, I will not bring my child if they are ill and will collect them if they become ill whilst being cared for.</p> <p>I also understand that Playdays can only (normally) administer prescription medicines, and I understand that I must sign a consent form for this to happen.</p>	<p style="text-align: center;"><b>Please state:</b></p>
<p><b>I/we</b> agree to my child receiving emergency medical treatment or dental treatment of any nature considered necessary by the medical authorities present.</p>	<p style="text-align: center;"><b>Please state:</b></p>

Safeguarding	
<p><b>I/we</b> agree to inform Playdays of any changes in family circumstances that may affect the safeguarding of my child(ren).</p> <p>*Please refer to medication policy</p>	<p style="text-align: center;"><b>Please state:</b></p>

Data Sharing / Protection	
<p><b>I/we</b> agree for my child's details to be passed on to the local authority for the purposes of safeguarding, as appropriate.</p>	<p style="text-align: center;"><b>Please state:</b></p>
<p><b>I/we</b> agree for the company to retain my and my child's details as laid out in the Green Lane Nursery Ltd Record Retention Policy</p>	<p style="text-align: center;"><b>Please state:</b></p>
<p><b>I/we</b> have received a copy of the Playdays' privacy notice and have read and understood it.</p>	<p style="text-align: center;"><b>Please state:</b></p>

Image Consent	
<b>I/we</b> consent to my child(ren)'s photo being taken and used by staff and students for the purposes of displays around the setting.	<b>Please state:</b>
<b>I/we</b> consent to my child(ren)'s photograph or videos of my child to be used on the company website.	<b>Please state:</b>
<b>I/we</b> consent to my child(ren)'s photographs or videos of my child to be used on the company's social media sites; Facebook and Instagram.	<b>Please state:</b>
<b>I/we</b> consent to my child(ren) to be photographed or videoed by or for the media, e.g., the press/TV and released for publication such that my child may be identified as an individual or part of a group.	<b>Please state:</b>
<b>I/we</b> give permission for my child's photograph to be taken by staff, posted to Famly, and have my child tagged in the photo. <b>I/we</b> understand that the families of the other children who are also tagged in the photograph will also see the image. Famly is a private network, and these are NOT being posted on social media or used for any other purposes unless additional permission is given.	<b>Please state:</b>

Family	
<b>I/we</b> agree to the company creating an online Famly account for myself and my child(ren) using the email address(s) provided on the registration form.	<b>Please state:</b>
<b>I/we</b> give permission for my child's image to appear in my Famly account.	<b>Please state:</b>

Payment Terms	
Please note that prompt payment allows us to pay the people that look after your child(ren). If you have any difficulty paying the invoice, please contact us so that we can arrange repayments over a longer period.	
From March 2025, Green Lane Nursery Ltd has updated their terms and conditions to reduce the number of reoccurring debtors, and will follow a Late Payment Policy as follows:	
<ol style="list-style-type: none"> <li>1. Invoices are raised through Famly around the 20<sup>th</sup> of the month and are due to be paid in full by last day of the month.</li> <li>2. If your invoice is not paid by the due date, you will receive a payment reminder via Famly.</li> <li>3. Should your invoice remain unpaid, you will receive a £10 late payment fee.</li> <li>4. We will try to contact you by telephone, but should your balance continue to be unpaid, a copy of your invoices will be posted to your address and additional charges of £15 plus recorded postage, will be applied to your account.</li> <li>5. £10 late payment fees will continue to be applied to your balance each month that your account remains in debt.</li> <li>6. After this, we reserve the right to no longer provide childcare for your child(ren).</li> </ol>	

7. Should your balance remain uncleared, a formal letter stating your debt will be sent to your address and additional charges of £100 plus recorded postage, will be applied to your account.
8. Unfortunately, if all these attempts to settle your account have been ignored, Green Lane Nursery Ltd reserve the right to pass your account over to DCBL.
9. Please note that DCBL is the UK's leading provider of Debt Recovery and High Court Enforcement services who have a very high record of recovering debts.
10. If your account is passed on to DCBL, you will also be liable to pay for all of their fees on top of your Green Lane Nursery Ltd account balance.

This is not a route we would like to take lightly and must reiterate that communication is key to prevent this.

Please send us a message via Family or email us at [enquiries@greenlanenurseryltd.co.uk](mailto:enquiries@greenlanenurseryltd.co.uk) and we can arrange a payment plan to clear your account in instalments.

<b>I/we agree to the above payment terms.</b>	<b>Please state:</b>
<b>I/we agree to the above consent, and terms and conditions.</b>	<b>Please state:</b>
<b>I/we agree to give 4 weeks' notice of my child(ren) leaving Playdays and of cancelling/reducing sessions.</b>	<b>Please state:</b>
<b>I/we understand it is my responsibility to inform the setting of any changes in my child's circumstances, personal details, medical information or change of consent for any of the above.</b>	<b>Please state:</b>
<b>I/we agree to Playdays providing childcare cost information to the Inland Revenue for the purpose of tax credits.</b>	<b>Please state:</b>

<b>Printed name of child(ren)</b>	
<b>Printed name of parent(s)/guardian(s)</b>	
<b>Signature of parent(s)/guardian(s)</b>	
<b>Date</b>	
<b>Signature of Andrew O'Connor – Nursery Manager</b>	

## Playdays Breakfast and After School Club Regular Booking Form

Please note that you are booking your child's place from the date you indicate until the rest of the school year.

This will also continue onto the consecutive academic year unless you inform us of a change before the following September.

For any reduction in hours, we will require at least 4 weeks' notice.

Name of child:		School:		Class:	
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Times	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club 7.30am (Harpur only)					
Breakfast club 7.45am					
Breakfast club 8.00am					
School end to 4.30pm					
School end to 5pm					
School end to 5.30pm					
School end to 6pm					

Date for collections to start:	
Signed by Parent/Guardian:	
Date:	

**Please note that you pay for what you book.**

Whilst we do expect parents to ring, message, or click 'absent' on Family to tell us if your child is not attending on a particular night, you will still be charged for your child's place, unless your child is poorly and absent from school.