



## Entry Form

Please complete this form.

All information is confidential when complete.

<b>Child's name</b>	
<b>Address where child usually lives</b>	
<b>Address of other parent</b> (if different from above)	
<b>Age and Date of birth</b>	
<b>Class</b>	
<b>Parents contact details</b>	<p><b>Name of parent/parents</b> .....</p> <p><b>Address when child is attending 'The Den' (ie. work)</b>  .....</p> <p><b>Contact Numbers</b>  <b>1.</b>.....  <b>2.</b>.....  <b>3.</b>.....</p>
<b>Parent's email address</b>	
<b>Password</b> (to be used when a person unknown to the club collects your child with prior notice)	

## **Payment**

Please make payments online:

Account Number 11499688

Sort Code 40-19-27

Please ensure you quote your child's surname as your reference.

# ‘The Den’ Contract with Parents

Child’s name .....

Parent or carer’s name .....

- I consent for my child to attend ‘The Den’ I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that ‘The Den’ is a play setting and that whilst my child is there ‘The Den’ 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 arrives at ‘The Den’ he/she will be in the care of ‘The Den’ until collected and signed out by an authorised person.
- I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- I will book my child into the club and will pay promptly by 28<sup>th</sup> of every month for all booked sessions, whether my child attends or not (eg due to illness or holidays), unless I have made other arrangements with the manager.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at ‘The Den’. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- ‘The Den’ closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- If I do not collect my child by 6.00pm I will pay a charge.
- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that ‘The Den’ must follow its **Uncollected Children Policy** and contact Social Care.
- Whilst ‘The Den’ tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child’s property whilst at the Club.
- I have read the club’s **Behaviour Management 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 any missed sessions unless otherwise agreed with the manager.
- If there are any accidents or incidents at ‘The Den’ involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from ‘The Den’ will sign any consent forms necessary for treatment on my behalf, as stated on the club’s **Medical Form**.
- Information held by ‘The Den’ regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.

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.....

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

Signature:.....

Date: .....

Please specify by circling the days and times you require: Mon Tues Wed Thurs Fri a.m

Mon Tues Wed Thurs Fri p.m.

## The Den Medical Form

<b>Child's name:</b>	<b>Date of birth:</b>
<b>Doctor:</b>	
<b>Doctor's address:</b>	
<b>Doctor's telephone:</b>	
Does your child or the child in your care have any known medical problems or additional needs? (Please list)	
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? (an Allergy Management Plan will be put in place where required)	
Does your child have any dietary requirements?	
Any other information relevant to your child's health, including any SEN or disabilities?	
<b>Parent/Carer emergency contact telephone numbers:</b>	

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:.....

# The Den

## Photograph Permission Form

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 'The Den' we take the issue of child protection very seriously and we would never knowingly publish an image of your child without your consent.

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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:

*(please tick for consent)*

- Electronic and printed displays and exhibitions at the Club (eg photos of activities)
- Observation and assessment
- Club records of my child
- To accompany staff or student coursework
- Website for Club
- Promotional material for the Club
- Local newspaper or magazine
- National newspaper or magazine
- Other organisation's website
- Other organisation's promotional material
- Other

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.

I understand that there will be no payment for my child's participation.

Child's name: .....

Signed: .....

Date: .....

*(parent/carer)*

Print name: .....