



Setting address: Ridgefield Primary School, Radegund Road, Cambridge, CB1 3RJ

Office address: 19a Grandridge Close, Fulbourn, Cambridge, CB21 5HN

Dear parents/guardians

Thank you for your recent enquiry regarding the use of our out of school club. I am now enclosing some information regarding our out of school clubs along with registration forms. If you would like to secure your child's place with the out of school clubs then please complete the registration form and return to the out of school setting as soon as possible. Places are based on a first come first served basis.

REGISTRATION FORMS MUST BE COMPLETED AND HANDED TO THE CLUB MANAGER BEFORE YOUR CHILD IS ENROLLED INTO THE OUT OF SCHOOL CLUB.

ALL BOXES MUST BE FILLED IN, IF THERE IS NOTHING NEEDED TO BE WRITTEN IN THE BOX PLEASE PUT "N/A". ALL CHILDREN SHOULD HAVE 2 EMERGENCY CONTACTS.

Out of school club visit

If you would like to arrange a visit to the out of school club during a session then the staff will be delighted to show you around our setting. Please contact us on info@smartkidzplayandlearn.co.uk.

Session times

After school club sessions run from 3:15pm until 6:00pm.

Holiday club will run from 8:00am until 6:00pm. The morning session runs from 8:00am until 1:00pm and afternoon sessions 1:00pm until 6:00pm.

Fees

There is a non-refundable £7.50 annual registration fee, which covers you for breakfast and after school club as well as for holiday club. This will show up on your first invoice.

After school club costs £13.00 per full session or £8.00 per half session (3:15-4:30 or 4:30-6:00)

Holiday club costs £33.00 for a full day or £18.00 for a half day session.

Prices in holiday may vary depending on trips, workshops and activities, please see timetable for more details.

Late fees will be charged at £5.00 per 15 minutes after 6:00pm.

Please note that we do not confirm places, and will only contact you if there is an issue/problem with your holiday booking.

Payment methods

Smartkidz Play and Learn Ltd accept childcare vouchers, BACs payments, cheques. **We do NOT accept cash payments.**

Please make cheques payable to:
Smartkidz Play and Learn LTD

Please ask a member of staff for information on voucher schemes and bank details. However these details will be sent in an email with your invoice.

Booking cancellations

We have a 2-week notice period for cancellation of attendance. Cancellation of spaces must be given in writing (this includes email).

Extra day bookings

Extra bookings should be booked 48 hours before the date. However we are aware that emergencies may arise and will try to accommodate your need where possible.

If you have any questions, please email us on info@smartkidzplayandlearn.co.uk.

For more information please read our admissions policy.

Kind regards,

Adam Smart
(Managing Director- Smartkidz Play and Learn)

**SMARTKIDZ PLAY AND LEARN RIDGEFIELD
REGISTRATION FORM**

CHILDS DETAILS

<u>First Name</u>	<u>Surname</u>	<u>Date of birth and current age</u>
		<u>Gender</u>
<u>School child attends and name of teacher</u>		<u>First language</u>
		<u>Religion</u>

PARENTS/GUARDIAN DETAILS (Please inform us if either parent does not have legal parental responsibility)

The person stated below will be the named bill payer

<u>Title:</u>	<u>First Name:</u>	<u>Surname:</u>	<u>Title:</u>	<u>First Name:</u>	<u>Surname:</u>
<u>Home Address:</u>			<u>Home Address:</u>		
<u>Work Address:</u>			<u>Work Address:</u>		
<u>Home No:</u>	<u>Mobile No:</u>	<u>Work No:</u>	<u>Home No:</u>	<u>Mobile No:</u>	<u>Work No:</u>
<u>Email Address:</u>			<u>Email Address:</u>		
I confirm I have parental responsibility of the named child (sign)			I confirm I have parental responsibility of the named child (sign)		
Are there any other persons with parental responsibility? If yes, Smartkidz Play and Learn will ask for these people's details				Yes	No
Please tick if there is a family CAF in place.			Please tick if there is locality or social care involved with the family.		

ALTERNATIVE EMERGENCY CONTACT DETAILS (Please provide the details of at least one person we can contact if we are not able to get hold of you. Please make sure that the emergency contact is within a 10 mile radius of the out of school setting.)

<u>Name (including title):</u>	<u>Tel No:</u>	<u>Mobile No:</u>
<u>Address:</u>		<u>Relationship to child:</u>
<u>Name (including title):</u>	<u>Tel No:</u>	<u>Mobile No:</u>
<u>Address:</u>		<u>Relationship to child:</u>

ATTENDANCE DETAILS

AFTER SCHOOL CLUB

Date your child will be starting the after school club <small>(this will be the date your invoice will commence)</small>	/ /
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I would like to book my children in for the following days:						
Days	Time	Tick	Time	Tick	Time	Tick
Monday	3:15 - 6:00		3:15-4:30		4:30-6:00	
Tuesday	3:15 - 6:00		3:15-4:30		4:30-6:00	
Wednesday	3:15 - 6:00		3:15-4:30		4:30-6:00	
Thursday	3:15 - 6:00		3:15-4:30		4:30-6:00	
Friday	3:15 - 6:00		3:15-4:30		4:30-6:00	

HOLIDAY CLUB

I will be using the holiday club	8:00 – 6:00	
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I consent for my child/children to attend this club; I understand that the club has policies and procedures and that there are expectation and obligations relating to both the club and myself and agree to abide by them. (Policies and procedures are held at the club). If you would like a copy of the up to date policies, please speak to the club Administrator.

I understand that late or non-payment of fees may jeopardize my child's/children's continued place. Fees are to be paid in full 21 days after the date of the invoice. Thereafter, there is a set procedure which will be followed by the club to recover the money owing. This procedure can be found contained in the Fees & Admissions policy.

Please tick that you have read the Admissions and Fees Policy	<input type="checkbox"/>
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I am aware that Smartkidz Play and Learn Ltd has a duty to report suspected child abuse or neglect.

I understand that the information given on the registration form is confidential.

I give permission for the setting to share information with other professionals as appropriate.

I confirm that the information given on all forms is correct and agree to notify the club staff of any changes.

Password to be used when other relatives of carers pick up you child Please note that we still need informing if somebody else is picking up your child	
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Signature of parent/guardian _____

Date _____



SMARTKIDZ PLAY AND LEARN LTD

Child's Medical Information

Name of child

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Name, address and telephone number of doctor.....

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Tel.....

Please detail any health concerns or allergies

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Please detail any special dietary requirements/restrictions (please provide in full detail)

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Please detail any additional/special needs your child has (please provide in full detail)

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Please detail any medical needs your child has (please provide full details, if medication is needed an additional medication form will need to be completed)

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Any other information that may be helpful to us

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Please provide information on any existing injuries or marks (and location if necessary) i.e. birth marks

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In the event of an accident, at Smartkidz Out of School Club, I consent to the staff administering first aid treatment. Any such treatment will be passed onto me, on the day of the treatment.

In the event that my child/children is/are involved in a serious accident, I expect to be contacted immediately on the emergency telephone numbers listed on the registration form.

In the event that my child/children requires immediate medical treatment before I can get to the hospital I hereby authorize the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child/children on my behalf.

If a child is unwell then they cannot attend Smartkidz play and learn out of school clubs. If children become sick during the club session, in the parents/carers will be contacted and will need to collect their child promptly.

Signed _____

Date _____

Child's name	
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Please tick the appropriate yes or no box for the following:

	Yes	No
FOREST PLAY ACTIVITIES- A list of the types of activities we run within our setting can be found in our Forest Play Policy.	<input type="checkbox"/>	<input type="checkbox"/>
PERMISSION TO USE PHOTOGRAPHY I give permission for my child to be photographed by the staff of the out of school clubs to use within the club.	<input type="checkbox"/>	<input type="checkbox"/>
PERMISSION TO USE VIDEOGRAPHY I give permission for my child to be videoed by the staff of the out of school clubs to use within the club.	<input type="checkbox"/>	<input type="checkbox"/>
FACE PAINTING - I give permission for my child to have his/her/their face painted during Smartkidz Play and Learn	<input type="checkbox"/>	<input type="checkbox"/>
SWIMMING - I give permission for my child to take part in supervised swimming during Smartkidz Play and Learn sessions (a trained life saver and the appropriate ratio of adults to swimmers will be present).	<input type="checkbox"/>	<input type="checkbox"/>
		Sign below
SUN PROTECTION- I understand that, when necessary, sun cream should be applied to my child before they attend holiday club. (Staff can give sun cream to a child in their hand or spray on them but cannot apply). Children must come with their own, named sun cream and staff can only put in child's hand for children to administer themselves.	<input type="checkbox"/>	<input type="checkbox"/>
Clothing- I understand that children can bring old clothes and shoes to wear within our setting. Clothes should be appropriate for the activities and weather conditions. Children will not be stopped taking part in activities within our setting and clothes may become spoiled.	<input type="checkbox"/>	<input type="checkbox"/>
CHANGES TO INFORMATION- I understand that it is the responsibility of the parent/carer to let the setting know if any changes are made to the information in regards to this registration form.	<input type="checkbox"/>	<input type="checkbox"/>

Swimming

Please tick the appropriate box for your child's competence in the water	Tick
Non swimmer	<input type="checkbox"/>
Swimmer with buoyancy aids	<input type="checkbox"/>
Swimmer without buoyancy aids	<input type="checkbox"/>

Signing this consent form means you agree to the policies and procedures set out by Smartkidz play and learn Ltd. Policies are reviewed and updated regularly and are available to read upon request.

Photography and videography for company website and social media

Smartkidz Play and learn would like to use photographs and videos on our companies website, social media sites and training courses showing children participating in daily activities within the setting to give the website a feel for our out of school clubs.

Please complete the declaration below. Please note that no names will be linked with these pictures/films.

Please tick appropriate box

I DO I DO NOT give permission for Smartkidz play and learn Ltd to use photographs and videos of my child on their website and social media sites.

Signed parent _____

Date _____

Ethnicity form

Child's name	
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Child's ethnicity	Tick
White	
British	
Irish	
Traveller, Irish heritage	
Any other white background, please describe	
Mixed/multiple ethnic groups	
White/Black Caribbean	
White/Black African	
White/Asian	
Any other mixed/multiple background, please describe	
Asian/Asian British	
Indian	
Pakistani	
Bangladesh	
Chinese	
Any other Asian background, please describe	
Black/African/Caribbean/Black British	
Caribbean	
African	
Other ethnic group	
Arab	
Any other ethnic group, please describe below	

Signed parent _____

Date _____



Smartkidz Play and Learn Privacy Notice

At Smartkidz Play and Learn 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, social media, notifications 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 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
- engage a supplier to process data on our behalf (eg to take online bookings, or to issue invoices).
- 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.*

Smartkidz Play and Learn Contract with Parents

Child's name _____

Parent or carer's name _____

- I give consent for my child to attend Smartkidz Play and Learn. 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, my child, and myself and I agree to abide by them.
- I understand that Smartkidz play and Learn is a play setting and that, whilst my child is attending, Smartkidz play and Learn staff are legally responsible for him/her.
- My child will be offered a snack and drink whilst at the club unless otherwise requested. However it is the child's choice to have the snack offered.
- Once my child arrives at Smartkidz play and Learn he/she will be in the care of Smartkidz play and Learn 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 which will continue until I make Smartkidz aware of changes to bookings and will pay promptly for all booked sessions whether my child attends or not (e.g 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 Smartkidz play and Learn. I understand that I can provide my child with appropriate clothing, Smartkidz does provide alternative protection of clothing, i.e. wellies, but this is only optional for the children and will not be managed by staff.
- Smartkidz play and Learn closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the setting as soon as possible.
- If I do not collect my child by 6.00pm I will pay a charge of £5.00 per quarter of an hour to cover the costs of the staff who are legally required to supervise my child.
- 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 Smartkidz play and Learn will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst Smartkidz play and Learn 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 **Behavior 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 Smartkidz play and Learn involving my child, I will be informed.
- If my child has an accident at the club, a qualified first aider will treat him/her 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 Smartkidz play and Learn will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- Information held by Smartkidz play and Learn 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 behavior towards staff will not be tolerated.

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

Signature:

Date: _____