



Roosters Kids Club – Registration Pack

Information Sheet

Our Address

Church View, Main Road, Gedling, Nottingham, NG4 3HS

Who Are We?

Roosters Kids Club run a Breakfast Club, After-School and a Holiday Club, based at the Carlton Children's Centre, Church View, Main Road, Gedling.

Due to our successful bid for 'New Opportunities' funding in 2001 we are able to provide Quality, Affordable and very flexible service. We are registered with Ofsted and are committed to providing a safe secure, reliable and fun environment for children aged 3 - 12 years.

We provide a variety of activities, our programme offers enriching, relaxing and fun-oriented experiences. It is our purpose to help children develop to the best of his/her individual ability and to provide an atmosphere in which a child can learn to grow and share.

What Do We Do?

Breakfast Club

In term time we offer the children a healthy nutritious Breakfast. Whilst waiting to go into class we provide fun stimulating activities. Then the children are taken to class or relevant schools in time for their day to begin.

After School

In term time we collect children from their respective schools and take them to club. After registration, a light tea is provided, to fight off those post-school hunger pangs.

Holiday Club

During school holidays we offer full-day care through an action-packed programme, including trips and visits, competitions, arts, crafts, sports and professionally led workshops.

Drinks are provided during the day, but a packed lunch is required.

Our Opening Hours

- ◆ Breakfast Club 7:30am - until school Begins
- ◆ After School Club 3:30pm - 6:00pm
- ◆ Holiday Club 7:30am - 6:00pm

Our Costs

- ◆ Breakfast Club £6.00
- ◆ After School Club £8.50
- ◆ Holiday Club £22.00 FULL DAY £17.00 HALF DAY (7:30am – 12:45pm or 12:45pm – 6pm)

Note: There will be an additional charge of £8.50 for those arriving after 6pm. If payments are not made at the end of each week a 10% charge will be added to your bill. All cheques incur a charge of 65 pence. For Holiday Club we require a £10 non-refundable booking fee per day.

CANCELLATION POLICY

Cancellation by Roosters Kids Club

The full fee is due unless Roosters Kids Club closes the club. If you have paid your holiday club non-refundable booking fee this is only refundable if we close the club. It is very rare for us to have to close the club but as we are open to issues that are beyond our control sometimes this may happen.



Roosters Kids Club – Registration Pack

If we close the club due to reasons beyond our control you will not be charged any monies for services on days closed. Some reasons may be e.g. weather conditions, staff shortage or any other reason.

Cancellation by the Client

For all bookings we require one weeks full cancellation notice, if notice is not given the full fee will become payable. This includes unforeseen circumstances.

In the event we have to open the club for a full day, for example a snow day or any other circumstance where your child's school is closed and you do not bring your child in then you will still be liable to pay the charges for breakfast and after school or necessary fees for what you have booked. If you do bring your child in the full day fee will become payable.

Should you require any further information, wish to make a booking or arrange a visit to our club, please contact us using the details below:

Contact Details

- | | | |
|-------------------------|-----------------------|--|
| ◆ Angela Marriott | (Mobile) 07966 322786 | (Email) info@roosterskidsclub.co.uk |
| ◆ Pauline Postlethwaite | (Mobile) 07977 172264 | |
| ◆ Breakfast Club | (Mobile) 07807 015899 | |



Roosters Kids Club – Registration Pack

Registration Agreement

Child's Name: _____ Date of Birth: ____ / ____ / ____

Home Address: _____

Name of school child attends: _____

Name of parent(s) with whom child lives: _____

Does this parent have parental responsibility? Yes/No (delete)

Telephone: Mobile: _____ Home: _____ Work: _____

Name & Telephone [Emergency Contact]: _____

Relation to child: _____

Doctors Name: _____

Doctors Address: : _____

Doctors Telephone: _____

Health Visitors Name (if applicable): _____

Persons Authorised to collect child & relation to child. Please note we will only allow authorised persons to take your child/children:

1. Name: _____ Relation to child: _____

2. Name: _____ Relation to child: _____

3. Name: _____ Relation to child: _____

Note:

Fees are payable in full, unless 1 weeks' notice of cancellation notice is given.

Name: _____ Signature: _____

Date: ____ / ____ / ____



Roosters Kids Club – Registration Pack

Ethnic Origin

I consider the named child's origin to be:

White – British	<input type="checkbox"/>	Mixed - White & Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
Traveller of Irish Heritage	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>
Gypsy/ Roma	<input type="checkbox"/>	Black or Black British	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Asian or Asian British	<input type="checkbox"/>	African	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>
Any other Ethnic background	<input type="checkbox"/>		

Religion

I consider the named child's religion to be:

Hindu	<input type="checkbox"/>
Christian	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Other	<input type="checkbox"/>
None	<input type="checkbox"/>

Disability

I consider one or more of the following applies to the named child:

Learning Impairment	<input type="checkbox"/>
Speech impairment	<input type="checkbox"/>
Visual Impairment	<input type="checkbox"/>
Physical Disability	<input type="checkbox"/>
Hearing Impairment	<input type="checkbox"/>
Any other	<input type="checkbox"/>

Learning Difficulties

Special Education Needs	<input type="checkbox"/>
Early Years Action / School Action	<input type="checkbox"/>
Statement	<input type="checkbox"/>

Spoken Language: _____

Health

The named child has received the vaccinations and immunisations indicated below:

Diphtheria	<input type="checkbox"/>	Measles	<input type="checkbox"/>
Polio	<input type="checkbox"/>	Tetanus	<input type="checkbox"/>
Mumps	<input type="checkbox"/>	Meningitis	<input type="checkbox"/>
Whooping Cough	<input type="checkbox"/>	Rubella	<input type="checkbox"/>

Any special diet, allergies, health problems or anything that the staff should know about or be aware of concerning the named child: _____



Roosters Kids Club – Registration Pack

Any prescribed medication (including dose): _____

Trip Consent Form

I, _____, give my permission for my child to take part in local trips and organised by Roosters Kids Club, whether it be Breakfast Club, After School Club or Holiday Club, whilst under adult supervision. An additional form will be required for day trips and outings, this will be completed prior to outings.

Name: _____ Signature: _____ Date: ____ / ____ / ____

Transport Consent Form

I, _____, give my permission for my child to ride on Roosters minibus or staffs cars. Whilst being dropped off at school, picked up from School or on an outing organised by Roosters Kids Club under adult supervision.

Name: _____ Signature: _____ Date: ____ / ____ / ____

Photography Consent Form

I, _____, grant permission for images of my child to be used for the purpose of display boards within the setting of Roosters Kids Club. All materials are locked away in a secure cabinet when not in use by the club.

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 career.

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

This consent will remain valid whilst your child is in the care of this Club.

Name: _____ Signature: _____ Date: ____ / ____ / ____

Emergency Medical Consent Form

I, _____, give my permission for members of staff of Roosters Kids Club to administer first aid and/or 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.

Name: _____ Signature: _____ Date: ____ / ____ / ____



Roosters Kids Club – Registration Pack

Privacy Notice

At Roosters Kids Club 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 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 our 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.

** 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.*

Name: _____ Signature: _____ Date: ____ / ____ / ____