

# STEPPING STONES WRAP AROUND CARE & HOLIDAY CLUB REGISTRATION FORM (PRIVATE AND CONFIDENTIAL)

## CHILD'S DETAILS

Surname (family name)		First Name	
Known as		Gender	
Address		D.O.B	
Place in Family e.g. only child		Child's First Language	
What school does your child attend			

## PARENT/GUARDIAN DETAILS

<b>Parent/Guardian 1 (Parent 1 receives the invoice, this can only be changed to another parent/carer with an email from Parent 1 confirming they are happy to make the change)</b>			
Surname (family name)		First Name	
Relationship to Child		Home Telephone No.	
Address		Personal Mobile No.	
Email Address			
Does the parent have parental responsibility?	Yes/No	Does the child live at this address?	Yes/No

<b>Parent/Guardian 2</b>			
Surname (family name)		First Name	
Relationship to Child		Home Telephone No.	
Address		Personal Mobile No.	
Email Address			
Does the parent have parental responsibility?	Yes/No	Does the child live at this address?	Yes/No

## SECURITY



We operate a password scheme for emergency security purposes. This should be used by any of your emergency contacts collecting your child/children.

Please detail the password you would like to use

### EMERGENCY CONTACTS

Surname (family name)		First Name	
Contact Number		Relationship to Child	

Surname (family name)		First Name	
Contact Number		Relationship to Child	

Surname (family name)		First Name	
Contact Number		Relationship to Child	

### HEALTH AND WELLBEING

Child's Doctor's Name		Has your child received the full immunisation programme?	Yes/No (delete as applicable)
Doctor's Address		Doctor's Telephone No.	

Any known allergies (eg foods, animals, medication etc). Please detail cause(s) and reaction(s): If appropriate the team will follow up with a care plan.

Has your child any special dietary needs? (If so, please give details): If appropriate the team will follow up with a health care plan.

Does your child have any medical conditions? (If so, please give details)

Is your child receiving any medication? (If so, please give details)

Does your child have any special needs/disability we need to be aware of? (If so, please give details)



Permissions (Please tick YES or NO)	
I give permission for emergency first aid and for staff to seek further medical advice or medical intervention in an emergency or if my/our child falls seriously ill whilst in the care of Stepping Stones.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I give permission for the Stepping Stones to administer medication as per instructions given by me the parent(s) carer(s), and agree to complete the necessary medication forms. I understand and agree that only prescribed medication by a Doctor/Medical professional can be administered whilst at Stepping Stones. I confirm medication will be in it's original container, with a clear label showing my child's name, dose and frequency of administration. Please see our Medication policy on our website for all other information.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I agree to photographs being taken that may be used on our display board and on the children's craft/activities. In accordance with GDPR 2018 we only use one piece of sensitive data with a photograph so your child is protected at all times.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I agree that my child can appear in photo's used on the private Stepping Stones Facebook page.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I agree my child's photo can appear on the Stepping Stones Website or on Promotional Leaflets.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Holiday club - I agree when the weather is warm to send my child in with sun cream already applied. A named bottle of sun cream must be left in their bag so they can apply sun cream after lunch and again after 3pm if they are staying for the full day. The sun cream must not contain nuts. If sun cream is accidentally left at home we can supply/apply Nivea factor 30 as a one off. If sun cream has been forgotten more than 6 times parents will be invoiced a £5 consumables charge. I give permission for Stepping Stones to apply Nivea factor 30 on _____ (child's name) if we have forgotten to provide sun cream in their bag.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I give permission for Stepping Stones to take my child onto the Bracken Leas Premises to access their facilities, sometimes we also use the leisure centre field.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I give permission to Stepping Stones to use plasters on my child.	Yes <input type="checkbox"/> No <input type="checkbox"/>
We are happy for children to bring in birthday cake if they are in the setting on their birthday, although please be aware we can only allow shop bought birthday cake that comes in still sealed in the original packaging as we need the allergy information and to avoid contamination. We also from time to time have chocolate/sweets as prizes for the children. Please tick yes if you are happy for your child to have occasional cake, chocolate or sweets. Please tick no if you would like your child not to have occasional cake, chocolate or sweets.	Yes <input type="checkbox"/> No <input type="checkbox"/>



## FRIENDS OF STEPPING STONES PRESCHOOL BRACKLEY FACEBOOK PAGE TERMS OF USE

### The purpose of this page is to:

- Communicate with our parents/carers on non-confidential items such as fundraising, diary dates, term reminders

The page is NOT for:

- Communication on personal/confidential matters which relate to an individual, parent, child, member of staff either in a public manner on the wall or by personal message on Facebook messaging
- Asking questions or responding to an item of a personal/individual matter that compromises individual, parent, child, member of staff confidentiality
- Complaints. These should follow our Complaints Procedure

### Terms of Use

We will comply with Facebook Page Terms of Use, Statement of Rights, and GDPR Policy.

Our group is closed.

Membership will be:

- Current parents/carers of children who are registered and in session
- Current parents/carers of children who are registered and regularly use our Holiday Club

Membership housekeeping will be on going but will be performed annually as a minimum in line with the academic year. Stepping Stones reserves the right to remove members not falling into the above membership requirement. Those existing members that fall outside of the above, but still wish to retain membership, must request so with the reason to the Centre Manager/Business Manager for consideration. These too are reviewed on an annual basis.

Members MUST NOT tag photos or share information outside of the group.

Friends must be invited to the group and will be admin approved. If a friend request is received and the person is unknown, identity will be confirmed of both the child and the parent before the request is approved.

No advertising or other means is permitted for the personal gain of individuals, groups or organisations outside of Stepping Stones.

No bullying, harassment or inappropriate content will be permitted and will be removed and/or reported to Facebook.

No individual/personal matters will be discussed which may compromise confidentiality of the parent/individual/child/member of staff.

No bookings will be made regarding sessions – these must be made via email, telephone or in person.

Photos/Documents are only to be uploaded by the Administrator of Stepping Stones, any other will be removed with immediate effect.

Breach of the above and dependent on the seriousness of any event could result in the situation being reported to a relevant authority.

I/we confirm that I/we will abide by the above terms of use

Parent/Carer 1

Parent/Carer 2

Name:

Name:

Signature:

Signature:

Email:

Email:



**Please read the following points carefully. Your signature means you understand and agree to them all. The parent signing this form must be the parent that is detailed as Parent one at the start of this contract.**

1. I understand Stepping Stones Pre-school is a charity, our registered number is 1120945. Our Ofsted registered number is EY366925 and for the yellow room EY2546264
2. I confirm that the information provided is true and has been completed to the best of my knowledge.
3. I understand that if my child leaves Stepping Stones during a term I must give one month's notice.
4. Any changes to wrap around require a month notice and unfortunately, we are not able to offer financial compensation for non-attendance. School trips and events will be credited if more than a months notice is given. Additional sessions are available but subject to availability. Holiday club is a week's notice to cancel.
5. Holiday club can fill up quite far in advance, Stepping stones can not guarantee holiday club spaces for all the children that have registered. It's first come first served for the spaces available.
6. Invoices are sent out at the start of each half term and cover the whole half term for wrap around and holiday club invoices a minimum of two weeks before holiday club starts. Invoices must be paid before your child attends holiday club. Invoices must be paid in full within two weeks of the invoice date.
7. Parent 1 on this form is who is deemed to have the contract with Stepping Stones and they are the parent that will receive the invoice via email. If families wish to change this we require written confirmation (email) confirming Parent 1 is to be changed with Parent/Carer 2. Please ensure below Parent 1 signs this form.
8. If your child is going to be absent from their session please email [admin@steppingstones-preschool.org.uk](mailto:admin@steppingstones-preschool.org.uk) and notify us of the absence.
9. Please read our GDPR Privacy Policy on our website under the policy section or if filling this form in at our setting please ask to see a copy. By signing this registration form you are giving your consent to the data we will hold and how we use it. You may also wish to read our Children's Records and Information Sharing policy as well.
10. All our key policies and procedures are found on our website, please take the time to read them. Policies and procedures are reviewed annually.

<http://www.steppingstonespreschool.org.uk/policies.asp>

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

Full name: .....