



MAGPIES REGISTRATION FORM 2019

PLEASE COMPLETE EVERY SECTION IN BLOCK CAPITALS

Child's Preferred name

Child's full name
Male/ Female

Child's Date of Birth / /

School attended (if applicable) and class

The child's address:
.....
.....
.....
.....
POSTCODE

The name(s) of the person(s) with Parental responsibility who live at the same address:

The Name of any other person who has Parental responsibility who does not live at the same address, and their address:

YOU MUST KEEP YOUR CONTACT INFORMATION UP TO DATE
Please give at least one telephone landline.
Home telephone number:

Mobile telephone number:

Work/ other telephone number:

Email address:

EMERGENCY CONTACTS WITH PERMISSION TO COLLECT YOUR CHILD

1: Name
Relationship to child
Telephone number(s)

2: Name
Relationship to child
Telephone number(s)

3: Name
Relationship to child
Telephone number(s)

PASSWORD

MAGPIES REGISTRATION FORM 2019

PLEASE COMPLETE EVERY SECTION IN BLOCK CAPITALS

Payment of Regular Booking fees

- **Your place is guaranteed if a regular booking is made, but you are charged for all booked sessions if you use them or not.** Any requests for alterations to bookings must be made in writing. Two weeks' notice of cancellation of your place for Breakfast Club and After-school Club must be given in writing. One term's notice is required for Preschool. **During the notice period or where notice has not been given full charges apply.**
- Fees must be paid in full and as invoiced within 14 days unless otherwise agreed by Magpies. All booked sessions are charged for. Any other arrangement must be agreed in writing.
- Childcare vouchers, Bank transfer payments and direct payments into our bank **must have your child's name** (and invoice number if possible) as a reference.
- Any complaints about the service must be made at the time they occur and these will be investigated but cannot be used to withhold payment.
- A late payment charge of £10 or 10%, whichever is greater, will be applied to overdue payments.
- 60 days from invoice date unpaid invoices (where an arrangement has not been agreed and adhered to) will be subject to our Bad Debt policy. Any additional legal or other charges incurred by Magpies will also be added to your account.
- Magpies always pursue debts through Court and other action including Debt collectors.

Occasional, extra and all bookings not made on a regular basis must be paid in advance.

I agree to staff changing nappies as required.

Children must be collected no later than the session finish time. A late collection charge of £10.00 for the first 15 minutes and then £20.00 for each 15 minutes thereafter, per child, per occasion will be made. Penalties including exclusion may be applied at the sole discretion of Magpies.

I give my permission for my child to take part in outside / off site activities when accompanied by a club leader or an appropriate adult nominated by the club.

I agree to inform Magpies of any illness, problems, or changes in circumstances that might affect my child and/or their interaction with others. Please note that this **MUST** include family members leaving or joining the household.

MAGPIES REGISTRATION FORM 2019

PLEASE COMPLETE EVERY SECTION IN BLOCK CAPITALS

If my child has sickness and diarrhoea I agree to keep them off for a period of 48 hours from last incident.

I expressly allow the treatment of first aid including the use of sticking plasters. If you do not give your permission delete this paragraph.

Consent is given to my child being transported by motor vehicle where the driver is qualified and holds the appropriate insurance.

I consent to emergency medical treatment of my child and authorise Magpies, if hospital authorities consider it necessary, to give written consent to treatment if, in the opinion of the doctor, a delay may endanger the health and/or safety of the child.

Appropriate head-wear will be sent during hot periods and consent to the application of sun cream, supplied by me or the setting, as required.

We take photographs of your child for their personal record and to display in the setting. We will never put photos of your child on the internet. We use a secure cloud based storage system to record the learning journey of EYFS children including photos. We will give you more information on request. If you have any concerns you should speak to us.

I authorise Magpies to use age appropriate disciplinary measures to ensure the safety of children and staff at all times. I understand that failure of my child to follow the rules agreed by the Magpies, where this may put other children or staff at risk, can result in suspension or exclusion.

Safeguarding

You will find the setting door locked at all times and you may be asked to produce identification by staff who do not know you.

You are required to sign your child out giving your name and NOT simply Mum or Dad. Children are not permitted to sign themselves out unless we have your written permission for them to leave on their own.

You must ensure that your child is handed over to a member of staff when bringing your child. Never assume we are open without checking.

Mobile telephones must not be used anywhere in the setting, including outdoor areas, or anywhere children could be.

Emergency Closures

Very occasionally we are forced to close because of bad weather and in this event you will not be charged. In bad weather check we are open by listening to local radio, telephoning the setting or checking on **www.magpies.info**

MAGPIES REGISTRATION FORM 2019

PLEASE COMPLETE EVERY SECTION IN BLOCK CAPITALS

Concerns and Complaints

Magpies welcome suggestions on how to improve our settings and will give prompt and serious attention to any concerns you may have. We would expect that most concerns will be resolved quickly by talking to any member of staff or the Manager. Everyone will do their best to help.

If, for any reason, you are unable to resolve your concerns this way then the Directors would be delighted to be given the opportunity to help if we can. Any member of staff will arrange a meeting or put you in touch. For clarity, you may want to put your concern(s) in writing.

We would hope to complete an investigation and inform you of the outcome within 7 working days, but in the event of an unavoidable delays (if a member of staff is on holiday, for example) we will write to you to explain why, within 7 days.

We will always complete our investigation as quickly as possible and keep you fully informed and ask that you allow us the opportunity to finish our investigations.

In the unlikely event that we are unable to resolve your concerns you can talk to Ofsted. Users may approach Ofsted directly at any time. Ofsted are the registering and inspection body who ensure that the Safeguarding and Welfare requirements of the Early Years Foundation Stage are adhered to.

Call Ofsted on 0300 123 1231

OfSTED Registration Certificates are on display on setting notice boards.

- **Magpies Edward Feild EY307599**
- **Magpies West EY345660**
- **Magpies PreSchool EY425468**

All those with Parental responsibility who make, cancel or alter bookings and/or bring or collect the child must sign this Registration Form and accept full responsibility to adhere to these terms and conditions, including responsibility for payment.

I have read and understood the terms and conditions and agree to be bound by them.

Your Name in capitals

.....

Your relationship to child

.....

Sign and date:

.....

Your name in capitals

.....

Your relationship to child

.....

Sign and date:

.....

YOU MUST PROVIDE PROOF OF IDENTITY ON FIRST REGISTRATION; PASSPORT, DRIVING LICENCE OR AN OFFICIAL DOCUMENT STATING YOUR ADDRESS AND NATIONAL INSURANCE NUMBER.

MAGPIES REGISTRATION FORM 2019

PLEASE COMPLETE EVERY SECTION IN BLOCK CAPITALS

Childs name



What makes me unhappy- and happy again!

The people and pets in my family are:



At home the main language we speak is (and we can also speak)

I am really good at / what I love to do:



My favourite things, books and songs are:



People who have looked after me inside and outside my home are:

The thing that comforts me most is:



My routine for nappy changing, sleeping, feeding is:

My Character is:



I would also like you to know:

MAGPIES REGISTRATION FORM 2019

PLEASE COMPLETE EVERY SECTION IN BLOCK CAPITALS

List all known medical conditions, allergies and food intolerances, using a separate sheet for medication if required:

Magpies have a no nuts policy at all of our settings.

Please give details of any cultural or religious observances that should be taken into account when caring for your child. This could include diet, dress, religious holidays, etc:

Child's main language:

Nationality:

Religion / Culture:

Child's Doctor (G.P) Name

Surgery

Telephone Number (Including code)

Health Visitor (if applicable)

Are any external agencies involved with you and your child?

Yes/ No

PLEASE LET US KNOW WHICH SERVICES YOU ARE INTERESTED IN:

MAGPIES PRESCHOOL

MAGPIES WEST KIDLINGTON:

Breakfast Club

After School Club

MAGPIES EDWARD FEILD:

Breakfast Club

After School Club

MAGPIES NORTH KIDLINGTON:

Breakfast Club

After School Club

Please tell us what days you might need;

Monday / Tuesday / Wednesday /

Thursday / Friday

MAGPIES HOLIDAY CLUB
(From three years old)