



## Holiday Club Admission Form

We know that deciding on who looks after your children during the school holidays is an incredibly important decision, so thank you so much for choosing Natural Nurture.

*You will need the following information;*

Contact details for primary, secondary and emergency contacts  
Allergy, Medical and Dietary information for your child

If you have any questions regarding the admission process please contact us on 01403 782 787

### **Primary Contact**

The primary contact is the first person we contact should the need arise. They will also receive all invoices, and any other correspondence sent by the holiday club.

First Name:
Last Name:
Relationship to child:
Home Address
Home Tel:
Mobile:
Work:
Email Address:

### Family Password:

(We will not allow any child to leave Natural Nurture with anyone not known to us as the usual parent or carer. In the event you are not able to collect your child and someone else comes, we ask that: Staff are notified personally or by phone; a name and description is given to staff, and the person collecting must repeat the family password.)

**Emergency Contacts**

**First Emergency Contact**

First Name:
Last Name:
Relationship to child:
Home Tel:
Mobile:
Work:

**Second Emergency Contact**

First Name:
Last Name:
Relationship to child:
Home Tel:
Mobile:
Work:

**About Your Child**

First Name:
Last Name:
Gender:
Date of Birth:
Child's First Language:
Religion:
Ethnicity:
Nationality:

**Medical & Dietary Requirements**

Are immunisations up to date: Y / N (if no please detail)
Allergies:
Details of any Medication needed:
Any other medical notes:
Special Dietary requirements:

**Special Education Needs:**

Does your child have any special education needs and/or disabilities?
Special Educational Needs Information:

**Session Requirements**

We are open all school holidays and our days run from 8am – 5:30pm. We offer the following sessions;

	3yrs +	2yrs
Full Day - 9am – 5pm	£35	£45
Half Day -9am-1pm / 1pm – 5pm	£17.50	£22.50
8am – 9am	£4.50	£6.50
5pm – 5:30pm	£2.25	£3.25

Dates and sessions booking:

Childcare Voucher Company (if applicable):

## Parental Consent

I give permission for my child to (please tick)

- Be taken to the doctor / hospital in case of emergency
- Have holiday club sunscreen applied
- Have Sudocrem applied on an as needed basis
- Have their temperature taken should they be showing signs of fever
- Be given Calpol as a first aid procedure to reduce a fever.
- Have my child's photos and videos shown on the website
- Have my child's photos and videos shown on social media
- Have my child's photos and videos used for advertising of the holiday club
- Have my child's photos and videos used for talks and presentations
- Have the nursery share my contact details with other parents

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Terms and conditions

### Activities

1. We are an outdoor setting, so our children are out in all weathers. Minor bumps, scrapes and lots of mud are to some extent par for the course, so please bear this in mind when choosing Natural Nurture for your child.

### Clothing

1. The children are out in all weathers and will get dirty, so warm and practical clothing suitable for every activity, including painting, mud kitchen and sandpit are an absolute must.
2. Children and their clothes will get messy so do not dress your child in expensive clothing that you do not want to get dirty.
3. In winter please ensure that your child comes in suitably warm clothing, including many underlayers and waterproof and windproof Coat and Trousers, and wellies.
4. Please also supply at least 2 changes of clothes including trousers, tops, underwear, socks and jumpers at all times.
5. Please name all clothing.

### Fees

- 1) You are invoiced monthly and fees are due one month in advance. We request that fees are paid within 10 days of receipt of invoice.
- 2) Fees can be paid by debit card, Childcare vouchers or cheque made payable to Tuppenny Company
- 3) If you are using a voucher company to pay for part of your fees, you must inform us of the voucher company name, amount and any changes you make to the amount.
- 4) Full fees are still charged when a child is dropped off later than the start of a session, picked up earlier than the end of a session and if your child is sick.
- 5) Holiday Club fees are reviewed annually.

### Withdrawal

- 1) We reserve the right to ask for a child or child's parents to leave the holiday club if circumstances make it necessary. This is rare and only considered when there is possibility of disruption to the holiday club activities. The return of fees is discretionary and subject to all terms and conditions.

- 2) We aim to continually improve our core curriculum and supplementary activities, therefore we reserve the right to make alterations to the daily timetable as we see fit.

#### **Illness**

- 1) The Holiday club is a **NUT FREE ZONE**
- 2) We reserve the right to refuse entry to children who are unwell (temperature, vomiting or diarrhoea) or suffering from infectious diseases. Children who are unwell cannot be cared for in a holiday club environment and must remain at home until fully recovered.
- 3) If your child becomes unwell whilst at the holiday club, we will ask you to come and collect them. In the event that we cannot get hold of you, we will telephone your emergency contacts.
- 4) If your child is on prescribed medication such as antibiotics, we ask that they remain at home for the first 24 hours. On your child's return to nursery we will ask you to sign a medication form to confirm the medication needed.
- 5) Children who have suffered from vomiting or diarrhoea must exhibit no further symptoms for a full 48 hours before returning to holiday clubs.
- 6) If all efforts have been made to contact parents, in the event of an accident or serious illness the holiday club retains the right to take such actions, as we deem necessary including hospitalisation in an emergency.

#### **Contact Details**

- 1) Please keep us fully informed on your current address, phone numbers and email address.
- 2) Please also ensure that we have up-to-date details of emergency contacts – this must be someone who is local to you.

**I have read the holiday club terms and conditions and agree to abide by their terms.**

**I have also been given the opportunity to read the nursery and holiday club policies and procedures and know that they can be viewed either online at [www.naturalnurture.org/policies](http://www.naturalnurture.org/policies) or copies can be found in the office during office hours. I will comply with all the policies and procedures of the nursery and holiday club.**

Signature:

Name:

Agreement date: