

**ENROLMENT FORM  
HOLIDAY CLUB**

Full name of child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Phone Number \_\_\_\_\_

**Main Carer 1** Name \_\_\_\_\_ Place of Work \_\_\_\_\_

Work Number \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_ Relationship \_\_\_\_\_

**Main Carer 2** Name \_\_\_\_\_ Place of Work \_\_\_\_\_

Work Number \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_ Relationship \_\_\_\_\_

**Persons with Legal Contact** \_\_\_\_\_ Place of Work \_\_\_\_\_

Work Number \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_ Relationship \_\_\_\_\_

**Doctors**

Name/Address/Phone \_\_\_\_\_

\_\_\_\_\_

Details of injections/immunisations \_\_\_\_\_

\_\_\_\_\_

Special Dietary Requirements \_\_\_\_\_

\_\_\_\_\_

Any known allergies \_\_\_\_\_

\_\_\_\_\_

Religion\_\_\_\_\_

Does your child have any known special educational needs:\_\_\_\_\_

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Does your child have any recognized disability\_\_\_\_\_

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Does your child suffer from a medical condition Yes/No

If so please give details including any medicines they may need whilst at nursery:\_\_\_\_\_

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### Emergency Contact Details

If for any reason in the case of an emergency we cannot get hold of parents/guardians you may wish to provide us with an emergency contact name and number.

Name\_\_\_\_\_ Phone Number\_\_\_\_\_  
Mobile\_\_\_\_\_ Relationship  
to child\_\_\_\_\_

**It is not the policy of Walmer Bridge Holiday Club to administer medicines to children unless they are prescription and specifically requested to do so by their parents in writing. We no longer administer aspirin or medicines containing it to children. We will make every endeavour to follow parent's instructions but reserve the right to refuse a request to administer medicines whilst a child is in our care.**

**The manager reserves the right to take a child to hospital or health centre in the event of an emergency.**

**I hereby apply for the admission of the above named child to Walmer Bridge Holiday Club. I have read and understood the terms and conditions and agree to comply with them and to any other conditions which may be required in the future.**

Parent/Guardian signature\_\_\_\_\_

Date:\_\_\_\_\_ Name in capitals\_\_\_\_\_

### Emergency Medical Treatment

I hereby agree to \_\_\_\_\_ to be given emergency medical treatment whilst at Walmer Bridge Holiday Club or on any organised outing.

Signed \_\_\_\_\_ Parent/Guardian

Date \_\_\_\_\_

### **Off-Site Consent Form**

During your child's stay at Walmer Bridge Holiday Club it may be necessary for him/her to be taken off-site for an educational visit or as part of a topic. This may be in the form of a short walk. Safety regulations will be adhered to at all times. In order for your child to be included in these outings, written permission is required.

I hereby give permission for \_\_\_\_\_ to be taken off-site during his/her stay at Walmer Bridge Holiday Club.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### **Photographic consent form**

During your child's stay at Walmer Bridge Holiday Club it may be necessary for photographs or video footage to be taken of him/her.

We will from time to time organise events where the local newspapers/magazines may wish to print photographs, which may include your child.

In accordance with OFSTED guidelines your written permission is necessary to enable us to do this.

I hereby give permission for \_\_\_\_\_ to be:

Videoed,  
Signed \_\_\_\_\_ Date \_\_\_\_\_

Photographed for Holiday Club website  
Signed \_\_\_\_\_ Date \_\_\_\_\_

Photographed for local newspapers  
Signed \_\_\_\_\_ Date \_\_\_\_\_

## Terms and Contractual Conditions

### Walmer Bridge Holiday Club

- The Holiday Club opens at 7:30 and closes at 6:00pm prompt.
- Fees are payable for the week on the first day of attendance.
- Parents must notify staff if someone other than notified persons is picking their child up from nursery to prevent any misunderstanding, as the child will NOT be released them unless prior permission is given.
- If a child is unwell in our care every effort is made to contact the parents.
- Parents must contact the Holiday Club before 10.00am if their child will not be attending nursery that day, full fees will still be payable.
- The management reserve the right to remove any child from the setting as they deem necessary.
- A fine of £5 for every 15 minutes will be charged for late collection of children.
- Photographs of the children may be taken unless carers have requested other wise on enrolment form.
- The children's records are kept in the office and are only accessible by specific members of staff, all staff are aware if confidentiality.
- Full fees are due for all days booked, when a child is temporarily absent for any reason, including sickness.
- The Holiday Club policy documents are displayed on the notice board in the entrance hall and parents are requested to read the following policies without exception. Safeguarding, Equal Opportunities, Complaints Procedure, Lost Child Procedure and Uncollected Child Procedure.
- Fee's are reviewed every year with an increase in September.

**I HAVE READ AND UNDERSTOOD THE ABOVE CONTRACTUAL CONDITIONS AND THOSE ON THE ENROLMENT FORM. I HAVE READ THE POLICY DOCUMENTS DISPLAYED IN THE ENTRANCE HALL.**

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Name in block Capitals \_\_\_\_\_

Child's Name in block capitals \_\_\_\_\_

Relationship to child \_\_\_\_\_