



Full Name:

# HOLIDAY CLUB Registration Form

Start Your Greatest Adventure...



Building happy  
resilient  
little learners

THANK YOU for choosing the Treehouse Forestry Club for your child's first steps into education.

Please complete the following form in BLOCK CAPITALS and return it to The Treehouse Club to register your child. Should any changes arise then please inform us as soon as possible.



# OFFICE USE ONLY

Tick/mark as required to indicate completion.

- Occupancy
- Abacus
- Parent Email List
- Walking Bag
- Fire Bag List
- Password List
- Ofsted Numbers
- Key Persons List
- Register Audit
- Tapestry
- Health Plan
- Allergy Chart

Comments & Notes:

## SETTLING IN DATES

First Settle	Date	Second Settle	Date
Uniform Received	Date		

## CHILD DETAILS

Child's Full Name	First	Last	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Known by name	Known	Child's DOB	DOB		
Hair Colour	Colour	Eye Colour	Colour		
Nationality	Nationality	Religion	Religion		
Ethnic Origin	Origin				
Spoken Languages	Spoken Languages				
If English is not the primary language spoken at home, will this be your child's first experience of being in an English-speaking environment?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Intended School	School name				
Preferred Setting (please tick)	Billericay <input type="checkbox"/>	Brentwood <input type="checkbox"/>	Start Date	Date	
Chosen Password	Password				
Doctors Name	Full Name	Doctors Tel N°	Phone Number		
Doctor's Address	Address				
	Address		Postcode		

## PARENT/CARER 1

Parent/Carer Full Name	First	Last
Parent DOB	DOB	Relationship to Child
	Relationship	
Home Address (in full)	Address	
	Address	Postcode
Telephone Contact	Home Tel	Mobile
Occupation	Occupation	Work Tel
Email	Email	
Bill Payer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Parental Responsibility?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## PARENT/CARER 2

Parent/Carer Full Name	First	Last
Parent DOB	DOB	Relationship to Child
	Relationship	
Home Address (in full)	Address	
	Address	Postcode
Telephone Contact	Home Tel	Mobile
Occupation	Occupation	Work Tel
Email	Email	
Bill Payer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Parental Responsibility?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## OTHER CONTACTS / EMERGENCY CONTACTS

Please note that it is an Ofsted requirement that we have photographs of every person authorised to collect your child from The Treehouse Club. Please therefore supply photographs of yourself and your named contacts/emergency contacts listed below. Photographs can either be emailed or sent in. Contacts must be over 18 years old.

### CONTACT 1

Parent/Carer Full Name	First	Last	
Parent DOB	DOB	Relationship to Child	Relationship
Home Address (in full)	Address		
	Address	Postcode	
Telephone Contact	Home Tel	Mobile	
Occupation	Occupation	Work Tel	
Email	Email		
Bill Payer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Parental Responsibility? Yes <input type="checkbox"/>
			No <input type="checkbox"/>
Emergency Contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Authorised Pick-Up? Yes <input type="checkbox"/>
			No <input type="checkbox"/>

### CONTACT 2

Parent/Carer Full Name	First	Last	
Parent DOB	DOB	Relationship to Child	Relationship
Home Address (in full)	Address		
	Address	Postcode	
Telephone Contact	Home Tel	Mobile	
Occupation	Occupation	Work Tel	
Email	Email		
Bill Payer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Parental Responsibility? Yes <input type="checkbox"/>
			No <input type="checkbox"/>
Emergency Contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Authorised Pick-Up? Yes <input type="checkbox"/>
			No <input type="checkbox"/>



## Medical Conditions & Allergies

Please provide is with details of the following and treatments, if required:

Medical Conditions	Yes <input type="checkbox"/> No <input type="checkbox"/>	Details
Allergies	Yes <input type="checkbox"/> No <input type="checkbox"/>	Details
Special Dietary Requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>	Details

## Special Educational Needs & Disabilities

Please provide is with details of the following and treatments, if required:

Will they require any special assistance within the setting?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Please detail
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Are there any other professional who have contact with your child?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please fill below:
--	--	----------------------------

Full Name	First	Last
Role	Role	
Agency Name & Address	Agency Name & Address	
	Address	Postcode
Telephone Contact	Office Tel	Mobile (if any)

# Policies, Procedures & Permissions

All policies and procedures are available to view in the Parent Handbooks, which are available at the Settings.

**ADVERSE WEATHER OR OTHER BUILDING PROBLEMS:** The nursery and out of school club will always do their best to open and offer care, if there is extreme bad weather such as snow we will do our best to open however from 7am we will call each parent if the nursery will be closing.

**SUN CREAM:** Please ensure that your child arrives to each session with sun cream already applied, however if it is necessary for the setting to reapply, you give permission for staff to administer hypoallergenic sun cream (supplied by you) to your child when necessary.

**EMERGENCY TREATMENT DECLARATION:** In the event of an accident, emergency or extreme high or low temperature involving your child, you understand that every effort will be made to contact you immediately to request to administer medication however emergency services will be called as necessary and you understand that your child may be taken to hospital accompanied by the Setting Manager (or authorised deputy) for emergency treatment and that health professionals are responsible for any decisions on medical treatment in your absence.

**FOR INHALERS / EPIPENS ONLY:** You give permission for a named and approved member of staff who has been trained to administer the inhaler /EpiPen or Anapen (supplied by you) to your child.

**SICKNESS:** Child wellbeing is one of our highest priorities, if your child has required Calpol or other medication before their session please do not bring them to nursery as they may be at the beginning of an illness and require rest, if a child arrives ill the manager will make the decision if they are fit to attend the session. Whilst in our care if your child displays signs of ill health we will try to contact you however if this develops into sickness and/ or diarrhoea then you will be required to pick your child up and have 48 hours home rest after the last bout of sickness or diarrhoea .

**BABY TEETHING:** All babies go through teething which can show in signs of ill health and diarrhoea. Our staff are highly trained to know the difference and will not send babies home for teething, if medication is required it will fall under the same procedure as normal medication however will accept over the counter teething products if the child has taken it before or will require 24hours home watch.

**MEDICATION:** If your child is placed on short term or long term medication we require them to be off for 24hours if they have not taken the medication before, when returning a medication form will be required to be completed and signed at the end of each day, please note medication will only be given if it is prescribed by a doctor and has a doctors sticker.

**PHOTOGRAPHS:** (Nursery Use) As part of the on-going recording of our curriculum, and for the children's individual development records, staff regularly take photographs of the children during their play. These photographs are used for display and for your child's records within the Pre-School and Out of School Club. You will have access to these photographs via your log-in portal on our interactive learning diaries. Photos or videos of your child will be retained on our computer systems until your child leaves us.

You give permission for your child to have their picture taken and / or be videoed as part of their learning diary as per the conditions above.

**PHOTOGRAPHS:** (External Use) With your permission, we would like to use pictures of your child within training, publicity and marketing, including on our website.

You give permission for your child to have their picture taken and/or be videoed as part of the Treehouse Club training, marketing and advertising.

**TRIPS AND OUTINGS:** The woods are an integral part of our learning setting and these will be used on a daily basis. In addition to this, we may take the children on external trips to local parks, amenities and other venues that are of benefit to their learning.

All of our trips are risk assessed and these assessments are available for your viewing. All parents are advised in advance of any external trip taking place, by email.

I confirm and agree that I have read, and agree to, the above permissions:

Signed:

Date:



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# GDPR - Your Privacy Matters to Us

AT THE TREEHOUSE CLUB, WE VALUE YOUR PRIVACY AND ARE COMMITTED TO MANAGING AND SAFEGUARDING YOUR PERSONAL INFORMATION.

To support upcoming changes in European data Law, known as the General Data Protection Regulations (GDPR), we've updated our Privacy Policy which can be found on our website. The new data protection law comes into effect on 25 May 2018.

Our new policy provides clear information about the data we collect, and how we process and protect your personal information. Under GDPR rules, we will only collect and store personal information about you, your family, children and any connected parties that you provide to us for the provision of our childcare services. It also covers your rights as an individual and how the law protects you.

All data held is securely stored on password protected IT systems or in secured areas of our nurseries. Once any data is no longer required it will be passed back to you or securely destroyed.

We are asking you for this information because it is a requirement of the Early Years Foundation Stage, our statutory framework. We will hold specific information; such as safeguarding, welfare information, compliances related to your child with the EYFS and or childcare registers and store it until the child is 21 years 3 months old for insurance purposes. Learning and development information about your children will be held to comply with the EYFS and it will be returned to parents or destroyed when your child leaves the setting or joins school.

To provide the best childcare service possible, we will only send you information that is directly related to our services. To help us comply with new data rules, we need to confirm that you would like to receive communication from us such as: newsletters, emails, details of upcoming events, company information and occasional communication relevant to childcare and educational topics/issues.

To receive information/communications from Treehouse Club, please opt-in here: (with a tick)

YES please, I would like to receive communication from The Treehouse Club.

NO thanks, I do not want to receive communication related to the Treehouse Club.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Naturally, you are able to unsubscribe from our communication list at any time. Should you have any questions on the above, please contact: [dataenquiries@thetreehouseclub.co.uk](mailto:dataenquiries@thetreehouseclub.co.uk)

# Registration

**SETTLING IN VISITS** for Holiday Club. For children who are 2 years old joining the holiday club for the first time, we offer a 30 minute settle session. We understand that sending your child to holiday club for the first time can seem like a daunting prospect; don't worry... our dedicated staff are experienced at welcoming newcomers to Treehouse. Most of the children will be coming on their own and will be looking forwards to making new friends.

**RECEIVING A PLACE:** Once receiving your place at The Treehouse Club in pre-school, nursery and out of school club; we require at least 2 months' notice prior to starting to cancel your place without incurring 1 months fees, however all holiday club places are non-refundable. If you would like to change or cancel as place once your child is with us we require 4 weeks written notice, we do not offer breaks in care or the ability to swap sessions.

**DISCOUNTS:** We offer a 10% sibling discount to the oldest child/ren when joining The Treehouse Club, which can also be used in our holiday club. We also offer an early bird discount when booking holiday club 2 months prior to the holiday club starting, not to be used in conjunction with any other offer.

**CHILDCARE VOUCHERS:** We accept childcare vouchers as payment towards your child's sessions. We are already registered with several of the main providers of these. If your employer uses a different scheme, then we would be pleased to register with them if you provide the relevant information to us. Please note that we require all voucher payments to arrive in our account by the 1st of each month.

**HOLIDAY CLUB BOOKINGS:** Holiday Club bookings require payment within 5 days of issue and are non-refundable once booked (although we will try our hardest to transfer the Holiday Club day to another within the same Holiday period if we have the availability).

**INVOICES:** We invoice for everyone's sessions monthly in advance (around 21<sup>st</sup> of month) and fees are due by 1<sup>st</sup> of every month and are non-refundable for any sessions that your child cannot attend. This includes illness and holidays that you arrange. (If your child is ill, please refer to our illness policy and procedure to confirm when they can return to the Setting).

We request that all fees are paid via direct debit or childcare vouchers. Invoices that are outstanding by the 1st will incur a 5% weekly charge on your total invoice amount. Non-payment of fees will regrettably result in your child losing their place with us.

**CORRECT PAYMENTS:** It is your responsibility to ensure that we receive the correct payment each month as per your invoices. Any incorrect, duplicate or over-payments that you ask us to return to you will incur a fee of £25.

If for any reason we have to close the Setting for safety reasons, e.g. adverse weather conditions, we are unable to provide a refund for these sessions as this is out of the Setting's control. The Setting is also closed on all National and Bank Holidays and no refunds can be provided for part-weeks, inset days and school closures that fall within the published School Term times as these are beyond our control.

Please see issued invoices for payment terms and conditions.

I confirm that I understand that fees are payable monthly in advance by the 1st of every month. Should I choose to cancel my child's place with the Club (including any reduction in sessions), one month's written notice is required or a month's fees in lieu of notice.

Please note that by signing, both parents are confirming their agreement to pay all fees in full regardless of circumstances. I confirm that I have read, and agree to, the above fees information.

Signed:

Date:





# Confirmation

Please mark all the sessions you require:

I confirm that all of the above information has been completed to the best of my knowledge and that I agree to all terms, conditions, policies and procedures of The Treehouse Forestry Out of School Club.

Signed, Parent / Guardian 1  Date:

Signed, Parent / Guardian 2  Date:

## Treehouse Club Kit List

**Our forest school runs on the Scandinavian principle that there is no bad weather, just bad clothing!**

We are unlike any other Out of School Club and whenever possible we will be out with the children, either enjoying our beautiful woodlands or out on trips and activities.

We therefore have a kit list that we will require all children to have so that they can enjoy the Club's numerous activities in comfort:

### Standard Items

- Welly boots (these can be left at the Club and we will happily store these for you) Nursery only
  - Complete change of clothes / wet-suits if so desired
  - Winter - Warm Coat
- Summer - Sun hat (ideally one with a cover for the child's neck) and sun cream

Will you please ensure that any clothing items are NAMED. Will you please also include some spare underwear if, on occasion, they have an accident. Any games or toys brought from home must be named and we cannot accept any responsibility for items brought to the Out of School Club.

## CONTACT DETAILS

### Billericay Setting

Norsey Woods, Education Room  
Outwood Common Road  
Billericay CM11 1HA  
01277 656 921

### Wickford Setting

Dollymans Farm  
Doublegate Ln, Rawreth  
Wickford SS11 8UD  
01268 956 005

### Ingrave Preschool

St Nicholas Church  
Hall, School Lane, Ingrave  
Brentwood CM13 3RB  
01277 297 024

### Brentwood Setting

Thriftwood Scout Centre  
Orchard Ave  
Brentwood CM13 2DP  
01277 402 016

### Langham Hall Preschool

Langham Hall, Langham Cres  
Billericay CM12 9RD  
01277 297 899

### Great Totham Preschool

1 Maldon Rd, Great Totham  
Maldon CM9 8NQ  
01621 468 020

**Booking Line: 01277 402 018**  
adventure@thetreehouseclub.co.uk

## Let's Get Social | Find us on Facebook

Follow us on social media for the latest club and nursery updates, news, blogs, fun tips, videos and much more.

Facebook [@TreehouseForestryClub](#)

Twitter [@Club\\_Treehouse](#)

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