



Full Name:

OUT OF SCHOOL 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		
Doctors 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"/>

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"/>



CHILD REGISTRATION FORM (Preschool & Nursery)

EMERGENCY CONTACT DETAILS A

Full Name	First	Last	Insert Photo of Emergency Contact A
Contact Telephone	Home	Mobile	
Work & Work Tel	Work	Work Tel	
Relationship to Child	Relationship		

EMERGENCY CONTACT DETAILS B

Full Name	First	Last	Insert Photo of Emergency Contact B
Contact Telephone	Home	Mobile	
Work & Work Tel	Work	Work Tel	
Relationship to Child	Relationship		

HEALTH & MEDICAL DETAILS

GP'S Name	GP	Practice Name	Practice
Address	Address	Town/City	Town
Postcode	Postcode	Telephone	Tel

Are your child's immunisations up to date?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment
Does your child have any medical conditions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment
Does your child have any long-term medication?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment
Does your child have any non-food related allergies or phobias?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment
Does your child have any dietary requirements (incl. food allergies, intolerances, preferences?)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment
Does your child suffer from any previous injury or illness that required hospitalisation or continued medical treatment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment
Are there any other agencies working with your child and/or family?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment
Is your child still in nappies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comment



SPECIAL EDUCATIONAL NEEDS & DISABILITIES

Does your child have any special educational needs or disabilities?

Yes No

If yes, please provide us with details of these.

Will they require any special assistance within the setting?

Yes No Comment

Is there an Early Years Action Plan in place?

Yes No Comment

Is there an Early Years Action Plan PLUS in place?

Yes No Comment

Is there a 'Statement' in place?

Yes No Comment

Is there any other professionals who have contact with your child?

Yes No (If YES, fill out below)

Full Name

Full Name

Role

Role

Agency

Address

Contact Tel

Tel

We reserve the right to retract or defer a child's place at any time if any medical or additional needs condition is not disclosed in advance of the child's start date and we deem that the wellbeing for the child could be affected.

PERMISSIONS

As part of our provision of childcare, we would like to understand your preferences / get your permission on a range of points, covering your child's wellbeing and the service we provide, your personal data and our marketing for the settings. This form sets out those requests and we would kindly ask that you complete the form by **TICKING** your preferences for all the categories below.

EDUCATION & NURSERY/PRESCHOOL INFORMATION

Short outings and walks in the local area

Sharing with other providers or schools, information on your child including learning and development

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.

HEALTH & WELLBEING

Administration of sun cream

Administration of emergency medication

PHOTOGRAPHY & IMAGES

We often take photos and images in our settings for various internal purposes as well as documenting your child's learning journey. Please can confirm if you are happy for us to store and use such images. The Treehouse Club retains ownership of marketing material. If the consent is changed at a future date; Treehouse Club is responsible for any photos/marketing used moving forwards. However, The Treehouse Club and sister companies are not responsible and cannot backtrack on previously used photos when permissions were granted and subsequently changed. This consent grants usage for the Treehouse Club and associated sister companies.

I give consent for my child to appear in:

Displays and other internal documents in the Setting

Group Photos on Tapestry (Online Learning Journal) which may therefore be seen by other parents/carers

External Photos, Videos and other Marketing including our Facebook Page and other Social Media Sites

External Photos, Videos and other Marketing including other Social Media Sites for our sister companies



CHILD REGISTRATION FORM (Preschool & Nursery)

CONSENT

Please accept this form as my application to REGISTER my child named below at The Treehouse Club Preschool & Nursery (also known as The Tree House Premier Child Care Limited)

Child's Name	Name
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I confirm that I have read and agree to the current terms and conditions of business of The Treehouse Club. By accepting and consenting to the terms and conditions of business it constitutes a contract between myself and The Treehouse Club. Please tick to confirm.

I commit to give written notice to the nursery/Preschool of any change in the information provided in this document. I confirm that I have read The Treehouse Club's Policies and Procedures. These documents are available on the Treehouse Club website. Please tick to confirm.

I understand that my child's place can not be confirmed until all required documentation for registration is submitted as well as the prepayment of the registration fee. Please note that the registration fee is non-refundable. Please tick to confirm.

The Treehouse Club prides itself with their working relationship with parents and the local community, any issues will be dealt with promptly and professionally following our complaints procedure, we reserve the right to give notice on any place, if posts that could be detrimental to the company are posted on social media or review platforms. Please tick to confirm.

In event of a medical emergency, we will endeavour to contact you as parent, carer and/or named emergency contact using the information you provided to us in your Registration form. If we are unable to, for the safety of your child, it may be necessary to accompany the child to hospital. In relation to this, we require your child's full name and DOB to be listed on the daily register, emergency contact details to be stored and taken off-site where necessary. Please tick to confirm.

TO BE SIGNED BY PARENT / CARER 1:

Name	Relationship to child
Signature	Date

TO BE SIGNED BY PARENT / CARER 2:

Name	Relationship to child
Signature	Date

PAYMENT OPTIONS

Once registered, our invoice will be emailed to the lead parent on this registration form.

The invoice will include our bank details and all information.

We accept **childcare vouchers**. Please ask our head office or nursery for details relating to your specific provider.

Payments can also be made through the **Government Tax Free Childcare Scheme** - Please provide us with your child's unique reference number, so we can ensure payments are correctly allocated.

KIT LIST

The Treehouse Club is unlike any other Nursery and whenever possible we will be out with the children enjoying our beautiful woodlands, on trips and having great adventures. We have a required kit-list for all children, to ensure they enjoy the Club's numerous activities in comfort.

Please ensure that any clothing items and wellies are **NAMED**.

SEASONAL EXTRAS

SUMMER: Suncream and Sun hat must be included in daily back-pack.

WINTER: Warm jumper, waterproof winter coat, gloves, scarf and winter hat.

STANDARD KIT BAG (to be used daily)

Small back-pack with complete change of clothes, wellies (boots), plimsolls, sun cream (weather permitting).

Wellies can be left at Settings.

Please note: We do not take any responsibility for loss or damage to any items that are brought into the Nursery, including all clothing and footwear.

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

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

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

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

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

Start Your Greatest Adventure

