



THE
TREEHOUSE CLUB



Holiday Club



HOLIDAY CLUB REGISTRATION FORM

CHILD DETAILS

Child's first and surname	First and Surname		Male	Female	
Known by name	Known	Child's DOB	DOB		
Hair Colour	Colour	Eye Colour	Colour		
Nationality	Nationality	Religion	Religion	Ethnic Origin Origin	
Spoken Languages	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	No
Intended School	School Name				
Password for collection	Password				

BOOKING DETAILS

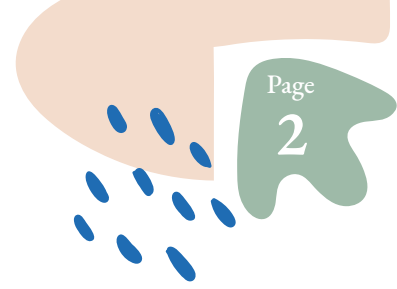
Your Preferred Setting (please tick one)	Norsey Woods, Billericay	Thriftwood, Brentwood	Discounts (if applicable, must provide evidence for NHS)	Sibling Discount	NHS Discount
Full Day Session (7:30am - 5:30pm)		School Day Session (9:00am - 4:00pm)			

PARENT/CARER DETAILS 1

Parent/Carer Full Name	First and Surname		Parent DOB	DOB
Home Address	Address			
Address			Postcode	
Telephone Contact	Home Tel	Mobile		
Occupation	Occupation	Work Tel		
Email	Email		Relationship to Child	Relationship

PARENT/CARER DETAILS 2

Parent/Carer Full Name	First and Surname		Parent DOB	DOB
Home Address (in full)	Address			
Tick here if the same as Parent 1	Address			Postcode
Telephone Contact	Home Tel	Mobile		
Occupation	Occupation	Work Tel		
Email	Email			
Relationship to Child	Relationship			



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PARENT/CARER RESPONSIBILITY & LEGAL CONSENT

Who has parental responsibility?	Parent 1	Parent 2	Which parent is the bill payer?	Parent 1	Parent 2
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HEALTH & MEDICAL DETAILS

GP's Name	GP	Practice Name	Practice
Address	Address	Town/City	Town
Postcode	Postcode	Telephone	Tel
Does your child have any medical conditions?	Yes	No	Comment
Does your child have any non-food related allergies or phobias?	Yes	No	Comment
Does your child have any dietary requirements (incl. food allergies, intolerances, preferences?)	Yes	No	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 any other professionals who have contact with your child?	Yes	No	If YES, please fill out below
Full Name	First and Surname		
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.



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OTHER CONTACTS / EMERGENCY CONTACTS

Please 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.

EMERGENCY CONTACT DETAILS A		
Parent/Carer Full Name	First and Surname	
DOB	DOB	
Home Address	Address	
Address		
Occupation	Occupation	
Email	Email	
Telephone Contact	Tel	Mobile
Work Mobile & Work Tel	Mobile	Tel
Relationship to Child	Relationship	

Insert Photo of Emergency Contact A

EMERGENCY CONTACT DETAILS B		
Parent/Carer Full Name	First and Surname	
DOB	DOB	
Home Address	Address	
Address		
Occupation	Occupation	
Email	Email	
Telephone Contact	Tel	Mobile
Work Mobile & Work Tel	Mobile	Tel
Relationship to Child	Relationship	

Insert Photo of Emergency Contact B

EMERGENCY CONTACT RESPONSIBILITY & LEGAL CONSENT

Who has parental responsibility?	Contact 1	Contact 2	Which contact is the bill payer?	Contact 1	Contact 2
Who is the emergency contact?	Contact 1	Contact 2	Who has authority to pick-up?	Contact 1	Contact 2



HOLIDAY CLUB REGISTRATION FORM

POLICIES, PROCEDURES & PERMISSIONS

All policies and procedures are available to view in the Online Parent Portal.

ADVERSE WEATHER OR OTHER BUILDING PROBLEMS: The Treehouse Club Out of School Club will always do their best to open and offer care, if there is extreme weather we will do our best to open, we may however have to close due to circumstances beyond our control. These days will remain chargeable.

SUN CREAM: In hot weather, 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 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 the setting 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 diarrhea then you will be required to pick your child up and have 2 clear days home rest after the last bout of sickness or diarrhea.

MEDICATION: If your child is placed on short term or long term medication we require them to be off for 24 hours 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 doctor's sticker on the packaging.

PHOTOGRAPHS: (OOS Use) As part of the on-going recording of our curriculum, staff regularly take photographs of the children during their play. These photographs are used for display and for your child's records within the setting. 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 per the conditions above.

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 external 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:

TO BE SIGNED BY PARENT/CARER 1:

Name	<input type="text"/>	Relationship to child	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

TO BE SIGNED BY PARENT/CARER 2:

Name	<input type="text"/>	Relationship to child	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>



HOLIDAY CLUB REGISTRATION FORM

PHOTOGRAPHY & IMAGES

We often take photos and images in our settings for various internal purposes. 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

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

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

I consent to these photos being stored on The Treehouse Club laptops, tablets and other electronic devices & computers (internal)

GDPR - YOUR PRIVACY MATTERS TO US

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

Our privacy/GDPR 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.

TO BE SIGNED BY PARENT/CARER 1:

Name	<input type="text"/>	Relationship to child	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

TO BE SIGNED BY PARENT/CARER 2:

Name	<input type="text"/>	Relationship to child	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

Naturally, you are able to unsubscribe from our communication list at any time. Should you have any questions on the above, please contact:

admin@thetreehouseclub.co.uk



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REGISTRATION

DISCOUNTS: We offer a 5% sibling discount in our holiday club. We also offer an early bird discount when booking holiday club before certain dates, see our website for details.

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.

HOLIDAY CLUB BOOKINGS: Holiday Club invoices require payment within 5 days of issue to confirm your booking and are nonrefundable 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 request that all fees are paid via BACS transfer, tax free childcare or childcare vouchers. Invoices that are outstanding after 5 working days will regrettably result in your booking being cancelled.

CORRECT PAYMENTS: If for any reason we have to close the Holiday Club 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 Holiday Club is also closed on all National and Bank Holidays.

Please see issued invoices for payment terms and conditions.

I confirm that I understand that fees are payable monthly in advance within 5 working days of receipt and are non-refundable once paid.

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.

TO BE SIGNED BY PARENT/CARER 1:

Name	<input type="text"/>	Relationship to child	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

TO BE SIGNED BY PARENT/CARER 2:

Name	<input type="text"/>	Relationship to child	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>



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CONFIRMATION

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.

TO BE SIGNED BY PARENT/CARER 1:

Name	<input type="text"/>	Relationship to child	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

TO BE SIGNED BY PARENT/CARER 2:

Name	<input type="text"/>	Relationship to child	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

KIT LIST

Please ensure that your child has weather appropriate and NAMED clothing plus extras:

Summer: Sun hat and sun cream

Winter: Water proof winter coat, gloves, jumper and hat.

CONTACT AND FOLLOW US ON SOCIAL MEDIA



TheTreehouseClub.co.uk



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@TreehouseForestryClub



@lovetreehouseclub



@Club_Treehouse