



THE
TREEHOUSE CLUB



Out of School Club



OUT OF SCHOOL REGISTRATION FORM

Date

THANK YOU for choosing The Treehouse Club.

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.

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
Your Preferred Setting (please tick one)	Buttsbury Infant & Junior School, Billericay	St Peter's South Weald	Sunnymede Primary School, Billericay	Start Date	Start Date
Please provide a password to be used when calling the setting to talk about your child. If someone else will be collecting your child, please ensure you tell us beforehand and provide their full name. They will also need to provide the password below and we will verify his/her identity when collecting your child. If staff are unsure whether the person coming to collect your child is authorised, they will not allow your child to leave the setting until they have contacted you to obtain your consent.					
PASSWORD					
Child's Class	Class Name				

GP INFORMATION

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



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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.

PARENT/CARER DETAILS 1			
Parent/Carer Full Name	First and Surname		
Parent DOB	DOB		
Home Address (in full)	Address		
	Address	Postcode	
Telephone Contact	Home Tel	Mobile	
	Occupation	Occupation	Work Tel
Email	Email		
Relationship to Child	Relationship	National Insurance No.	NI Number
	Bill Payer? Yes No		

Insert Photo of Parent/Carer 1

PARENT/CARER DETAILS 2			
Parent/Carer Full Name	First and Surname		
Parent DOB	DOB		
Home Address (in full) <small>Tick here if the same as Parent 1</small>	Address		
	Address	Postcode	
Telephone Contact	Home Tel	Mobile	
	Occupation	Occupation	Work Tel
Email	Email		
Relationship to Child	Relationship	National Insurance No.	NI Number
	Bill Payer? Yes No		

Insert Photo of Parent/Carer 2

PARENT/CARER RESPONSIBILITY & LEGAL CONSENT					
Does parent/carer 1 have parental responsibility?	Yes	No	Does parent/carer 1 have legal responsibility?	Yes	No
Does parent/carer 2 have parental responsibility?	Yes	No	Does parent/carer 2 have legal responsibility?	Yes	No
Is there anybody that is NOT allowed to pick up or see the child stated in the application form for legal reasons? Name:					
Optional (Additional Comments)					



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Please do not put parent/guardian details in this section.
Emergency contact details are required when parents/guardians are uncontactable.

EMERGENCY CONTACT DETAILS A			
Emergency A Full Name	First and Surname		
Telephone Contact	Tel	Mobile	
Work Mobile & Work Tel	Mobile	Tel	
Relationship to Child	Relationship		
Does Emergency Contact A have parental responsibility?	Yes	No	Does Emergency Contact A have legal responsibility?
			Yes
			No

Insert Photo of Emergency Contact A

EMERGENCY CONTACT DETAILS B			
Emergency B Full Name	First and Surname		
Telephone Contact	Tel	Mobile	
Work Mobile & Work Tel	Mobile	Tel	
Relationship to Child	Relationship		
Does Emergency Contact B have parental responsibility?	Yes	No	Does Emergency Contact B have legal responsibility?
			Yes
			No

Insert Photo of Emergency Contact B

MEDICAL CONDITIONS & ALLERGIES Please provide is with details of the following and treatments, if required:			
Does your child have any medical conditions?	Yes	No	Comment
Does your child have any medication?	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



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SPECIAL EDUCATIONAL NEEDS & DISABILITIES Please provide us with details of the following, plus treatments, if required:

Will they require any special assistance within the setting?

Yes No

If yes, please provide us with details of these.

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
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Agency	Address	Contact Tel	Tel
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Agency Address	Address
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Address	Postcode
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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.

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:

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

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)



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CONSENT

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

Child's Name	Name
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I commit to give written notice to setting 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. 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 endeavor 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 for details relating to your specific provider by emailing: Admin@TheTreehouseClub.co.uk

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.



OUT OF SCHOOL 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 (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 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 1 clear day 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 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 outdoors are an integral part of our learning setting and these will be used on a regular 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"/>



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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.

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

RECEIVING A PLACE: Once receiving your place at The Treehouse Club we require at least 4 weeks notice prior to starting to cancel your place without incurring 1 months fees. If you would like to change or cancel a 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.

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.

INVOICES: We invoice for everyone's sessions monthly in advance (around 14th of month) and fees are due by 1st 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 BACS transfer, tax free childcare or childcare vouchers. Invoices that are outstanding by the 1st will incur a £10 weekly charge. Non-payment of fees will regrettably result in your child losing their place with us.

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 these remain chargeable. Inset Days are not chargeable. No refunds can be provided for any other school closures that fall within the published School Term times including, but not limited to, Polling Days

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), 4 weeks written notice is required or 4 weeks 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 fee 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"/>



OUT OF SCHOOL REGISTRATION FORM

SESSIONS (Please mark all the sessions you require:)

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Before School Club (7:30am - School Start Time) (Buttsbury Infant & Junior School)					
After School Club (School Finish Time - 6:00pm) (Buttsbury Infant & Junior School)					
After School Club (3:15pm - 6:00pm) (St Peters)					
After School Club (3:15pm - 6:00pm) (Sunnymede Infant School)					

Inset Days are not chargeable. No refunds can be provided for any other school closures that fall within the published School Term times including, but not limited to, Polling Days.

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 01277 402 018 Adventure@TheTreehouseClub.co.uk

@TreehouseForestryClub @lovetreehouseclub @Club_Treehouse