

Playdays Breakfast and After School Club Regular Booking Form

Please note that you are booking your child's place from the date you indicate until the rest of the school year.

This will also continue onto the consecutive academic year unless you inform us of a change before the following September.

For any reduction in hours, we will require at least 4 weeks' notice.

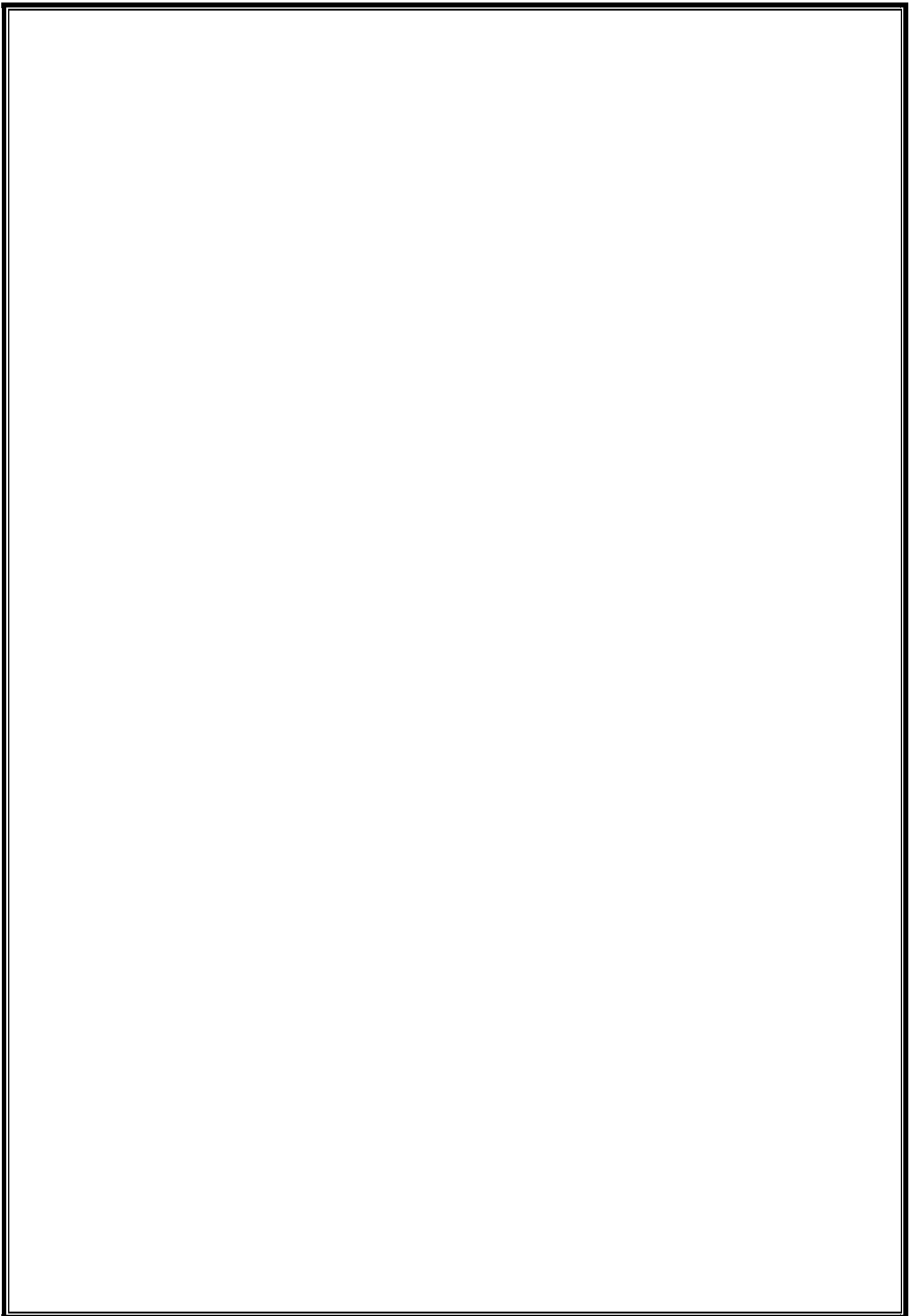
Name of child:		School:		Class:	
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Times	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club 7.30am (Harpur only)					
Breakfast club 7.45am					
Breakfast club 8.00am					
School end to 4.30pm					
School end to 5pm					
School end to 5.30pm					
School end to 6pm					

Date for collections to start:	
Signed by Parent/Guardian:	
Date:	

Please note that you pay for what you book.

Whilst we do expect parents to ring, message, or click 'absent' on Famly to tell us if your child is not attending on a particular night, you will still be charged for your child's place, unless your child is poorly and absent from school.



Playdays Out of School Club Registration Form – Confidential Information

Child Information			
Child's Name:		D.O.B.	
		Gender:	
What school does your child attend?			
Ethnicity:		Religion:	
Address <i>(incl. Postcode):</i>			
Parent Information			
Parent/Guardian 1 (at above address)		Title:	
Name:		Relationship to child:	
Mobile No:			
Workplace No:		Home Phone No:	
Email address:			
Permission for us to set up a Family account using the email address above:			
Parent/Guardian 2			
Parent/Guardian 2		Title:	
Name:		Relationship to child:	
Address if different from above <i>(incl. Postcode)</i>			
Mobile Number:			
Workplace No:		Home Phone No:	
E-mail Address:			
Permission for us to set up a Family account using the email address above:			
Who has legal responsibility for this child:			
Who has legal responsibility for this child:			
Please indicate who to send invoices to:			

Emergency Contacts Details

In an emergency, we will usually contact the parent/guardians.
If we are unable to reach them, we will contact the emergency contacts listed below
Please list them in the order you would like us to contact them.

Emergency Contact 1

Name:		Mobile:	
Relationship to child:		Work:	

Emergency Contact 2

Name:		Mobile:	
Relationship to child:		Work:	

Emergency Contact 3

Name:		Mobile:	
Relationship to child:		Work:	

Collections – Permission for the following people to collect your child *Please ensure that anyone collecting your child is over 18 years old

Name:		Relationship to Child:	
Name:		Relationship to Child:	
Name:		Relationship to Child:	
Name:		Relationship to Child:	

Medical Information

Doctor:		Address:	
Phone No:			

Allergies, dietary requirements, medical conditions, and SEN

Please let us know if your child has any allergies or medical conditions, how it affects them, and what medication they are taking. Please also include as much information as you can regarding any SEN. To provide the right support, (for your child and our staff) Playdays reserves the right to cancel your booking if this section is not filled in correctly. Please request a meeting with us if you feel more information is needed for us to able to properly meet your child's needs.

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Please indicate whether your child can have hypoallergenic plasters.	
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Immunisations: Please give details of what your child has been given below:

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Playdays Consent Form, Data Protection Permission and Parental Agreement Contract

Off Premises Emergency Consent	
<p>Playdays will regularly take the children out for walks and outings.</p> <p>I/we agree that my child can be transported in the following ways</p> <ul style="list-style-type: none"> - In the playdays minibus with a 3-point seat belt and a suitable child seat - In the playdays minibus with or booster or suitable child's car seat or to travel by public transport. - <p>I/we agree to our child(ren) being taken on these outings and for Playdays to, in the event of an emergency carry out medical treatment in my/our absence.</p>	

Medical	
<p>I/we agree to cover all wounds when my child(ren) attends Playdays to prevent the risk of infection and risk of cross contamination. I consent to staff dressing/re-dressing wounds with dressings and hypo-allergenic plasters unless I have indicated an allergy on my registration form.</p>	
<p>I/we give permission for staff to apply high protection sunblock to my child(ren), I will inform staff if I need to provide specific sun block for my child(ren).</p>	
<p>I/we understand that Playdays cannot cater for sick children, I will not bring my child if they are ill and will collect them if they become ill whilst being cared for.</p> <p>I also understand that Playdays can only (normally) administer prescription medicines, and I understand that I must sign a consent form for this to happen.</p>	
<p>I/we agree to my child receiving emergency medical treatment or dental treatment of any nature considered necessary by the medical authorities present.</p>	

Safeguarding	
<p>I / we agree to inform Playdays of any changes in family circumstances that may affect the safeguarding of my child(ren). *Please refer to medication policy</p>	

Data Sharing / Protection	
<p>I/we agree for my child's details to be passed on to the local authority for the purposes of safeguarding, as appropriate.</p>	
<p>I/we agree for the company to retain my and my child's details as laid out in the Green Lane Nursery Ltd Record Retention Policy</p>	
<p>I/we have received a copy of the Playdays' privacy notice and have read and understood it.</p>	

Image Consent

I/we consent to my child(ren)'s photo being taken and used by staff and students for the purposes of displays around the setting.	
I/we consent to my child(ren)'s photograph or videos of my child to be used on the company website.	
I/we consent to my child(ren)'s photographs or videos of my child to use used on the company's social media sites; Facebook and Instagram.	
I/we consent to my child(ren) to be photographed or videoed by or for the media, e.g., the press/TV and released for publication such that my child may be identified as an individual or part of a group.	
I/we give permission for my child's photograph to be taken by staff, posted to Family, and have my child tagged in the photo. I/we understand that the families of the other children who are also tagged in the photograph will also see the image. Family is a private network, and these are NOT being posted on social media or used for any other purposes unless additional permission is given.	

Family

I/we agree to the company creating an online Family account for myself and my child(ren) using the email address(s) provided on the registration form.	
I/we give permission for my child's image to appear in my Family account.	

Payment Terms

Please note that prompt payment allows us to pay the people that look after your child(ren). If you have any difficulty paying the invoice, please contact us so that we can arrange repayments over a longer period.

From October 2024, Green Lane Nursery Ltd has updated their terms and conditions to reduce the number of reoccurring debtors, and will follow a Late Payment Policy as follows:

1. Invoices are raised through the Family app around 20th of the month and are due to be paid in full by 1st of the month.
2. Within 10 days of the invoice remaining unpaid, you will receive an initial reminder sent via Family.
3. Within a further 7 days, should the invoice still remain unpaid and Green Lane Nursery Ltd have had no communication regarding the invoice, you will receive a 2nd reminder sent via Family. This reminder will come with a £10 late payment fee being added to your account.
4. Another invoice will be sent to you via the Family app around the 20th of the month requesting payment by the 1st of the month.
5. Within 10 days of this second due date, you will receive a phone call requesting that you update your account. This phone call is billable and a charge of £50 will be added to your account.
6. Within a further 7 days, should your invoice still remain unpaid and Green Lane Nursery Ltd have had no communication regarding the invoice, you will receive a 2nd phone call requesting you update your account. This second phone call is also billable and a further charge of £50 will be added to your account.
7. At this stage, we reserve the right to no longer provide childcare for your child(ren).

8. Another invoice will be sent to you via the Family app around the 20th of the month requesting payment by the 1st of the month.
9. Within 10 days of the invoice remaining unpaid, you will receive a formal letter stating your debt and requesting clearance of your account. This letter is billable and a charge of £100 will be added to your account. Proof of postage will be obtained for this letter.
10. Within a further 7 days, should the invoice still remain unpaid and Green Lane Nursery Ltd have had no communication regarding the invoice, you will receive a third phone call to inform you that a letter has been sent and that your account requires clearing. This phone call is billable and a charge of £50 will be added to your account.
11. Another invoice will be sent to you via the Family app around the 20th of the month requesting payment by the 1st of the month.
12. Within 10 days of the invoice remaining unpaid, you will receive a second formal letter stating your debt and requesting clearance of your account. This letter is billable and a charge of £100 will be added to your account. Proof of postage will be obtained for this letter.
13. Within a further 7 days, should the invoice still remain unpaid and Green Lane Nursery Ltd have had no communication regarding the invoice, you will receive a third phone call to inform you that a letter has been sent and that your account requires clearing. This phone call is billable and a charge of £50 will be added to your account.
14. If all of these attempts to settle your account have been ignored, Green Lane Nursery Ltd reserve the right to pass your account on to DCBL.
15. Please note that DCBL is the UK's leading provider of Debt Recovery and High Court Enforcement services who have a very high record of recovering debts.
16. If your account is passed on to DCBL, you will also be liable to pay for all of their fees on top of your Green Lane Nursery Ltd account balance.

This is not a route we would like to take lightly and must reiterate that communication is key to prevent this.

Please send us a message via Family or email us at enquiries@greenlanenurseryltd.co.uk and we can arrange a payment plan to clear your account in instalments.

I/we agree to the above payment terms.

I/we agree to give 4 weeks' notice of my child(ren) leaving Playdays and of cancelling/reducing sessions.

I/we agree to Playdays providing childcare cost information to the Inland Revenue for the purpose of tax credits.

I/we agree to the above consent, and terms and conditions.

I/we understand it is my responsibility to inform the setting of any changes in my child's circumstances, personal details, medical information or change of consent for any of the above.

Name of Child(ren):	
Name of Parent(s)/Carer(s):	
Signature:	
Date:	