



STICKY PAWS

Part of YMCA CHELMSFORD



Registration form

WELCOME to STICKY PAWS

Holiday Club

IMPORTANT NOTES

We need to ask you to confirm you are legally responsible for this child and, if so, to complete the following information before we can admit your child into the Holiday Club. Please complete each section of the form.

We would ask you to particularly read the financial pages and to sign acceptance of the conditions.

We also need your permission for your child to leave the Holiday Club, to attend the hospital or doctors, and your permission regarding the taking of photographs.

To save costs, we would encourage parents to provide us with an email address so that we can send your monthly invoice directly to you.

We do hope you and your child will enjoy your experience at our Holiday Club, if we can help you in any way, please contact your Unit Manager or myself.

Once again, please ensure you have read and signed the relevant sections of this form, and return it to either our Administration team or myself.

If you require assistance in completing this form please call us on 01245 355677

STACEY MURPHY

Childcare Manager

Your child's information

Childs Surname	
Childs First Name	
Childs Date Of Birth	
Address	
When would you like your placement to start?	
Arrival Time	
Collection time	

Your child's health

Your Child's Health

In order for us to care for your child's health effectively we need to have as much information about them as possible.

The next few pages will ask a series of questions so we can ensure we have all the information we need so please be as thorough as possible.

Please Note should your child have a care plan or require specialist medical interventions such as Epi pens we MUST have full training on this before your child can start with us.

Failure to provide the relevant information about your child's health may result in your space being terminated immediately.

Does your child have any medical requirements or problems we should be aware of?	<u>Yes—please explain.</u>	<u>No</u>
Does your child require regular medication administered whilst at Holiday Club?	<u>Yes—please explain.</u>	<u>No</u>
Does your child suffer from any allergies?	<u>Yes—please explain.</u>	<u>No</u>
Does your child have any specific dietary requirements?	<u>Yes—please explain.</u>	<u>No</u>

Is there any other information you feel we should know regarding your child's health?

	Doctor	Health Visitor	Midwife
Name			
Address			
Telephone Number			

To help us maintain the care of your child, we have devised a form seeking permission to use the following items. If you have previously completed this form, can I still ask that you complete it again, as it will provide us with up to date information.

Thank you

	YES	NO
Bandages		
Micropore Tape		
Plasters		
Gauze		
Calpol		

Comments:

Parent's Name:

Signature:

Date:

Family information

Who has parental responsibility for this child?	
Who does the child live with?	
Mother's Name	
Mother's address	
Mother's place of work	
Mother's contact details	Home: Work: Mobile:
Email address(for E-invoices)	

Father's Name	
Father's address	
Father's place of work	
Father's contact details	Home: Work: Mobile:
Email address(for E-invoices)	

Does your child have any siblings?

Sibling's Name	Sibling's Date of Birth

Name/s of person/s authorised to collect your child:	1.
	2.
	3.
Relationship of the above person/s to the child:	1.
	2.
	3.

Emergency Contact names and details.

Please give three names, addresses, telephone numbers additional to the above people and their relationship to child:

These people should be the people that collect your child if the normal collectors are not able to.

1.	Name: Address: Relationship:	Tel:
2.	Name: Address: Relationship:	Tel:
3.	Name: Address: Relationship:	Tel:

Employment and Ethnicity codes

Ethnic Codes

01 White British	11 Asian or Asian British - Other Indian
02 White Irish	12 Asian or Asian British - Pakistani
03 Other White	13 Black or Black British
04 Mixed - Other Mixed	14 Black or Black British - African
05 Mixed - White & Asian	15 Black or Black British - Caribbean
06 Mixed - White & Black African	16 Black or Black British - Other Black
07 Mixed - White & Black Caribbean	17 Unknown
08 Asian or Asian British	18 Traveller
09 Asian or Asian British - Bangladeshi	19 Chinese
10 Asian or Asian British - Indian	20 Any

Employment Codes

01 Full time	06 Education
02 Part time	07 Self-employed
03 Unemployed	08 Retired
04 Student	09 Maternity leave
05 Training	10 Full time carer

	Ethnic Code	Main Language Spoken	Any special needs / disabilities?	Employment Code
Mother				
Father				
Child 1				
Sibling 1				
Sibling 2				
Sibling 3				

Is there any other relevant information you feel we should know?

Permissions and policies

For our full policies and procedures please ask staff for a copy or download them from our website.

www.chelmsfordymca.co.uk

Permission to leave the Premises

I give permission for my child to leave the YMCA Premises for the purpose of Holiday Club outings and visits.

Signed:

Date:

Comments:

Permission to take to Hospital/Doctors

In case of emergency, I give permission the Holiday Club staff to seek necessary emergency medical advice or treatment. (Please note that we will contact you immediately)

Signed:

Date:

Comments:

Permission to have child's photo taken whilst in Holiday Club

Whilst in Holiday Club, there are a number of occasions when your child's photo might be taken e.g. for use in your child's learning journey, for display purposes, for promotion materials including our website and brochures and in the local press. Your child's photograph may also be included in another child's learning journey as part of a photograph of that child's journey. To avoid the need to get permission each time, we ask you sign this slip. If you do not wish for your child's photograph to be taken whilst at Holiday Club please delete as appropriate.

Yes, you may take my child's photo at any time whilst in Holiday Club.

No, I would prefer you not to take my child's photo whilst in Holiday Club

Signed:

Permission for your child's face to be painted

I give permission for my child to have their face painted whilst at HOLIDAY CLUB.

Signed:

Date:

Comments:

The Chelmsford YMCA try to be environmentally friendly as much as possible so we are reducing the amount of paper we use.

Please visit www.Chelmsfordymca.co.uk to read and download our policies and procedures booklet and our prospectus.

Should you not be able to do this we will be happy to provide these documents upon request.

Mothers name and signature

Date

Fathers name and signature

Date

Financial Policy for HOLIDAY CLUB

Our fee structure and payment processes are explained in our prospectus. We would ask you to make sure you have read our terms and conditions.

Full fees will be payable if your child is absent from the Holiday Club for the following reasons:

- All booked sessions including bank holidays are payable for and sessions cannot be swapped under any circumstances.
- Full fees will be payable in the event of bad weather or any other circumstances that result in the early closure of the Holiday Club.
- We will be closing the Holiday Club early twice during the year for staff training Parents will be notified in advance of these closures.

We reserve the right to discontinue provision for your child if fees are not received on a timely basis. If fees remain unpaid, we will implement our debt collection process which will result in the debt being passed to our debt collection agency.

If settlement is not received it may result in us taking out proceedings in the County Court. It is our policy to pursue outstanding debts and could result in a CCJ (County Court Judgement) being made against parents. This will impact on the chance of obtaining future credit i.e. a loan or mortgage.

One month's written notification is required if you intend to change or terminate your placement at the Holiday Club, and fees will be charged for this period.

Fees are payable monthly in advance.

Bad weather

It is our intention that our Holiday Club will be open on normal working days, however there may be occasions when, after taking advice from various authorities, we may decide to close the Holiday Club for safety or other reasons. In bad weather, each day will be treated as a separate occasion and a daily decision will be made.

When a decision is made to close the Holiday Club, we will notify all parents as soon as possible by telephone, email, website, and local radio.

Parents will be expected to collect their child by the time given for closure.

Security and check list

SECURITY

In the event of somebody else collecting your child, we require a password to release your child.

All staff are trained to ask for this password if they do not recognise the person collecting your child.

Thank You

Child's Name :

Password:

Parent's Signature:

Date:

Check List

1. Have you completed the following:-

- Contact Details
- Medical Conditions
- Emergency Contact details

2. Have you signed for the various permissions to allow us to take your child outside of Holiday Club, if necessary to visit the hospital or doctor, and photographic permissions ?

3. Have you read and understood the financial commitments you are making as set out in this booklet and also our prospectus ?

4. Have you read and understood our policy on bad weather or other closures of the Holiday Club?

I/We confirm that I/we have completed this booklet and sign to agree to the terms set out in this booklet, prospectus and the policies and procedures.

I/We confirm that I am/we are legally responsible for (child's name)

.....

Name/s:

Signed:

Date:

Thank you for taking the time to complete this registration form.

Don't forget to download the full policies and procedures from our website.

Any questions?

Call us on **01245 355677**

Email us at **admin@chelmsfordymca.co.uk**

Website **www.chelmsfordymca.co.uk**

Please complete the Direct Debit information on the next page.
Thank you

Sticky Paws is the operating name of YMCA Chelmsford



YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION

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