

## EARLY ENTITLEMENT | PLAYGROUP | WRAPAROUND CARE

### REGISTRATION FORM 2023

Dear Parents/Carers,

Welcome to Kinnerton Little Acorns. This welcome pack has been created to give you a little more background on the club, outline the sort of activities available and remind everyone of our policies and procedures.

Inside this information pack you will find lots of handy tips, ideas and advice on starting at Kinnerton Little Acorns. Here at Kinnerton Little Acorns we thrive on giving your child the most efficient care and support. Kim and the rest of the team welcome you and your child to start their new adventure. Please do not hesitate to contact us or ask any questions or enquires you may have during you time here with us (contact details are within this pack).

Kinnerton Little Acorns is a Charity Incorporated Organisation (a CIO for short). Kinnerton Little Acorns is managed on a day-to-day basis by our Club Manager Kim Challinor. As a CIO, Kinnerton Little Acorns is run by a Committee who oversea the running of the club and to ensure it's best interests going forward.

Kinnerton Little Acorns is self-funding and runs independently of the school. We use our fees to pay our staff, meet our running cost and any surplus is used to enhance the experience of our children.

Kinnerton Little Acorns is comprised of 3 clubs which are named and operate as follows:

1. Breakfast Club 7:45am – 9:00am
2. Early Entitlement | Playgroup 9:00am – 11:25am  
(Monday – Thursday Only)
3. Wraparound Club 11:30am – 3:00pm  
(Nursery / Early Entitlement Children Only)
4. Afterschool Club 3:00pm – 5:55pm

### **From Day 1**

Upon arrival your child will be welcomed and made to feel relaxed. They will be given the opportunity to partake in a wide range of activities from crafts, reading and board games to outdoor activities (Weather permitting). Our aim is to create a 'Home from Home' environment where your child will feel safe, relaxed and happy.

As part of our sessions, we will provide the children with a healthy snack and a drink (an option of milk or water).

### **What to bring?**

Children can wear their own clothes from home to encourage a quick settling process. We ask that all parents/carers provide a change of clothes in case of accidents or having too much fun and getting messy. This should remain in their bag and we will access the clothes if needed.

Please clearly label any items that you provide so that we can help towards the frustration of loss property and not getting things returned to their rightful owner.

We would like to take this opportunity to ask if you could refrain from bringing toys and personal belongings into Little Acorns where possible. We understand at times that children can become attached to toys on their journey to school but as you can imagine these can sometimes cause conflict when other children wish to look at them or show an interest.

In wet and cold weather can you please provide hats and gloves and a waterproof coat so that your child can still enjoy the experience of being outside, please make sure this is clearly labelled with your child's name.

Sun cream and hats in the summer months and a water bottle, all labelled with your child's name, the children have access to drinking water throughout the day.

If your child has regular medication then please make sure that you talk it through with Kim so that the appropriate medical form can be completed.

### Fees

Our Early Entitlement | Playgroup sessions are £12.50 per day (9:00am – 11:25am). Fees can be paid either directly to Kinnerton Little Acorns or via employer childcare voucher providers.

Please see our website ([www.kinnertonlittleacorns.co.uk](http://www.kinnertonlittleacorns.co.uk)) for the list of accepted employer childcare voucher providers – if you have any questions or do not see your employer’s voucher scheme listed then please email the office on [office@kinnertonlittleacorns.co.uk](mailto:office@kinnertonlittleacorns.co.uk).

Fees are calculated on a half termly basis and will be emailed to you to your nominated email address as confirmed on the “Parent Portal” at the start of each half-term (in line with school term time). If you pay directly, payment is required at the start of each half-term when your bill is received (please see below for bank details). We ask that payment is received no later than 21 days of receipt of your invoice.

**Cancellation** of sessions requires 4 weeks’ written notice during which time fees remain payable. Written notice can be provided by email to [office@kinnertonlittleacorns.co.uk](mailto:office@kinnertonlittleacorns.co.uk).

If your child is not attending a session for any reason ranging from illness, holiday, school trip etc, the fees remain payable.

We also accept payment through Tax-Free Childcare and other employer childcare voucher providers.

Please note that we do not accept payment via cash or cheque.

#### Payment details:

Bank	Natwest
Account Name	Kinnerton Little Acorns
Sort Code	60-05-07
Account No.	2286 4660
Reference	Child’s Name

### Attendance

Little Acorns Wraparound Care currently operates during term time only in line with Ysgol Derwen.

We plan activities and experiences for your child to attend every day that she/he is scheduled. If your child is going to absent, please contact the Club Manager or email the Admin Manager on [office@kinnertonlittleacorns.co.uk](mailto:office@kinnertonlittleacorns.co.uk) to report their absence.

### Aims of our attendance policy are:

- To encourage regular attendance.
- For each child to attend the session until 3pm with pick up by a responsible adult known to our staff.
- To work together with parents in order to plan attendance.

### We will expect our parents/carers to:

- Provide up to date contact numbers and changes of address.
- Notify Little Acorns Wraparound Care when their child is unable to attend, by 9.30am on the first day of the absence.
- In cases of lengthy absence, inform the team of child's expected return date.

### THANK YOU

We are delighted you have chosen Kinnerton Little Acorns to look after your children. Should you have any queries please contact Kim Challinor (Club Manager) or Kayleigh Ho (Administrative Manager) who will be more than happy to discuss matters further.

Email [Office@KinnertonLittleAcorns.co.uk](mailto:Office@KinnertonLittleAcorns.co.uk)  
Mobile 07594 265 652

FAMILY DETAILS		
Child's full name		
Preferred or familiar name		
Child's Date of Birth	Gender	
Parents/Carers Names and address	Mother	
	Father	
	Other	
Please indicate your child's usual address:	<i>Circle if same as above</i>	
Other people allowed to collect you child?  <i>Please note: They must be over 16 years old</i>	Names, addresses and relation to child:	

CONTACT DETAILS	
Mother	Mobile
	Work
	Email
Father	Mobile
	Work
	Email
Other <small><i>Please confirm name</i></small>	Mobile
	Work
	Email
Home Telephone No.	
Password  <small><i>If you would like to set one for collection</i></small>	

LEGAL RESPONSIBILITY AND CONTACT DETAILS	
Who has Parental Responsibility for your child?  <i>e.g. the Parent/Carer who is child's main carer(s)</i>	<i>Name:</i>  
Who has Legal Contact with your child?  <i>e.g. a Parent who lives at a different address</i>	<i>Name:</i>  

DAYTIME EMERGENCY CONTACT DETAILS	
1 <sup>st</sup> Emergency Contact	
Name	
Telephone Number	
Relation to child	
2 <sup>nd</sup> Emergency Contact	
Name	
Telephone Number	
Relation to child	
3 <sup>rd</sup> Emergency Contact (Required)	
Name	
Telephone Number	
Relation to child	
4 <sup>th</sup> Emergency Contact (Required)	
Name	
Telephone Number	
Relation to child	

HEALTH INFORMATION	
<p>Doctors Practice</p> <p>Address</p> <p>Telephone No.</p>	
<p>Does your child have any <b>special health requirements</b>?</p>	
<p>Does your child have any <b>known allergies</b>?</p> <p><i>e.g. food, animals, plasters, medication, etc</i></p>	
<p>Does your child have any <b>special dietary requirements, preferences or food allergies</b>?</p>	
<p>Are all childhood vaccination up to date?</p>	<p>YES / NO</p> <p><i>If no, please specify missing vaccinations</i></p>



CONSENT INFORMATION	
Please sign to confirm that you are willing to give your consent for:	SIGNATURES
Outings	
Holding personal information <i>(paper and computer based)</i>	
Sharing information with other professionals <i>e.g. Health Visitor and Speech therapist</i>	
Photography to be used in publicity material, including on the internet and social media <i>(Children's names will NOT be used on any website/social media or in any publicity)</i>	
Application of child's own provided sun cream	
Use of plasters	
In such an event, I consent for any of the named contacts as detailed on the Registration Form to be contacted to collect my child.	
Emergency aid – I consent to any emergency medical treatment necessary being given during the running of the Club. I authorise Little Acorns staff to sign any written form of consent required by the hospital authority if the delay in getting my signature is considered by the doctor to endanger my child's health and safety. If I require my child to be given vital medication by staff at the Club, I will provide the Supervisor with detailed written instructions (signed and dated) along with clearly labelled medication	

OTHER INFORMATION	
Other languages used at home	
Ethnic origins	
Festivals celebrated at home	
Details of any other settings or childcare attended	
Details of any other agencies or professionals working with your child <i>(and their role)</i>	
Any other details or information that may be useful for us to know?  <i>e.g. What your child likes, what their fears may be, any special words they use, what comforters they may need and when.</i>	

Please use the form below to select which days you would like your child to attend.

Childs name _____	Monday	Tuesday	Wednesday	Thursday
Session 9:00am – 11:25am				

**Important**

We ask that you keep us informed of any changes to your details. Periodically we may ask you to confirm your details for our records. All information will be stored in adherence with the GDPR policy

**Termination, cancellation and change of sessions**

4 weeks’ written notice is required by either party for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is one month.

Kinnerton Little Acorns reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause.

Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of 4 weeks will apply.

**Insurance**

Kinnerton Little Acorns has extensive insurance cover for nursery and wraparound care based activities and outings. Details of the insurance may be requested from Kinnerton Little Acorns manager. The Certificate is displayed in Kinnerton Little Acorns.

**Personal property and belongings**

Kinnerton Little Acorns cannot be held responsible for any loss or damage to any parents, carer’s or child’s property or belongings. Every reasonable effort will be made by Kinnerton Little Acorns staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure your child’s clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

**Liability**

Kinnerton Little Acorns accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of Kinnerton Little Acorns being temporarily closed or the non-admittance of your child for any reason. We accept no responsibility for children whilst in their parent’s care on school/Kinnerton Little Acorns premises. We will not be liable to parents/carers and/or children for any economic loss of any kind, for damage to the child’s or parent’s property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

**Accidents and illness**

Kinnerton Little Acorns reserves the right to administer first aid and any emergency treatment as required. Parents/Carers will be informed of all accidents and will be asked to sign an Accident record form. If emergency treatment at hospital is required Kinnerton Little Acorns will make all reasonable attempts to contact the parents/carers but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment. We will administer prescribed medicines only if parents have completed a Medicine Consent form.

We may require parents/carers to withdraw their child from Kinnerton Little Acorns in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend. We may also ask parents/carers to withdraw their child from Kinnerton Little Acorns if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our Health Illness and Emergency Policy regarding exclusion and incubation periods by which we are bound. Parents/Carers must inform Kinnerton Little Acorns if the child is suffering from any illness, sickness or allergies before attending Kinnerton Little Acorns.

**Agreement**

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and Kinnerton Little Acorns. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update / amend these Terms and Conditions at any time. One month notice will be given of any changes made. Please see our website ([www.kinnertonlittleacorns.co.uk](http://www.kinnertonlittleacorns.co.uk)) for all policies which are available to download in full.

**I have read and understand these Terms and Conditions and agree to be bound by them.**

Signed (Parent/Carer) .....

Print name: .....

Date: .....