

Registration Form

This form is in three parts.

Part 1 is the application requesting the term time sessions you require.

Part 2 is the registration details including the various consents for your agreement.

Part 3 are our terms and conditions which you must read.

Parts 1 and 2 must be completed and returned to the Manager. If there is insufficient space to provide any information please use a separate sheet of paper and submit it with this form.

A separate Registration form must be completed for each child. The information given will be treated as confidential.

Your application will not be considered until this form is returned fully completed - please ensure that the form is signed and dated at the end of Part 2.

PART 1 – APPLICATION

Child's name

Start date Date form submitted

Do you require a funded place (Little Scamps only)?

If so please tick one of the following:

- ☐ **2-year old funded**
- ☐ **3-4-year-old 15 hours universal**
- ☐ **30 hours**

Are you booking for Holiday Club only?

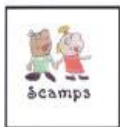
If so please complete [Part 2 – Registration Details](#) and complete a Holiday Club booking form.

TERM TIME SESSIONS REQUESTED (Please tick)

Session	Monday	Tuesday	Wednesday	Thursday	Friday	Deposit (£50 per group booked: tick ✓ if paid)
Early Bird Breakfast Club 7.30-8.50am						
Breakfast Club 8.00-8.50am						
Little Scamps 9.00-12.15						
Walk Over 12.15-12.45						
Wrap around 11.45/12.00 - 3pm						
After school 1 (3.15/3.20 - 5pm)						
After school 2 (3.15/3.20 - 6pm)						

Please note once sessions are agreed you must give HALF A TERM'S NOTICE to cancel a place.

Ad hoc additional sessions may be agreed at the discretion of the manager.



PART 2 – REGISTRATION DETAILS

Child's Full Name.....

Address

..... Postcode

Date of birth Gender Male / Female

Name of School attending (if any) Class

PARENTS/GUARDIANS

Please complete details separately for each parent/guardian

Parent/Guardian 1's Full Name

Relationship to child

Occupation

Email Address

Address (If different from above)

.....Postcode.....

Phone Mobile

Home

Work

Parent/Guardian 2's Full Name

Relationship to child

Occupation

Email Address

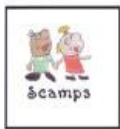
Address (If different from above)

..... Postcode.....

Phone Mobile

Home

Work



EMERGENCY CONTACTS

Please provide details of two people authorised by you to act in your absence or collect if required if Scamps are unable to contact the above for any reason.

Alternative Contact 1's Full Name

Address

Contact Phone

Relationship to child

Alternative Contact 2's Full Name.....

Address

Contact Phone

Relationship to child

THINGS WE SHOULD KNOW

Is English your child's first language? **No / Yes**

If not, what language is their first language?.....

What is your child's religion and/or cultural identity?

Does your child have any special dietary requirements? **No / Yes**

If yes, please specify

.....

Other important information

Please give details of any other important information you think Scamps should know (including name, phone number and address for any person collecting your child if different from the names given above, details of court orders etc.)

.....

.....

.....



MEDICAL INFORMATION

GP's Name

Address

.....Postcode

Surgery Phone

Health Visitor's Name Phone No
(for children attending Little Scamps)

Please tell us about any special educational need(s) and/or disabilities your child has

.....
.....

Does your child have any known medical conditions? No / Yes

If yes, please give details.....
.....

Does your child have any allergies? e.g. to nuts, plasters No / Yes

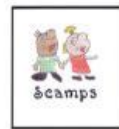
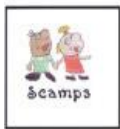
If yes, please give details.....
.....

Does your child need any medication while at Scamps, e.g. ointments or tablets? No / Yes
Does your child have an EpiPen or asthma pump? No / Yes

If you have answered yes to either of the above a health care plan will be drawn up with the parent and carers detailing the key persons role, information, measures to be taken in an emergency.

*Parents/carers will be required to sign it. (Please refer to Administering Medicines Policy for detailed information).
We need your signed consent to apply treatment and in more serious cases, an individual doctor's plan to clarify use.
Without this we cannot accept the child.*

It is the parent's responsibility to provide up to date Epi pens, and all other medication.



CONSENTS

Some of Scamps' activities may involve visits away from the Scamps site e.g. to the school sites, parks or the theatre and may include the use of transport.

For your child to take part in these activities you must have given permission.

- Do you agree to your child taking part in such activities? Yes / No
Any comments
- Do you consent to any emergency medical treatment to your child necessary during their attendance at Scamps? Yes / No
Any comments
- Do you authorise a member of Scamps staff to sign any written consent required by hospital authorities if the delay in getting your signature is considered by the doctor concerned to endanger your child's well-being? Yes / No Any comments

Staff sometimes take photographs of the children to include in displays at Scamps.

- Do you agree to staff taking such photos of your child? Yes / No

Staff sometimes take photographs for the promotional material such as the website for Scamps and the brochures.

- Do you agree to staff taking such photos of your child? Yes / No

Staff are required to observe your child/ren for work and training purposes. All observations are confidential and will be discussed if necessary.

- Do you agree to staff observing your children in this way? Yes / No

Please apply sun cream to your child before bringing your child to Scamps on a sunny day.

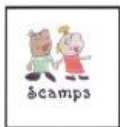
- Do you give consent for Scamps to apply a 50+ sun cream? Yes / No
- Do you give permission for a plaster to be applied if it is necessary? Yes / No
- Do you give permission for your child to have their face painted? Yes / No

Scamps aim to be a NUT FREE ZONE could you please ensure that if you provide your child with a snack/packed lunch that you honour this.

Scamps will allow the children at Scamps to watch PG rated Disney films unless you have notified us in writing that you do not wish your child to watch them.

Scamps cannot accept responsibility for any lost/misplaced items.

At Scamps, we are committed to working with parents and carers to provide a safe, caring and enjoyable environment for all children attending any session. We believe it is vital that parents and carers feel they can approach members of staff with any concerns they may have concerning their children or the setting. We ask that this is done in an appropriate and respectful way, taking care to request time with senior management in the office when appropriate.



- I understand that by signing this form I become a Member of Scamps (Stanley Combined AM/PM Project Ltd) which means that in the event of Scamps being unable to meet its financial obligations, I will be liable for a maximum of £1.
Please initial: _____
- I understand that once I have accepted a place I will become liable for the first half terms fees, even if I subsequently make alternative arrangements for my child or change my requirements.
Please initial: _____
- I understand that fees are invoiced half termly in advance and should be paid in advance by the first date of attendance for the half term as detailed on the invoice. Should payment not be received one week after the first attendance in any term, I understand that my child will no longer be collected/admitted and I will be advised accordingly. I accept that any costs incurred in the collection of outstanding fees will be my/our responsibility and will be added to the capital debt.
Please initial: _____
- For Little Scamps parents only: I understand that by signing this form I have read and agreed to the funding terms and conditions.
Please initial: _____

Consent – Data Handling

- Information provided in this document will be confidential to Scamps and will only be accessed and processed by authorised individuals who are aware of the obligations for handling and managing such data.
- It will be used only for the purpose of fulfilling our contract with you and complying with our legal and public obligations.
- You should be aware that the information you give may be held on both manual and electronic systems and you can update and change/remove your information at any time.
- By completing this form, you will be confirming that you give your consent for Scamps to hold and process your data as set out above.

Signature Dated

Privacy Notice

- We, Scamps the Data Controller, intend to use the information you have provided on this form to lawfully process your data for reasons of our contract, legitimate interests, public and legal obligations.
- We will store information for between 2 and 21 years- 3 months; in accordance with the guidance of the Children's Act 2006.
- If you wish to complain about how we handle your data you can find the contact details including a helpline number on the Information Commissioner's Office website www.ico.org.uk.

The information I have given is accurate to the best of my knowledge.
I have read and accept Scamps Terms and Conditions below.

Signature Dated

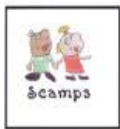
Name (please print in full)



MONITORING INFORMATION

It would assist us in ensuring that we are meeting the needs of our community if you completed this part of the form (but it is not compulsory). Please tick which ethnic category best describes your child.

11- ABAN	Asian or British, Bangladeshi	M	F	19- MWAS	Mixed, White Asian	M	F	27- WROM	Gypsy/Roma	M	F
12- AIND	Asian or Asian British Indian			20- MWBA	Mixed, White and Black African			28-OOTH	Any other ethnic background		
13- APKN	Asian or Asian British Pakistani			21- MWBC	Mixed white and black Caribbean			29-REFU	Did not wish to be recorded		
14- AOTH	Asian or Asian British, Any other Asian Background			22- MOTH	Mixed white any other background			30-NOBT	Not obtained		
15- BAFR	Black or Black British, African			23-WBRI	White British						
16- BCRB	Black or Black British, Caribbean			24-WIRI	White Irish						
17- BOTH	Black or Black British, any other black background			25-OTH	White any other white background						
18- CHNE	Chinese			26-WIRT	Traveller of Irish Heritage						



PART 3 –TERMS AND CONDITIONS

GENERAL INFORMATION

Who we are Scamps is a non-profit-making organisation created by parents/carers to provide pre-school education and out of hours school care for the children of Stanley and St James schools. It is based in premises at 65A Strathmore Road Teddington (opposite Stanley Junior School). Stanley Combined AM/PM Project Ltd is a company limited by guarantee and is run for the benefit of the parents who are its members. Copies of the Memorandum and Articles of Association of the Company and a list of the current Board members are available at Scamps. The Board is responsible for ensuring that there are policies and codes of practice in place to enable Scamps to provide a quality service. Copies of all current policies and codes of practice are available at Scamps and on the website.

Who you are – Membership of Scamps All parents using Scamps automatically become a member of Scamps (Stanley Combined AM/PM Project Ltd). This means that in the event of Scamps being unable to meet its financial obligations, each member will be liable for a maximum of £1. All members are entitled to vote at a General Meeting and to stand for election as a member of the Board. We hope that all parents/carers will be involved in the running of Scamps.

Opening Hours Scamps is open 50 weeks of the year offering a more flexible childcare solution for parents. It will be closed for approximately 8 working days over Christmas and for all bank holidays.

Opening hours are 7.00a.m. to 6:30pm term time and 7:30am to 6.00pm during school holidays (except Christmas). Services offered include Breakfast Club (3-11 years), Little Scamps Preschool (2-rising 5), Wraparound (2-rising 5), After School Club and Holiday Club (3 – 11 years)

JOINING SCAMPS

Joining our waiting list A child's name will be placed on the waiting list on receipt of the completed Registration form and a non-refundable registration fee of £50.00. Admission is subject to the availability of a place and the earlier you join the waiting list the better.

Registration Fee A non-refundable registration fee of £50.00 is required to register and join the waiting list.

Minimum attendance Children only attending 1 day a week will be limited in the days they are offered subject to demand. However, at Little Scamps the minimum attendance is 2 sessions per week.

Waiting list policy and procedure A child is placed on the waiting list in the order of the date on which a registration form and registration fee. Management will contact the parent/guardian to confirm the availability of a place usually 8 weeks in advance of a requested start date for a Term Time place. In some circumstances, the session manager may be able to contact the parent/guardian earlier than the periods stated above and reserve the right to require a decision from the parent/guardian based on this early notification. The parent/guardian is responsible for ensuring that management have up to date email/telephone and address details to ensure that contact can be made.

Equal opportunities Scamps operate an equal opportunities policy.

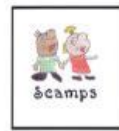
Offer of a place The session manager will attempt to contact the parent/guardian by email/telephone over a period of 3 working days. If we are unable to contact the parent/guardian during the 3 working days we will assume that a place is no longer required for their child and will change their status to "inactive". Once a parent/guardian has been offered a place for their child they will be given a deadline date to confirm the place. Failure to confirm the place by the deadline date will result in the place being offered to the next child on the waiting list.

Securing a place with a set start date Once we receive the child's Registration Form and a deposit, we can offer a place. Half a term's fees in advance will be payable upon acceptance of the offer of a place.

Cancelling or deferring a child's place prior to a child's start date A child's place is deemed accepted when Scamps receives the deposit and the Registration form signed by the parent/guardian. The deposit is non-refundable if a child's place is cancelled. The fees in advance are refundable if eight weeks' notice is given.

If a parent/guardian decides to defer their child's start date they will need to re-join the waiting list and a later start date cannot be guaranteed. The deposit is non-refundable should a parent/guardian decide to defer their child's start date and re-join the waiting list. Cases of serious illness or genuine hardship may receive special consideration upon written request.

Changing or increasing days/sessions Requests to change or increase days/sessions must be made in writing by email/post to the manager of the session.



The changing/increasing of days/sessions is subject to availability and may be dependent on availability per group. Management will not be able to confirm or guarantee when a swap or increase of days will become available. Once a change/increase in days/sessions has been confirmed by the manager of the group an email will be sent to the parent to confirm the change. The parent must reply within 3 working days to secure the change. Once the email reply has been received, the swap or increase in days /sessions is confirmed and we will require half a term's notice.

FEES

Scamps is a non-profitmaking provision which endeavours to keep the costs for parents as low as possible.

To ensure the provision remains a sustainable concern, you must always pay fees in advance.

Invoices Scamps issue an invoice every half term. We aim to send out invoices three weeks before the end of each half term. Payment is due on them two weeks before the end of each half term. This ensures you are always in advance. Scamps require payment for all booked sessions even if your child does not attend, sick days and holiday periods are non-refundable. A child may be excluded from Scamps at any time when fees are unpaid and will be deemed withdrawn 28 days after exclusion; one half term's fees will be due in lieu of notice will be due.

Note: Fees (including extra days / sessions / Holiday Club and additions) will not be refunded or waived for absence due to sickness, family holiday or any other reason that a child does not attend Scamps on their allocated days.

Fee increases If there is to be any fee increase parents will be notified in the term prior to the increase.

Responsibility of payment Fees are the responsibility of both parents/guardians of the child irrespective of which parent/guardian has signed the Registration Form.

Payment of fees by a third party An agreement with a third party to pay the fees or any other sum due to Scamps does not release the parents/guardians from any liability under these terms and conditions unless an express release has been given in writing by the board of Scamps.

Methods of payment Payment should be made by childcare voucher, online banking, cash or cheque or a combination of these. We encourage online bank transfers and voucher payments in preference over cash and cheques.

Childcare Voucher payments Scamps are happy to take childcare voucher payments, but we require you to pay the first invoice by another method while we are waiting for the voucher payments to be activated. This will guarantee your account is adhering to the Scamps payment policy of paying in advance.

Often voucher payments will not be sufficient to cover all your Scamps invoices. If you are making a regular monthly payment by voucher you need to agree this with the relevant coordinator and discuss how you will pay the short fall. You must keep your payments up sufficiently to be always in advance.

Online payments: Account Name: Scamps **Account number: 51404156 Sort Code: 40-44-46**

Reference on payments

The reference you use on a voucher or online payment is crucial to so that we can apply the payment to the correct account. The reference must state your child's name, the Scamps session the payment is for, and which invoice the payment relates to and abbreviate where necessary (bank payments only allow 18 characters) so

e.g. **April Smith wraparound summer term** would become **AprilS WA Summ1**

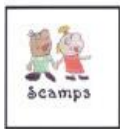
Abbreviations: **BC** Breakfast Club **LS** Little Scamps **WA** Wraparound **AS** Afterschool **HC** holiday club. This is fundamental if your child is attending more than one group at Scamps.

If you have more than one child then separate voucher payments should be made for each child.

Late Payment Scamps will issue a late payment fine of £10 for late payment of fees due. If you are experiencing financial hardship please speak to the manager of the group your child attends.

Instalment arrangements Any agreement by Scamps to accept payment of fees by instalments is concessionary and will cease automatically in the event of any default for 30 days or more. On ceasing, the full amount of fees then due shall be payable forthwith as a debt and interest for late payment will accrue on a daily basis.

Late collection charge Scamps are aware that situations happen when you maybe late to collect your child. However, we ask you to respect the start and finish times of the session your children are booked for. Staffing is worked out in advance using the total number of children booked in for the session. A charge for late collection of a child applies - see our website for the current Late Collection fee. Please telephone Scamps as soon as you think you maybe late as this will enable staff to prepare your child so they do not become anxious. It also enables management to arrange staff cover to remain with your child. It will be at the Managers discretion to waive the charge only in very exceptional circumstances.



Christmas and bank holiday closure The only holiday during which we do not open for Holiday Club is the Christmas holidays. This means Scamps is closed for approximately 8 working days over the Christmas period. We are closed for all bank holidays. We do not charge for Bank Holidays.

Extra days and sessions Extra days/sessions must be booked directly with the manager of that session. Once booked the parent/guardian is liable for the payment. Payment of fees for extra days / sessions must be made within 24 hours of booking. If payment is not received within 24 hours the place will not be held. If places are not paid for at least 48 hours before the session takes place, that session may be lost. Five working days notification must be given to cancel an extra day/session.

Holiday Club Holiday Club must be booked and paid for in advance directly with the Holiday Club Manager. Once booking and payment are made, an email of confirmation will be sent to the parent/guardian. Holiday Club bookings are non-refundable. Where possible Holiday Club sessions may be changed subject to availability and at the discretion of the management.

Notice to leave Scamps The notice period required for a child to leave Scamps is half a term, which usually equates to 6 weeks, written notice to the manager of the section your child attends. Once written notice has been received the notice date is final and cannot be brought forward or put back. Receipt of notice will be sent to the parent/guardian within 5 working days. The notice is not deemed accepted by Scamps until the parent/guardian has received written confirmation from Scamps. Scamps reserves the right to deduct outstanding fees from nursery funding and deposits.

INSURANCE AND PROPERTY

Liability and Insurances: Scamps does not accept responsibility for accidental injury or loss of property. Scamps undertakes to maintain those insurances which are prescribed by the law. All other insurances are the responsibility of parent/guardian to include the child's personal property whilst at Scamps or in transit to or from Scamps or on any sponsored activity off- site. Scamps is not the agent of the parents/carers for any purpose related to insurance.

Children's Personal Property: The parent/guardian is responsible for ensuring that all such property is clearly marked with the child's name.

Concerns and Complaints: If you have any cause for serious concern as to a matter of safety, care or quality of education, you must inform the manager within 24 hours. For further information see our Complaints Policy and Procedure.

OUR EMPLOYEES

Non solicitation of Scamps employees: The parent/guardian hereby agrees that during the term of their contractual agreement with Scamps and for a period of 6 months after the termination of this agreement, (however so terminated), not to employ or otherwise engage the services of any member of our staff who has had contact with their child through Scamps and/or allow or permit the provision of any childcare services to their children by any member of our staff who has had contact with the child. The Parent/Guardian hereby agrees that should they employ or otherwise engage the services of any member of our staff during their contractual agreement and for a period of 6 months after the termination of this agreement, to pay Scamps a figure representing 20% of the relevant member of staff's gross annual salary at the time they left Scamps. This figure represents the costs to us of recruiting a suitable replacement member of staff.

Babysitting

Scamps do not provide a babysitting service outside of our normal operating hours. Scamps is not responsible for any private babysitting arrangements made between a parent/guardian and a member of staff and will not take responsibility for any health and safety issues, conduct, grievances or any other claims arising out of the arrangements. The staff member will not be covered by the Company's insurance whilst babysitting as a private arrangement. Parents/guardians should make their own checks as to the suitability of a member of staff for babysitting. All private babysitting arrangements should be made outside of Scamps hours. For any private babysitting arrangements or agreements made between a parent/guardian and a member of the Scamps staff, the parent/guardian and staff member must make it known and declare their association to a Scamps Manager. If a staff member is to take the child they will be babysitting for from Scamps, the parent/guardian must complete an Authorised Collectors form giving consent for the staff member to take the child from the nursery site.



MISCONDUCT

Abusive behaviour Abusive behaviour towards staff, neighbours and other parties connected to Scamps: We reserve the right to serve notice to any parent/guardian who is abusive towards staff, neighbours and other parties connected to the nursery.

Inconsiderate/dangerous parking We reserve the right to serve notice to any parent/guardian that persistently parks inconsiderately or dangerously when dropping off or picking up their child from Scamps.

CONFIDENTIALITY

Confidentiality Scamps will take every precaution to preserve the confidentiality of information relating to each child and his/her parents/guardians. However, upon acceptance of a place, the parents/guardians willingly consent on behalf of themselves and the child, to Scamps obtaining, holding, using and communicating on a "need to know" basis, confidential information which, in the opinion of the Manager is material to the safety and welfare of the child and others. Scamps is duty bound to report suspicions of abuse or neglect to the relevant authorities in accordance the Local Safe Guarding designated officer.

Data Protection In compliance with current UK data protection legislation, any data provided/collected by Scamps regarding a child/adult/family will be kept secure and treated with confidentiality. The data collected will only be used by Scamps and will not be disclosed to any external sources without prior consent.

ACCEPTANCE OF TERMS AND CONDITIONS

Our Terms & Conditions are deemed accepted when the Registration Form is signed.
For Little Scamps this includes the Funding terms and conditions.