



To **Welcome** **Bumblebee Babes**



THE MOBILE UNIT
FITZGERALD AVENUE,
HERNE BAY
07547 392193 (Baby Room)
07802 738256 or 07788 530381
or Kez21@talk21.com
www.club4kidschildcare.com



We are an independent provider, who understands the importance of consistently providing high quality care and education for all children from a secure, stimulating and welcoming base. We have well resourced equipment in a rich, friendly and accessible environment, combined with Early Years Practitioners who scaffold learning which raises outcomes for every individual. Children thrive when given opportunities to explore and Independently develop through play experiences. High levels of well being and involvement raises a child's self esteem and confidence.

Club 4 Kids Childcare has been operating since September 1993, providing care, education and safe play facilities for two to fourteen year olds. More recently we have expanded to accept babies from birth. We operate from three rooms and have three Separate outdoor learning environments providing lots of scope for physical, role play and risk taking opportunities.

For the convenience of our customers we operate between the hours of 8:00am and 5:00pm Monday to Friday for 49 weeks per year.

We provide healthy meals and snacks for up to 50 children per day.

Children in our care are able to experience unique opportunities to grow and develop as independent individuals. Children progress to their next steps in their learning through practitioners planning, observing, scaffolding and supporting them.

OFSTED ~ March 2013 states "OUTSTANDING" go on-line to read our report

Please find overleaf a registration pack for you to complete and return along with your child's birth certificate. We will then contact you to arrange settling in sessions and any support you or your child may need. Should you require support in completing the enclosed documents, please contact Kerry on 07802 738256.



Bumblebee Baby Unit

CHILD REGISTRATION FORM

NAME OF CHILD: 1) DATE OF BIRTH: GENDER:

NAME OF CHILD: 2) DATE OF BIRTH: GENDER:

ADDRESS IN FULL
..... POSTCODE.....

HOME PHONE NUMBER EMAIL

NAME OF PARENTS / CARERS 1) Mobile no:
2) Mobile no:

WHICH OF THESE PARENTS DOES THE CHILD NORMALLY LIVE WITH?

NAME OF PERSON(S) WITH PARENTAL RESPONSIBILITY?

If you have joint custody of your child please give the address of the other parent on a separate sheet

I AGREE TO BE CONTACTED BY: PHONE EMAIL POST FACEBOOK/SOCIAL MEDIA

1ST CONTACT NUMBER IN CASE OF EMERGENCY

NAME RELATIONSHIP TO CHILD

NUMBER AND NAME OF WORKPLACE (IF ANY)

2ND CONTACT

NAME RELATIONSHIP TO CHILD

NUMBER AND NAME OF WORKPLACE (IF ANY)

I / We would like our child to start attending Bumblebee Babes at Club4Kids Childcare from

I have completed the attendance sheet on page 4 notifying you of my child's intended days and times.

If we find we no longer need the place we will inform the setting Manager (in writing) as soon as possible.
If less than two weeks notice is given before start I understand my deposit will be retained.

Signature of Parent / Carer Print

Date

Where did you hear about our Baby Unit?



Medical Information

INJECTIONS (please circle ones received)

Whooping Cough Polio Diphtheria Meningitis Tetanus MMR

MEDICAL CONDITIONS e.g. Asthma, Eczema etc:

.....

REGULAR MEDICATION:

ALLERGIES:

SIGNS OF THE ALLERGY:

PROHIBITED FOOD / DIETRY REQUIREMENTS:

.....

PREVIOUS ILLNESSES e.g. measles, mumps etc:

DOCTORS NAME:

SURGERY ADDRESS AND TELEPHONE NUMBER:

.....

HEALTH VISITOR:

Ethnicity

ETHNICITY NATIONALITY

LANGUAGE SPOKEN..... COUNTRY OF BIRTH

RELIGION

I DO NOT WISH TO ANSWER THESE QUESTIONS

DOES YOUR CHILD RECEIVE ANY SUPPORT FOR A SPECIAL EDUCATIONAL NEED OR DISABILITY? IF YES, PLEASE WRITE A BRIEF SUMMARY OF AGENCY INVOLVEMENT.



Session Times and Fees

On registering your child at Club 4 Kids Childcare (Bumblebee Babes) you are required to pay a £20 registration fee to cover administration costs (this fee is non-refundable). There will also be a deposit of two weeks advance fees payable at time of booking prior to your child starting. You will receive a full refund of these **fees** if your child is not offered a place.

Our fees include all drinks and snacks from when your child is 12 months old. If your child has a hot lunch provided by us there will be a charge of £2.55 or £2.80 for special dietary requirements. Before your child reaches 12 months, can you please supply **all** their food in airtight containers clearly labelled with your child's name. We are a healthy eating setting.

Payment can be made by Debit card, Cash, BACS or Childcare Vouchers and all fees must be paid in advance. At Club4Kids you pay for your child's place and not their attendance due to ongoing overheads still incurred. Fees are not payable for Bank Holidays and two weeks Christmas closure.

You may be eligible for **Tax Credits** towards your child's fees, see:

www.hmrc.gov.uk/taxcredits or call their Helpline on **0845 3003900 / 0845 6095000**

Termination of agreement of two weeks notice, in writing, from Parent/Carer to cancel your child's place. We will charge fees until we receive this notice.

If payment of fees remains outstanding for more than 7 days, then Club 4 Kids reserves the right to serve 7 days notice, in writing, to terminate the contract. Late fees are subject to a £5 administration charge.

Holidays and Absences. All Bumblebees are entitled to up to six weeks holiday allowance at 50% discount, to be used if child is taken out of Bumblebees for e.g. family holiday. Parents/Carers must give 30 days notice of any holidays to be taken.

All other absences must be paid for.

We do not issue invoices or statements automatically but will gladly issue them on a written request to do so. Please indicate on your request whether you wish to receive them by email or hand. A £10 admin fee will be payable for all back dated invoices/receipts requested including HMRC and council "proof of childcare" request forms.

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
8am to 12pm £17.60 9am to 12pm £13.20					
8am to 1pm £22.00 9am to 1pm £17.60 plus £2.55/£2.80 if having a hot lunch (higher charge for special dietary requirements)					
8am to 3pm £30.80 9am to 3pm £26.40 12pm to 3pm £13.20 plus £2.55/£2.80 if having a hot lunch (higher charge for special dietary requirements)					
8am to 5pm £39.60 9am to 5pm £35.20 plus £2.55/£2.80 if having a hot lunch (higher charge for special dietary requirements)					
12pm to 5pm £22.00 1pm to 5pm £17.60 plus £2.55/£2.80 if having a hot lunch (higher charge for special dietary requirements)					
Full Week 8am to 5pm Monday to Friday £178.20 plus £2.55/£2.80 if having a hot lunch (higher charge for special dietary requirements)					



ALL ABOUT ME (BUMBLEBEE BABES)

this form is used to build a profile of your child for us before he/she starts at Bumblebee Babes

My name is:	I like to be called:
My birthday is on:	
I live with:	I have ___ brothers and ___ sisters
At home I like to:	
My favourite toys are:	
I can talk:	I can walk:
I can go to the toilet on my own:	I use a potty:
I can climb the stairs:	and come down stairs on my own:
I can sit on a chair to eat my food:	I can feed myself:
I have food at: <i>(time and frequency)</i>	
My favourite foods are:	
My food needs to be: pureed / mashed / chopped <i>(please circle)</i>	
I really don't like to eat:	
I am allergic to:	
I have bottles at: <i>(time and frequency)</i>	
I usually sleep at: <i>(time and frequency)</i>	
I go to bed when asked:	
I usually sleep with my: dummy / blanket / teddy / something else: <i>(please circle)</i>	
To get me to sleep you need to:	
You should also know:	

Please let baby room staff know about any changes to your child's routine



PERMISSION FORMS

TO TAKE PART IN ALL ACTIVITIES

I give permission for my child to take part in any activities that the Baby Unit offers

Signed Print Dated

FOR WRITTEN OBSERVATIONS OF MY CHILD

I give permission for written observations to be carried out on my child to inform of their development including having photographs taken for their Keyfolder.

Signed Dated

FOR PHOTOS TO BE TAKEN OF MY CHILD

I give permission for my child to have their photograph taken and used: (tick boxes applicable)

Use in the Setting Publicity / Social Media

Signed Dated

FOR DETAILS TO BE DISPLAYED IN THE SETTING

I give my permission for the following details about my child to be displayed within the setting

Full Name First Name Only Date of Birth (ie Birthday Boards)

Signed Dated

TO BE TAKEN OFF PREMISES FOR OUTINGS

I give permission for Staff to take my child out on local walks / visits

Signed Dated

FOR ADMINISTERING OF MEDICATION

Medication will only be administered if prescribed for your child, clearly marked with your child's name and dated. You will be asked to complete medication authorisation when leaving medicines with staff.

Signed Dated

FOR EMERGENCY MEDICAL TREATMENT

In the event of an accident, emergency, illness, I give permission for my child to receive emergency medical treatment in the unlikely event that I cannot be contacted immediately.

My child has a medical condition named:

Signed Dated

I HAVE ENCLOSED A PASSPORT SIZED PHOTO WITH DETAILS OF THEIR CONDITION



PERMISSION FORMS

APPLICATION OF SUNBLOCK

It is the settings policy not to apply sunblocks of any kind to any child due to many varieties on the market and many allergies the children may suffer. We therefore ask all Parents / Carers to apply 12 hour sunblock to their child prior to leaving them at the setting.
Should there be any queries with this, please see Kerry or Megan.

Signed Dated

FOR EXTERNAL SUPPORT FOR CHILD

I give permission for outside agencies to offer general support to the setting and individual support to my child (these include: Early Years Area SENCO, Specialist Teaching Service, Club4Kids AEN support person, Speech and Language Teacher or Link Worker)

Signed Print Dated

FOR COLLECTION OF MY CHILD

Please write down the names of **ALL** people who may collect your child **including Parents/Carers**

Names of people who may collect:
.....
.....

Please advise authorised collectors to bring along supporting photo ID as this may be requested by staff members.

Security Collection Password (if required)

I AM AWARE THAT ONCE AN AUTHORISED ADULT HAS COLLECTED MY CHILD FROM CLUB 4 KIDS THEN CLUB 4K IDS CANNOT BE HELD RESPONSIBLE FOR THE CARE OF MY CHILD

ACCEPTANCE OF TERMS AND CONDITIONS

I have read and understood, signing where necessary, the Terms and Conditions of Club 4 Kids Childcare as stated throughout the Welcome pack. I agree to them.

I am aware that Club 4 Kids has a Safeguarding Policy which is available to me at all times.

Name of Child:

Parent/Carer Sign: Print: Dated:

Signed by the setting Manager: Print: Dated:



GENERAL INFORMATION

Absences or changes to your child's arrival / departure times are to be notified by 9.30am on the day. This can be done by telephoning 07802 738256 / 07788 530381 or texting. Children must be collected promptly and the setting reserves the right to charge £5 if a parent / carer is more than five minutes late.

Parents must notify the setting if their child has been in contact with any infectious disease. If a child is unwell they must not be brought to the setting. If a child becomes ill during the day, a member of staff will contact the named contact and request that the child is taken home. Staff will not release your child to anyone other than those listed on their registration form. Should it be necessary for someone different to collect your child due to an emergency, the setting will request ID and will ask security questions.

Changes to any information given on these forms should be notified to the Manager or Deputies as soon as possible.

We operate a strict Non Smoking Policy

Records including photos may be held on computer, all information is held according to the GENERAL DATA PROTECTION REGULATIONS (GDPR) 25TH MAY 2018. If you do not agree to records being held this way, you should inform the Manager.

Personal items brought to the setting should be named. Club 4 Kids cannot accept responsibility for lost items. We have both employers and public liability insurance.

Policies and procedures are displayed in the settings main entrance lobby. A copy of these are available on request.

Guardianship. Due to child protection guidelines we would ask, for safety of all children, that Parent/Carers provide us with details of who has legal access to your child. By legal access we mean the main carer for children whose families may be in dispute over the child's care and have one or more relatives not permitted to see that child according to a court of law. We would ask that any foster families inform us, in writing, of any looked after children and who that child's legal guardian is. In any case that a family member is not allowed contact with their child, we would ask to see the legal paperwork that states this. Please speak to Kerry with regards to this.

Government Funding is available from the term following your child's third birthday. Funding is for 15 hours free early education a week for a maximum 38 weeks per year (term time).

We are also registered with KCC for the Free for Two Funding Scheme for eligible 2 year olds (15 hours). Parents should contact Kerry, the Manager of Club 4 Kids who will deal with all paperwork.



WHAT TO BRING WITH YOU

- A pair of indoor shoes / slippers
- Nappies and wipes (nappy bags are supplied)
- Nappy rash cream (if required)
- One cup / beaker and one soft rubber bib (unless prefer fabric)
- Updated sleeping and feeding routines
- Comforters
- Teething gel / powders
- Any medications required
- A pair of outdoor shoes / wellies
- An outdoor coat
- Hat, scarf, gloves
- A spare set of clothing
- A sunhat



ALSO FOR BABIES NOT HAVING COOKED LUNCH OR COWS MILK

- Please supply enough milk bottles for the time your child is attending the setting each day (a bottle and formula can be left on site for use when needed)
- Any food that you wish them to eat

FOR PARENTS

- Blue plastic overshoes will be available to slip on when you arrive. Alternatively we kindly ask you to remove your shoes inside the door. This is to avoid cross contamination — remember, crawling babies will pick up anything off the floor (including mud from shoes). We appreciate your co-operation on this point for the safety of all the children.





Building Partnerships with Parents

OFSTED March 2013 ~ "Outstanding"

At Club 4 Kids Childcare we value feedback from our parents/carers and we operate an open door policy which encourages parents to visit whenever they want to and to raise any concerns or suggestions for improvement that they may have with the nursery management team as and when they arise. We carry out a parental survey on an annual basis to evaluate the service we provide and share the results. We produce Newsletters keeping parents informed of the things that are happening.

At Club 4 Kids Childcare we promote and encourage parental involvement in each child's education and development. We work in partnership with parents and families to focus on the individual needs of each child in our care.



At Club 4 Kids Childcare we provide an exciting learning environment, inside and outside, for children to explore and investigate their surroundings. We build on the experiences that a child has already gained and through partnership with parents/carers we enhance and encourage independence in order for each child to develop to the best of their abilities.

