



ADDMISSION PACK

*Providing good quality,
affordable Respite care in term
time and school holidays!
For children aged 0 – 25 yrs
old*

**Respite Care & Drop and Shop
& Stay and Play**

**Look Inside Sensory Learning & Play, City
College Nottingham, Carlton Road,
Nottingham, NG32NR**

Tel/Fax: 07424038353

Welcome to Look inside

We aim to provide a safe, friendly environment for children to play. The club meets in our large, airy clubroom in the ground floor of our sensory play centre.

Children are free to choose from a variety of play activities, including arts and crafts, quizzes, games, puzzles and sensory activities.

There are also areas to read or relax.

Look inside have appropriate public liability insurance.

Staff

Our staff and volunteers are fully vetted and police checked.

Times;

Stay & Play: Bookings only

Respite: Monday- Friday 1-3pm aged 0-25 years

Drop and Shop: Saturday, Bookings only

Please ensure your child is collected by the end of the session. You will be charged for constant late collection.

Please remember to sign your child out.

Fees

Stay & Play: £5 p/h

Respite: from £19

Drop and Shop: from £15

(parents/carers drop off child)

Please pay fees promptly.

Booking sessions

You must complete registration forms before your child can attend the club.

Children must be booked into the sessions. You must book sessions in advance to ensure a place. Please give 1 week notice during term-time and 2 weeks' notice during holidays of any cancellations or you will have to pay for the sessions booked.

We try to be flexible and understand that circumstances change. Please let us know if you need more sessions and we will try to accommodate your needs.

Snacks

Please provide a packed lunch for your child.

Code of Conduct

We want Look inside to be a sharing club where all children feel equally valued. All children are expected to behave appropriately within the club environment. Bullying and physical violence are unacceptable. We follow an equality policy.

Partnership with parents/carers

The club will be consistent and reliable to enable you to plan with confidence and peace of mind. Parents/carers are welcome to discuss our work and take part in our activities. You are invited to share and discuss your child's achievements, experiences, progress and friendships.

We want to run a club ideally suited to the families who use it. Any ideas and suggestions from children and parents/carers are welcomed and we will try to incorporate all new ideas into the running of the club.

Volunteers

We run on a non-profit making basis. We need volunteers to help in the club sessions. If you, or anyone you know, are interested in play work you could use this experience towards gaining a play work qualification.

Policies and Procedures

A full explanation of all the clubs policies and procedures are available in reception for staff to read. Parents are advised to be aware of what these are.

Menu



Snack : Variety of fruit, vegetables, yogurts, crackers.

Drinks: Juice, milk or water

Snacks are rotated weekly.

Ground rules

- No swearing
- No bullying
- Respect toys and furniture
- Respect other children and staff
- No running inside anywhere
- Settle down quickly and quietly for snack time
- Respect each other's privacy
- No shouting or back chatting
- No child to answer the telephone
- No child to play on the desk chair or take anything off the desk
- No child to enter the stock cupboard without permission or an adult
- No climbing on wall's out side
- Have lots of fun

CHILD'S DETAILS (CAPITAL LETTERS ONLY)

Child's Name (in full)						
Chosen Name						
Child's Address Post Code.....					
Date of Birth						
School attended						
Home language						
Religion						
Ethnic origin (please tick)	White	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Mixed African-Caribbean White	<input type="checkbox"/>
	Mixed Asian/White	<input type="checkbox"/>			Mixed Other	<input type="checkbox"/>
	African-Caribbean	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Other	<input type="checkbox"/>
	African	<input type="checkbox"/>	Other Asian	<input type="checkbox"/>		

PARENT(S) OR PERSON(S) WITH PARENTAL RESPONSIBILITY

Name	1.	2.
Relationship with child		
Address Post code..... Post code.....
Telephone numbers	Day..... Evening..... Mobile.....	Day..... Evening..... Mobile.....
Work address & telephone number Post code..... Tel: Post code..... Tel:

EMERGENCY CONTACTS

Name	1.	2.
Relationship with child		
Address
Telephone numbers	Day..... Evening..... Mobile.....	Day..... Evening..... Mobile.....

NAMES OF PEOPLE WHO WILL COLLECT THE CHILD

(children will only be allowed to leave with a named person)

Name:	Relationship with child:
Name:	Relationship with child:
Name:	Relationship with child:
Name:	Relationship with child:
Name:	Relationship with child:

MEDICAL DETAILS

Child's Doctor	
Doctor's address & telephone number Post Code..... Tel
Does your child have any known medical problems? (please list)	
Does your child have any disabilities? (please give details)	

VACCINATIONS/IMMUNISATIONS

Has your child had their pre-school booster?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>
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CONSENT TO APPLY PLASTERS (BAND AIDS)

Plasters (Band aids) can cause an allergic reaction in some people. We can only apply a plaster to a cut or graze if we have the parents/carers consent. (please tick one box)	
Yes, I give Look inside permission to apply a plaster to my child	<input type="checkbox"/>
No, I do NOT want my child to be given a plaster	<input type="checkbox"/>
Signed	Date

OTHER INFORMATION

Does your child have any known allergies or major dislikes	
Any additional information	

EMERGENCY CONSENT

I consent to any emergency medical treatment necessary during the running of the club. I authorise the playworker staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.	
Signed	Date

Parental Responsibility & Legal Contact

Under the Early Years Foundation Stage (EYFS) that came into effect from September 2008, We are legally required to establish who has Parental Responsibility and Legal Contact for each child in our care.

Who has Parental Responsibility?

A married couple that have children together both automatically have parental responsibility

Parental responsibility continues after divorce

Mothers automatically have parental responsibility

Where the parents are not married the father has parental responsibility if:

His name is registered on the birth certificate (after 1 December 2003)

He later marries the mother

Both parents have signed an authorized Parental Responsibility Agreement

He obtains a Parental Responsibility Order from the court

He obtains a Residence Order from the court

He becomes the child's guardian

For further information visit www.direct.gov.uk/en/Parents/ParentsRights/DG_4002954

Legal contact is anyone who has applied to a court for access to the child and been given legal contact rights.

Please indicate below who has Parental Responsibility and Legal Contact (If there are any subsequent changes to these details, please let us know immediately)

Name of Child	Date of Birth	Name of Child	Date of Birth
.....
.....

Name of person/s with Parental Responsibility:

.....
.....

Please name anyone who has been granted legal Contact with this child:

.....

Form completed by: (please print name)

.....

Signed:

Dated:

Parent Contract

This contract is between Look inside and Parents/Carers using our service.

It is agreed that:

- We reserve the right to request that parents/carers remove a child from the club if the staff considers the child to be unwell. We also reserve the right to seek medical attention where we feel appropriate either in an emergency or in a case of a serious illness. (As per your child's 'Registration Form').
- Parents/carers are requested to notify the co-ordinator of any injury sustained by their child outside the club, in order to establish the injury did not occur on our premises.
- Your child will not be permitted to leave the club with anyone except those adults on your child's registration form unless written authorisation is given to the co-ordinator in advance. **Children will not be released into the care of a minor (anyone under 16 years of age).**
- Please be aware of our closing times. Collecting your child/ren late from the club will incur you **extra costs**. At 6pm, if your child is not collected we reserve the right to contact Social Care if we are unable to contact you. Please contact the co-ordinator if you know you will be late and give and approximate time of your arrival at the club. This will enable us to put your child's mind at rest.
- In the event that your child is unable to attend the club on a day they are booked in - please inform the co-ordinator. The place will still have to be paid for unless sufficient notice is given. **(One weeks' notice for term-time sessions and 2 weeks' notice for holiday sessions).**

- Fees are payable weekly in advance. This means that you must pay your weekly/monthly fees on your child/ren's first day of attendance that week/month. Please speak to the co-ordinator in the first instance should this cause you any problems. Should you get into debt with your childcare fees or not pay them you risk that place until the debt is cleared. **(Please see also fees contract)**
- We endeavour to be as flexible as we can to accommodate individual family circumstances. Please see the co-ordinator if you have any issues relating to your childcare place.
- If you wish to terminate your child's place at the club, two weeks notice must be given in writing.

NOTE TO PARENT

Aggressive behaviour and abuse towards the staff and others using the club and its facilities will **not** be tolerated and their contract will be terminated **immediately**.

.....

Parent Contract

I acknowledge that I have received, read, understood and accepted this contract

Parent/Carer _____ Date _____

Payment Of Fees Contract

- Fees levels will be set by the directors and will be reviewed annually.
- Fees should be paid weekly/fortnightly/monthly **in advance**.
- Fees can be paid either by cash or cheque. (Cheques should be made payable to “Look inside Sensory” with a **cheque guaranteed card**)
- If fees are not paid on time the Manager will contact the parent/carer in writing and request payment at the earliest possible opportunity. (This should be no longer than two weeks).
- The Manager has the right to issue a formal warning to parents/carers that; continued late payment will result in their child’s place at the club being forfeited.
- If fees are paid persistently late or not at all, with no explanation, the Manager will be forced to terminate the child’s place and outstanding fees will be chased.
- Parent/carers are encouraged to speak to the Manager or Directors if they have any queries regarding this contract. Please arrange to speak with the Manager should you have any difficulty in making a payment at any time.

.....
.....

Payment of fees contract

I _____ parent/carer of _____

agree to the above contract.

Signed _____ Date _____

Dear Parent/Carer,

In order to update the administration functioning of our club we propose to use a computerised database which will hold the basic information for users of our club. In order to comply with the data protection act we require your authorization to keep your child's/children's record on the database.

Please complete and sign the slip below, and return to the above address.

Look inside
Admin Department

.....
.....

I give permission for my child/children _____
(Full names)

details to be held on Look inside's database.

Print Name _____ Relationship to child/children_____

Signed _____ Date _____

Please could you fill in the consent form asking for permission for photographs videos and local visits for your child and return to the club.

Photo Permission

I give permission for the club to use photographs of my child:

Only within club

Within the club and publication in the local press

Within the club,local press and in the wider community

Video Permission

I give permission for the club to video my child:

The video may only be used in the club

The video may be used within the club and within the local education authority. 5

To use videos of my child in a responsible manner in the wider community 6.

Local Visits

I give permission for the club to take my child out on local visits.

Important: A reply is required from all parents

We will be most grateful if you could sign against **EITHER** BOX 1, 2, **OR** 3 for photos, **EITHER** box 4, 5, **or** 6 for video and box 7 for local visits.

Childs name _____class_____

Signed_____parent/carer

Print name: _____ *Date:* _____

Personal Profile

Name:

Date of Birth:

Age:

School:

Completed by:

Date Completed:

Area of need & Disability;

Likes;

Dislikes;

Any other information;

Risk assessment required for child? Y/N (attach if needed)

MONTHLY BOOKING FORM

Child's Name	Age	School/Class

Which days will your child/ren attend the club? Please tick the boxes.

Month of

Week Commencing					
Monday					
	am pm	am pm	am pm	am pm	am pm
Tuesday					
	am pm	am pm	am pm	am pm	am pm
Wednesday					
	am pm	am pm	am pm	am pm	am pm
Thursday					
	am pm	am pm	am pm	am pm	am pm
Friday					
	am pm	am pm	am pm	am pm	am pm
Saturday					
	am pm	am pm	am pm	am pm	am pm

Name:	
Address ;	Telephone:
Signed:	Date:

Please let staff know if you are paying monthly.