Over the Rainbow Playschool
Holbrook Community Centre
Holbrook School Lane
Horsham RH12 5PP
01403 210550/07827 372960
e-mail: Office@otrplayschool.com
www.otrplayschool.com

CHILD INFORMATION FORM

Child's Name: .....Gender: .....

(if applicable, preferred name): ..... Date of Birth: .....

Address:.....

.....

Postcode: ..... Ethnic Origin: .....

Tel. No.: Home .....

Mother's details: email address: .....

Mother's full name: .....Parental Responsibility: .....

Address *(if different to child's):*

.....

..... Postcode: .....

Tel. No.: Home ..... Mobile:.....

Father's details: email address: .....

Father's full name: .....Parental Responsibility: .....

Address *(if different to child's):*

.....

..... Postcode: .....

Tel. No.: Home ..... Mobile:.....

E-mail address for correspondence including invoices and newsletters:

E-mail: .....

SAFEGUARDING YOUR CHILD – Please give details of other people who are authorized to collect your child:

Name: ..... Tel No: .....

Name: ..... Tel No: .....

Name: ..... Tel No: .....

ADDITIONAL GENERAL INFORMATION

Please give us any other information about your child, i.e. additional needs or allergies:

……..

……..

……..

MEDICAL INFORMATION

Doctors Name: ……. Surgery: ……..

Telephone No: ……..

Are your child's immunization's up to date? YES / NO

Does your child take any regular medication? If yes, what medication and what is it for?

……

……

……

Please initial next to the statements you agree with……

My child's photograph can be used for our Facebook Page, Website and displays	
I understand that Over the Rainbow will follow all safeguarding steps as set out by WSCC	
Over the Rainbow may discuss and share information about my child's learning and development or welfare needs with staff at Holbrook Primary School and any information will be kept confidential at Over the Rainbow	
Over the Rainbow staff can apply sun cream to my child if the weather warrants it.	
I will supply my own sun cream for my child to apply (Over the Rainbow staff may assist if needed)	

CANCELLATION AND FEES – PLEASE READ

Once I have booked regular sessions, they will continue until I give written notice of cancellation. I understand that I still pay the fees even if my child is unable to attend due to sickness, or holidays.

I will pay my invoices on or by the due date published on the invoice. This is the first Friday of each month.

If I wish to cancel my child's place, I understand that I need to give four weeks written notice.

Continued late payment of fees will result in your contract being terminated by Over the Rainbow.

I will ensure that my child is collected by 6.00pm Monday-Thursday and 5.45pm Friday at the latest.

By signing this, I agree to accept all the Playschool terms and conditions. All terms and conditions published.

Signature:..... Name:.....

Date: ……..

Over the Rainbow Contract for Breakfast and/or After School Club

(Please read, sign and return with Registration Form)

Child's Name: ……..

Parent/Carers Name: …….

Obligation

- I give permission for my child to attend Over the Rainbow. As a setting, there are policies and procedures (can be found at the setting) which I agree to abide by.
- I understand that during the time my child is at Over the Rainbow, they will have responsibility for her/him.
- Over the Rainbow closes at 6.00pm. If I am going to be late collecting my child, I will contact the setting on 07827 372960.
- It is my responsibility to keep the setting up to date on any changes in circumstances – new address, change in contact numbers, change to medical conditions etc.
- I will notify Over the Rainbow before 3pm if I will be collecting my child from school on a day that they are booked to attend. I understand that I will be charged for this session.
- I agree to pay my invoice by the due date shown. This is the first Friday of each month. If I don't, then a penalty charge of 10% of the outstanding amount will be added to my next invoice.
- If I fail to pay my invoices on time for 3 months, I understand that Over the Rainbow reserve the right to withdraw their services without notice.
- If I am consistently late collecting my child past the pick up time stated on the booking form, Over the Rainbow reserve the right to increase my booking to the next pick up time.

Behaviour & Safeguarding

- I understand that any unwanted behaviour towards staff will not be tolerated.
- I understand my child will only be released to a person known to Over the Rainbow.
- I agree not to use my mobile phone or camera whilst at the setting.

Medical

- I understand my child will be treated by a qualified first aider should they become ill or have an accident whilst at the setting. If my child is taken ill and I am unavailable, a member of Over the Rainbow will sign any consent forms necessary for treatment on my behalf.
- I have informed the setting of any allergies or medical conditions my child has.

I have read and understood the above terms and conditions and I agree to abide by them.

Signed: …… Date: …….

Booking Form

Breakfast and After School Club

At

Over the Rainbow
Holbrook Community Centre

Child's Name:…….. DOB: …….

Class Teacher/Year: ……

I would like to book a place on the following days every week, starting on ……..

	Breakfast Club @ £6.50 per session	After School Club @ £16.00 (until 5pm)/£17.00 (until 5.30pm)/£17.50 (until 5.45pm)/£18.00 (until 6.00pm) per session *(please indicate pick up time – 5.00/5.30/5.45/6.00*
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

☐ I consent for my child to walk to Over the Rainbow from school by themselves. (Years 5 and 6 only) *(please tick box)*

Invoices can be paid by BACS, cheques, cash or childcare voucher.

Signed:…… Date: …….