CHILD REGISTRATION FORM
Preschool & Nursery

Date

THANK YOU for choosing **The Treehouse Club** for your child's first steps into education. Please complete the following form in BLOCK CAPITALS and return it to The Treehouse Club to register your child. Should any changes arise then please inform us as soon as possible.

CHILD DETAILS

Child's Full Name	First	Last		Male ☐	Female ☐
Known by name	Known	Child's DOB	DOB		
Home Address	Address				
	Address		Postcode		
Nationality	Nationality				
Religion	Religion	Ethnic Origin	Origin		
Spoken Languages:					
If English is not the primary language spoken at home, will this be your child's first experience of being in an English-speaking environment?	Yes ☐	No ☐			

BOOKING DETAILS

Your Preferred Setting (please tick)	Dollymans Farm, Wickford	Norsey Woods, Billericay	Thriftwood, Brentwood	Ingrave Preschool
Your Preferred Start Date	Date			

Sessions (tick as required)	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Pre-school Day (9:30am-3:30pm) - Wickford & Ingrave Preschools Only					
Pre-school AM (9:30am-12:30pm) - Wickford & Ingrave Preschools Only					
Pre-school PM (12:30pm-3:30pm) - Wickford & Ingrave Preschools Only					
Breakfast Club | Ages 2yrs+ (7:00am-9:30am) Ingrave Only					
Nursery (Wickford, Billericay & Brentwood Only)					
Nursery Full Day Session (7:30am-6:30pm)					
Nursery AM Session (7:30am-1pm)					
Nursery PM Session (1pm - 6:30pm)					
Nursery Early Start (7am - 7:30am)					
Nursery Late Finish (6:30pm - 7pm)					

Please Note:
AM & PM Sessions for ages 2+ only.
All bookings require a minimum of 2 days per week.
Sessions at Wickford & Ingrave Preschools are Term Time only. All other sessions are year round.

Start Your Greatest Adventure

CHILD REGISTRATION FORM (Preschool & Nursery)

PARENT/CARER DETAILS A

Parent/Carer Full Name	First	Last
Parent DOB	DOB	
Home Address (in full)	Address	
	Address	Postcode
Telephone Contact	Home Tel	Mobile
Occupation	Occupation	Work Tel
Email	Email	
Relationship to Child	Relationship	

Insert Photo of Parent/ Carer A

Which is the main contact you would like us to use? Home ☐ Work ☐ Mobile ☐

PARENT/CARER DETAILS B

Tick if same address as Parent/Carer A ☐

Parent/Carer Full Name	First	Last
Parent DOB	DOB	
Home Address (in full)	Address	
	Address	Postcode
Telephone Contact	Home Tel	Mobile
Occupation	Occupation	Work Tel
Email	Email	
Relationship to Child	Relationship	

Insert Photo of Parent/ Carer B

Which is the main contact you would like us to use? Home ☐ Work ☐ Mobile ☐

PARENT/CARER RESPONSIBILITY AND LEGAL CONSENT

Does parent/carer **A** have parental responsibility?	Yes ☐ No ☐
Does parent/carer **B** have parental responsibility?	Yes ☐ No ☐
Does parent/carer **A** have legal responsibility?	Yes ☐ No ☐
Does parent/carer **B** have legal responsibility?	Yes ☐ No ☐

Is there anybody that is **NOT** allowed to pick up or see the child stated in the application form for legal reasons? Name:

Optional (Additional Comments)

CHILD REGISTRATION FORM (Preschool & Nursery)

EMERGENCY CONTACT DETAILS A

Full Name	First	Last
Contact Telephone	Home	Mobile
Work & Work Tel	Work	Work Tel
Relationship to Child	Relationship	

Insert Photo of Emergency Contact A

EMERGENCY CONTACT DETAILS B

Full Name	First	Last
Contact Telephone	Home	Mobile
Work & Work Tel	Work	Work Tel
Relationship to Child	Relationship	

Insert Photo of Emergency Contact B

If someone else will be collecting your child, please ensure you tell us beforehand and provide their full name. They will also need to provide a **PICK-UP PASSWORD** below and we will verify his/her identity when collecting your child.
If staff are unsure whether the person coming to collect your child is authorised, they will not allow your child to leave nursery/preschool until they have contacted you to obtain your consent.

PICK UP PASSWORD

HEALTH & MEDICAL DETAILS

GP'S Name	GP	**Practice Name**	Practice
Address	Address	Town/City	Town
Postcode	Postcode	Telephone	Tel

Are your child's immunisations up to date?	Yes ☐	No ☐	Comment
Does your child have any medical conditions?	Yes ☐	No ☐	Comment
Does your child have any long-term medication?	Yes ☐	No ☐	Comment
Does your child have any non-food related allergies or phobias?	Yes ☐	No ☐	Comment
Does your child have any dietary requirements (incl. food allergies, intolerances, preferences?)	Yes ☐	No ☐	Comment
Does your child suffer from any previous injury or illness that required hospitalisation or continued medical treatment?	Yes ☐	No ☐	Comment
Are there any other agencies working with your child and/or family?	Yes ☐	No ☐	Comment
Is your child still in nappies?	Yes ☐	No ☐	Comment

CHILD REGISTRATION FORM (Preschool & Nursery)

SPECIAL EDUCATIONAL NEEDS & DISABILITIES

Does your child have any special educational needs or disabilities?	Yes ☐ No ☐
If yes, please provide us with details of these.	
Will they require any special assistance within the setting?	Yes ☐ No ☐ Comment
Is there an Early Years Action Plan in place?	Yes ☐ No ☐ Comment
Is there an Early Years Action Plan PLUS in place?	Yes ☐ No ☐ Comment
Is there a 'Statement' in place?	Yes ☐ No ☐ Comment
Is there any other professionals who have contact with your child?	Yes ☐ No ☐ **(If YES, fill out below)**

Full Name	Full Name	**Role**	Role
Agency	Address	Contact Tel	Tel

PERMISSIONS

As part of our provision of childcare, we would like to understand your preferences / get your permission on a range of points, covering your child's wellbeing and the service we provide, your personal data and our marketing for the settings. This form sets out those requests and we would kindly ask that you complete the form by **TICKING** your preferences for all the categories below.

EDUCATION & NURSERY/PRESCHOOL INFORMATION

Short outings in the local community ☐	Child's first name to appear on displays and around the nursery/preschool ☐
Day trips requiring transportation ☐	Sharing with other providers or schools, information on your child including learning and development ☐
Learning journey being accessible in your child's base room ☐	

The woods are an integral part of our learning setting and these will be used on a daily basis. In addition to this, we may take the children on external trips to local parks, amenities and other venues that are of benefit to their learning. All of our trips are risk assessed and these assessments are available for your viewing. All parents are advised in advance of any external trip taking place, by email.

HEALTH & WELLBEING

Administration of Factor 50 sun cream ☐	Administration of antihistamine ☐
Administration of one 5ml dose of paracetamol suspension (i.e. Calpol) ☐	Emergency Medication (as provided by parent/carer) ☐
Emergency first aid and medical treatment ☐	

PHOTOGRAPHY & IMAGES

We often take photos and images in our settings for various internal purposes as well as documenting your child's learning journey. Please can confirm if you are happy for us to store and use such images. You will have access to these photographs via your log-in portal on our interactive learning diaries. Photos or videos of your child will be retained on our computer systems until your child leaves us.

Store photos on Treehouse Club computers and laptops (internal) ☐	Print and use photos within the nursery/preschool settings (for learning journals and displays) ☐
Use for Treehouse website and social media platforms ☐	Use for external marketing purposes ☐

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CONSENT

Please accept this form as my application to REGISTER my child named below at The Treehouse Club Preschool & Nursery (also known as The Tree House Premier Child Care Limited)

Child's Name	Name

I confirm that I have read and agree to the current terms and conditions of business of The Treehouse Club. By accepting and consenting to the terms and conditions of business it constitutes a contract between myself and The Treehouse Club. Please tick to confirm. ☐

I commit to give written notice to the nursery/preschool of any change in the information provided in this document. I confirm that I have read The Treehouse Club's Policies and Procedures. These documents are available on the Treehouse Club website. Please tick to confirm. ☐

I understand that my child's place can not be confirmed until all required documentation for registration is submitted as well as the prepayment of the registration fee. Please note that the registration fee is non-refundable. Please tick to confirm. ☐

TO BE SIGNED BY PARENT / CARER 1:
In event of a medical emergency, we will endeavour to contact you as parent, carer and/or named emergency contact using the information you provided to us in your Registration form. If we are unable to, for the safety of your child, it may be necessary to accompany the child to hospital. In relation to this, we require your child's full name and DOB to be listed on the daily register, emergency contact details to be stored and taken off-site where necessary.
Please tick to confirm ☐ and kindly sign below:

Name		Relationship to child	
Signature		Date	

TO BE SIGNED BY PARENT / CARER 2:
In event of a medical emergency, we will endeavour to contact you as parent, carer and/or named emergency contact using the information you provided to us in your Registration form. If we are unable to, for the safety of your child, it may be necessary to accompany the child to hospital. In relation to this, we require your child's full name and DOB to be listed on the daily register, emergency contact details to be stored and taken off-site where necessary.
Please tick to confirm ☐ and kindly sign below:

Name		Relationship to child	
Signature		Date	

PAYMENT OPTIONS

BANK TRANSFER (PREFERRED METHOD)
Bank: Santander
Account Name: The Tree House Premier Child Care Ltd
Account Number: 11193434
Sort Code: 09-01-29
Reference: Child's Full Name

We accept **childcare vouchers.** Please ask our head office or nursery for details relating to your specific provider.

Payments can also be made through the **Government Tax Free Childcare Scheme** - Please provide us with your child's unique reference number, so we can ensure payments are correctly allocated.

KIT LIST

The Treehouse Club is unlike any other Nursery and whenever possible we will be out with the children enjoying our beautiful woodlands, on trips and having great adventures. We have a required kit-list for all children, to ensure they enjoy the Club's numerous activities in comfort.

Please ensure that any clothing items and wellies are **NAMED**.

SEASONAL EXTRAS
SUMMER: Suncream and Sun hat must be included in daily back-pack

WINTER: Warm jumper, winter coat, gloves, scarf and winter hat.

STANDARD KIT BAG (to be used daily)
Small back-pack with complete change of clothes, wellies (boots), plimsolls, sun cream (weather permitting).

Wellies can be left at Settings.

Billericay (Norsey Woods) Setting
Norsey Woods, Education Room
Outwood Common Road
Billericay CM11 1HA

01277 656 921

Brentwood Setting
Thriftwood Scout Centre
Orchard Ave
Brentwood CM13 2DP

01277 402 016

Hannakins Farm Community Centre (OOS club only)
Rosebay Avenue,
Queens Park, Billericay CM12 0SY

01277 297 009

Wickford (Dollymans) Setting
Dollymans Farm
Doublegate Ln, Rawreth
Wickford SS11 8UD

01277 656 921

Ingrave Preschool
St Nicholas Church
Hall, School Lane, Ingrave
Brentwood CM13 3RB

01277 297 009

Booking Line: 01277 402 018
adventure@thetreehouseclub.co.uk