



Full Name:

NURSERY & PRE-SCHOOL Registration Form

Start Your Greatest Adventure...



**Building happy
resilient
little learners**

THANK YOU for choosing the Treehouse Forestry 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.

Office use only

Tick/mark as required to indicate completion.

- Occupancy:
- Abacus:
- Parent Email List:
- Walking Bag:
- Fire Bag List:
- Password List:
- Ofsted Numbers:
- Key Persons List:
- Register Audit:
- Tapestry:
- Health Plan:
- Allergy Chart:

Comments & Notes:

Settling in Dates:

First Settle:

Second Settle:

Uniform Received:

Date:

Child's Details

| | | | |
|-------------------------------------|---|---|----------------------|
| First Name: | <input type="text"/> | Date of Birth: | <input type="text"/> |
| Middle Name: | <input type="text"/> | Nationality: | <input type="text"/> |
| Surname: | <input type="text"/> | First Language: | <input type="text"/> |
| Known Name: | <input type="text"/> | Religion: | <input type="text"/> |
| Gender: | M <input type="checkbox"/> F <input type="checkbox"/> | Ethnicity: | <input type="text"/> |
| Hair Colour: | <input type="text"/> | Eye Colour: | <input type="text"/> |
| Intended School: | <input type="text"/> | | |
| Preferred Setting: | Billericay / Brentwood / Wickford / Ingrave | | |
| Start Date: | <input type="text"/> | Doctors Details: Name: Address: Tel: | |
| Password: | <input type="text"/> | | |
| One password is required per child. | | | |

Contact Details

Parent / Guardian 1

| | | | |
|--------------|--|--------------------------|---|
| Title: | Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> | First Name: | <input type="text"/> |
| Surname: | <input type="text"/> | Relationship to Child: | <input type="text"/> |
| Address: | <input type="text"/> | | |
| | | Postcode: | <input type="text"/> |
| Home Tel No: | <input type="text"/> | Mobile Tel No: | <input type="text"/> |
| Work Tel No: | <input type="text"/> | Occupation: | <input type="text"/> |
| Email: | <input type="text"/> | | |
| Bill Payer? | Y <input type="checkbox"/> N <input type="checkbox"/> | Parental Responsibility? | Y <input type="checkbox"/> N <input type="checkbox"/> |

Parent / Guardian 2

| | | | |
|--------------|--|--------------------------|---|
| Title: | Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> | First Name: | <input type="text"/> |
| Surname: | <input type="text"/> | Relationship to Child: | <input type="text"/> |
| Address: | <input type="text"/> | | |
| | | Postcode: | <input type="text"/> |
| Home Tel No: | <input type="text"/> | Mobile Tel No: | <input type="text"/> |
| Work Tel No: | <input type="text"/> | Occupation: | <input type="text"/> |
| Email: | <input type="text"/> | | |
| Bill Payer? | Y <input type="checkbox"/> N <input type="checkbox"/> | Parental Responsibility? | Y <input type="checkbox"/> N <input type="checkbox"/> |

Other Contacts / Emergency Contacts

Must be over
18 yrs old

Please note that it is an Ofsted requirement that we have photographs of every person authorised to collect your child from The Treehouse Club. Please therefore supply photographs of yourself and your named contacts/emergency contacts listed below. Photographs can either be emailed or sent in.

| | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|
| Name: | ----- | | |
| Address: | ----- ----- | | |
| Postcode: | ----- | | |
| Home Tel No: | ----- | | |
| Work Tel No: | ----- | | |
| Mobile Tel No: | ----- | | |
| Relationship to child: | ----- | | |
| Parental responsibility? | Bill Payer? | Emergency Contact? | Authorised Pick Up? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|
| Name: | ----- | | |
| Address: | ----- ----- | | |
| Postcode: | ----- | | |
| Home Tel No: | ----- | | |
| Work Tel No: | ----- | | |
| Mobile Tel No: | ----- | | |
| Relationship to child: | ----- | | |
| Parental responsibility? | Bill Payer? | Emergency Contact? | Authorised Pick Up? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Medical Conditions & Allergies

Please provide us with details of the following and treatments, if required:

Medical conditions: Y N

Allergies: Y N

Special dietary requirements: Y N

| Age | Illness | Immunisation | Received | Date Received |
|---------------|---|--|----------|---------------|
| 2 mths | Diphtheria, Hib (Haemophilus influenzae type b), Polio (Poliomyelitis), Pneumococcal infection, Rotavirus, Tetanus, Whooping cough (Pertussis) | DTaP / IPV / Hib and PCV and Rota | Y / N | |
| 3 mths | Diphtheria, Hib (Haemophilus influenzae type b), Polio, Meningitis C (Meningococcal Group C), Rotavirus, Tetanus, Whooping cough (Pertussis) | DTaP / IPV / Hib and MenC and Rota | Y / N | |
| 4 mths | Diphtheria, Hib (Haemophilus influenzae type b), Pneumococcal infection, Polio, Meningitis C (Meningococcal Group C), Tetanus, Whooping cough (Pertussis) | DTaP / IPV / Hib and PCV | Y / N | |
| 12 - 13 mths | Hib (Haemophilus influenzae type b), Meningitis C (Meningococcal Group C), MMR, Pneumococcal infection. | Hib / MenC and MMR and PCV | Y / N | |
| 2, 3 & 4 yrs | Flu (Influenza) | Flu | Y / N | |
| 2, 4 & 12 yrs | Meningitis B (Meningococcal Group B) | Only for babies born on or after 1st July 2015, MenB | Y / N | |

Special Educational Needs & Disabilities

Does your child have any special 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

Is there an Early Years Action plan in place? Yes No

Is there an Early Years Action Plus plan in place? Yes No

Is there a Statement in place? Yes No

Are there any other professionals who have contact with your child? Yes No If yes:

Name: Role:

Agency: Tel No:

Policies, Procedures & Permissions

All policies and procedures are available to view in the Parent Handbooks, which are available at the Settings.

ADVERSE WEATHER OR OTHER BUILDING PROBLEMS: The nursery and out of school club will always do their best to open and offer care, if there is extreme bad weather such as snow we will do our best to open however from 7am we will call each parent if the nursery will be closing.

SUN CREAM: Please ensure that your child arrives to each session with sun cream already applied, however if it is necessary for the setting to reapply, you give permission for staff to administer hypoallergenic sun cream (supplied by you) to your child when necessary.

EMERGENCY TREATMENT DECLARATION: In the event of an accident, emergency or extreme high or low temperature involving your child, you understand that every effort will be made to contact you immediately to request to administer medication however emergency services will be called as necessary and you understand that your child may be taken to hospital accompanied by the Setting Manager (or authorised deputy) for emergency treatment and that health professionals are responsible for any decisions on medical treatment in your absence.

FOR INHALERS / EPIPENS ONLY: You give permission for a named and approved member of staff who has been trained to administer the inhaler /Epipen or Anapen (supplied by you) to your child.

SICKNESS: Child wellbeing is one of our highest priorities, if you child has required Calpol or other medication before their session please do not bring them to nurse as they may be at the beginning of an illness and require rest, if a child arrives ill the manger will make the decision if they are fit to attend the session. Whilst in our care if your child displays signs of ill health we will try to contact you however if this develops into sickness and/ or diarrhoea then you will be required to pick your child up and have 48 hours home rest after the last bout of sickness or diarrhoea .

BABY TEETHING: All babies go through teething which can show in signs of ill health and diarrhoea. Our staff are highly trained to know the difference and will not send babies home for teething, if medication is required it will fall under the same procedure as normal medication however will accept over the counter teething products if the child has taken it before or will require 24hours home watch.

MEDICATION: If you child is placed on short term or long term medication we require them to be off for 24hours if they have not taken the medication before, when returning a medication form will be required to be completed and signed at the end of each day, please note medication will only be given if it is prescribed by a doctor and has a doctors sticker.

PHOTOGRAPHS: (Nursery Use) As part of the on-going recording of our curriculum, and for the children's individual development records, staff regularly take photographs of the children during their play. These photographs are used for display and for your child's records within the Pre-School and Out of School Club. 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.

You give permission for your child to have their picture taken and / or be videoed as part of their learning diary as per the conditions above.

PHOTOGRAPHS: (External Use) With your permission, we would like to use pictures of your child within training, publicity and marketing, including on our website.

You give permission for your child to have their picture taken and/or be videoed as part of the Treehouse Club training, marketing and advertising.

Trips and Outings: 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.

I confirm and agree that I have read, and agree to, the above permissions:

Signed:

Date:

GDPR - Your Privacy Matters to Us

AT THE TREEHOUSE CLUB, WE VALUE YOUR PRIVACY AND ARE COMMITTED TO MANAGING AND SAFEGUARDING YOUR PERSONAL INFORMATION.

To support upcoming changes in European data Law, known as the General Data Protection Regulations (GDPR), we've updated our Privacy Policy which can be found on our website. The new data protection law comes into effect on 25 May 2018.

Our new policy provides clear information about the data we collect, and how we process and protect your personal information. Under GDPR rules, we will only collect and store personal information about you, your family, children and any connected parties that you provide to us for the provision of our childcare services. It also covers your rights as an individual and how the law protects you.

All data held is securely stored on password protected IT systems or in secured areas of our nurseries. Once any data is no longer required it will be passed back to you or securely destroyed.

We are asking you for this information because it is a requirement of the Early Years Foundation Stage, our statutory framework. We will hold specific information; such as safeguarding, welfare information, compliances related to your child with the EYFS and or childcare registers and store it until the child is 21 years 3 months old for insurance purposes. Learning and development information about your children will be held to comply with the EYFS and it will be returned to parents or destroyed when your child leaves the setting or joins school.

To provide the best childcare service possible, we will only send you information that is directly related to our services. To help us comply with new data rules, we need to confirm that you would like to receive communication from us such as: newsletters, emails, details of upcoming events, company information and occasional communication relevant to childcare and educational topics/issues.

To receive information/communications from Treehouse Club, please opt-in here: (with a tick)

YES please, I would like to receive communication from The Treehouse Club.

NO thanks, I do not want to receive communication related to the Treehouse Club.

Name: _____ Signature: _____

Date: _____

Naturally, you are able to unsubscribe from our communication list at any time. Should you have any questions on the above, please contact: dataenquiries@thetreehouseclub.co.uk

Registration

REGISTRATION FEE: On joining The Treehouse Forestry Nursery or pre-school, on returning your registration form you agree to pay the £25.00 registration fee non-refundable. Please Note: as of Nov 1st 2019 the Registration Fee will increase to £45.00 (non-refundable).

This covers your child's t-shirt, jumper, wet-suit and the interactive learning journal set-up, which will be given to you on your first settling in visit.

SETTLING IN VISITS FOR NURSERY & PRE-SCHOOL: The nursery will contact you a few weeks in advance of you start date to around two settling in visits, the first will be around 30 minutes for your child to meet their new friends while you go through an 'all about me' with your child's key worker, which will be sent to you in advance of your settle visit. Your second settle visit will be around 2 hours where you can leave your child to get to know their key worker and be with their friends.

RECEIVING A PLACE: Once receiving your place at The Treehouse Club in pre-school, nursery and out of school club we require at least 2 months' notice prior to starting to cancel your place without incurring 1 months fees, however all holiday club places are non-refundable. If you would like to change or cancel as place once your child is with us we require 4 weeks written notice, we do not offer breaks in care or swaps to sessions.

DISCOUNTS: We offer a 10% sibling discount to the oldest child/ren when joining The Treehouse Club, which can also be used in our holiday club. We also offer an early bird discount when booking holiday club 2 months prior to the holiday club starting, not to be used in conjunction with any other offer.

CHILDCARE VOUCHERS: We accept childcare vouchers as payment towards your child's sessions. We are already registered with several of the main providers of these. If your employer uses a different scheme, then we would be pleased to register with them if you provide the relevant information to us. Please note that we require all voucher payments to arrive in our account by the 1st of each month.

HOLIDAY CLUB BOOKINGS: Holiday club bookings require payment within 5 days of issue and are non-refundable once booked (although we will try our hardest to transfer the Holiday Club day to another within the same Holiday period if we have the availability).

INVOICES: We invoice for everyone's sessions monthly in advance (around 21st of month) and fees are due by 1st of every month and are non-refundable for any sessions that your child cannot attend. This includes illness and holidays that you arrange. (If your child is ill, please refer to our illness policy and procedure to confirm when they can return to the Setting).

We request that all fees are paid via direct debit or childcare vouchers. Invoices that are outstanding by the 1st will encore a 5% weekly charge on your total invoice amount. Non-payment of fees will regrettably result in your child losing their place with us.

CORRECT PAYMENTS: It is your responsibility to ensure that we receive the correct payment each month as per your invoices. Any incorrect, duplicate or over-payments that you ask us to return to you will incur a fee of £25.

If for any reason we have to close the Setting for safety reasons, e.g. adverse weather conditions, we are unable to provide a refund for these sessions as this is out of the Setting's control. The Setting is also closed on all National and Bank Holidays and no refunds can be provided for part-weeks, inset days and school closures that fall within the published School Term times as these are beyond our control.

Please see issued invoices for payment terms and conditions.

I confirm that I understand that fees are payable monthly in advance by the 1st of every month. Should I choose to cancel my child's place with the Club (including any reduction in sessions), one month's written notice is required or a month's fees in lieu of notice.

Please note that by signing, both parents are confirming their agreement to pay all fees in full regardless of circumstances. I confirm that I have read, and agree to, the above fees information.

Signed:

Date:

Sessions

We accept Baby Places (0-under 2 yrs) for 52 weeks per year only on either the Extended Day (7am-7pm) or Nursery Day (8am-6pm).

Please mark all the sessions you require:

| Session | | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------|------------------|--------|---------|-----------|----------|--------|
| Extended Nursery | 7am - 7pm | | | | | |
| Nursery | 8am - 6pm | | | | | |
| Pre-School | 9.30am - 3.30pm | | | | | |
| Pre-School AM | 9.30pm- 12.30pm | | | | | |
| Pre-School Long AM | 7am - 12.30pm | | | | | |
| Pre-School PM | 12.30pm - 3.30pm | | | | | |

I would like to take my sessions: 52 weeks per year term time only

I would like to take my funding: 52 weeks per year term time only

Confirmation

I confirm that all of the above information has been completed to the best of my knowledge and that I agree to all terms, conditions, policies and procedures of The Treehouse Forestry Nursey & Out of School Club.

Signed, Parent / Guardian 1 Date:

Signed, Parent / Guardian 2 Date:

Treehouse Club Kit List

Our forest school runs on the Scandinavian principle that there is no bad weather, just bad clothing!

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.

Standard items

- Complete change of clothing
 - Small back-pack
 - Welly boots
 - Plimsolls
- Nappies, wipes, cream (if required)

Summer items

- Sun cream
- Sun hat, ideally one with a neck cover

Winter items

- Warm Jumper
 - Gloves
 - Scarf
 - Hat
- Warm coat

Please ensure that any clothing items are NAMED. Any games or toys brought from home must be named and we cannot accept any responsibility for items brought to the Nursery.

CONTACT DETAILS

Norsey Woods, Education Room
Outwood Common Road
Billericay, Essex CM11 1HA
01277 656 921

Dollymans Farm
Doublegate Ln, Rawreth
Wickford SS11 8UD
01268 956 005

Thriftwood Scout Centre
Orchard Ave
Brentwood, Essex CM13 2DP
01277 402 016

Hannakins Farm Community
Centre, Rosebay Avenue, Queens
Park, Billericay CM12 0SY
01277 297 009

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

01277 297 009

Let's Get Social | Find us on Facebook

Follow us on social media for the latest club and nursery updates, news, blogs, fun tips, videos and much more.

[Facebook @TreehouseForestryClub](#)

[Twitter @Club_Treehouse](#)