



## Medical Details

Doctors name:
Surgery Name:
Surgery address:
Surgery Telephone number:
Medication or any other medical information:
Any special requirements, including food allergies, intolerance?
Other parties: (Speech therapist, health visitor etc.) <p style="text-align: right;">Please use this section to write about any other people who may be involved with your child, please include their name and contact details.</p>

## A little bit about my child

My hair colour is:
My eye colour is:
My religion is:
My ethnicity is:
My nationality is:
I speak:

## Emergency contacts

Emergency contact 1 Title: Full name: Address:
Telephone numbers: Home: Mobile: Work:
Relationship to child:
Emergency contact 2 Title: Full name: Address:
Telephone numbers: Home: Mobile: Work:
Relationship to child:

# Permissions

Medical attention:	We give permission for emergency medical treatment to be given in the event that we cannot be contacted. We also give permission for my child/ren to be taken to the nearest hospital in the event of an accident.  Signed:..... Date: ...../...../.....
Permission for activities:	I give permission for my child/ren to go on outings and participate in activities organised by Little Einstein's.  Signed:..... Date: ...../...../.....
Permission for photographs:	Little Einstein's often take photographs of children for visual reference for parents/carers. These photographs will be used for display purposes only within the chi, including our website.  <input type="checkbox"/> I do authorise photographs to be used for the above purposes. <input type="checkbox"/> I do not authorise photographs to be used for the above purposes.
Permission for plasters:	In the event of your child needing a plaster, it may need to be applied.  <input type="checkbox"/> I do give permission for a plaster to be applied <input type="checkbox"/> I do not give permission for a plaster to be applied
Permission for sun cream:	In hot weather conditions children need sun protection. Please can you provide sun lotion? In the event where the child has no sun screen we can provide our nursery sun lotion.  <input type="checkbox"/> I give permission for you to apply sun lotion I have supplied. <input type="checkbox"/> I give permission for you to give my child/ren your sun lotion. <input type="checkbox"/> I do not give permission for you to give my child/ren your sun lotion.
Permission for observations: Under the EYFS standards Little Einstein's are required to carry out regular observations on the children and record these in the children's individual learning journey. These records and observations are kept in the strictest confidence and can be seen by you at any time. I give permission for you to carry out observations on my child.  Parent/carer's permission signature.....  Date: ...../...../.....	

## Little Einstein's terms and conditions

**Introduction:** Little Einstein's childcare, aim to work in partnership with parents and carers to create and maintain a safe, caring, stimulating and educational environment of children in its care. All parents/guardians wishing to make use of the service offered by Little Einstein's, must strictly adhere to the terms and conditions and sign this document as evidence of their acceptance and agreement to the terms and conditions and policies and procedures under Little Einstein's will operate. As we aim to develop an interactive partnership with all users, we would welcome suggestions and discussions on ways to improve the service we offer.

**Application/arrangement forms:** An application form, which lists the child/rens details and outlines the childcare arrangements, must be completed and signed by a parent/guardian. Listed must be names of responsible parties with access to the child/ren. Also listed must be names, addresses and telephone numbers of two emergency contacts who may be called upon in case of an emergency when parents cannot be contacted and they too must be responsible individuals. Responsible individuals or parties must be over 18.

It must be stressed that children left in our care will only be released to a responsible adult whose name appears on the child's registration form as a responsible party or emergency contact.

Little Einstein's require a £30 deposit to secure your child's place, this is non-refundable. This fee will need to be paid via BACS, cheque or cash.

**Attendance:** if should a child become ill or a holiday is to be taken or they will not be attending Little Einstein's must be notified.

**Emergency contacts and access:** parents/guardians must ensure that emergency contact and persons with access in accordance with the above are familiar with the necessary procedures. In cases of emergency and parents/guardians cannot be contacted, Little Einstein's will get in touch with an emergency contacted named. He or she will then take on responsibility for the child/ren. Little Einstein's must be notified immediately of any change of details to emergency contacts and/or there telephone numbers. Wrongful information given will result in the child/rens place being withdrawn.

**Fees:** fees are [payable monthly, bounced or cancelled direct debits without the prior agreement of the manager will incur a £25.00 surcharge added to your account.

Late fee payments incur £25 fee, Little Einstein's reserve the right not to admit a child for whom fees are in arrears. In the event of arrears accumulating, this will be discussed with you by management and if these are not settled within agreed time limits, the child/ren's place will be withdrawn.

Fees are payable during holidays and fees are not reimbursed for absence due to illness or for any other reason.

Little Einstein's reserve the right to increase its fees; it is unlikely that fees will increase more than once annually.

One calendar months' notice of removal is required. Notice should be written and handed to the childcare manager or deputy.

Please note if you are late picking up your child a fee or £5 will be charged for every 5 minutes late.

**Medical Health:** Little Einstein's will not admit children suffering with any infectious disease or virus. Little Einstein's reserve the right not to administer medicine; however, a request to administer medication will be considered on an individual basis. Children who have been suffering with an infectious disease or virus will not be readmitted unless a doctor's letter is presented stating that the child has made full recovery.

Parents/guardians must sign a form authority in the event of emergency hospital treatment becoming necessary. Staff should administer minor first aid treatment as and when necessary.

Little Einstein's must be informed in writing of any special dietary requirements or allergic food substances.

**Outings:** we do on occasions go on educational outings, related to the month's topic. This may be on public transport, staff cars or by foot. (to local shops/parks) on such occasions our ratio on leaving the premises is 1:3 for children under 3 years and 1:6 for children 3+ years. Please indicate clearly if you DO NOT wish for your child to be considered for such an outing on the appropriate registration forms.

Babies will be taken for walks in push chairs. They will be securely strapped and supervised as per the above ratio.

Complaint procedure: it is hoped that parents/guardians will not have to complain about any aspect of the service we provide, however, should the need arise, there are three stages at which complaints can be considered.

Stage 1 the informal resolution

Discuss your complaint with the relevant staff member. If you are still dissatisfied you may discuss the matter with the Manager. It is hoped that the matter may be resolved to all parties' satisfied at this stage.

Stage 2 formal complaints to management

If unresolved at the Informal Stage, the complaint should be sent in writing to the manager. You will then receive a written request to attend a meeting with management to discuss the matter.

Stage 3 Formal complaints to CSSIW

This stage is to be used if the outcome of stage 2 is not satisfactory. A written complaint should be set out and sent to the CSSIW National Office and CSSIW South East Wales Region, Welsh Government, Government Buildings, Rhydycar CF48 1UZ.

Violence at work: violence against any Little Einstein's personnel will not be tolerated and will result in the loss of your child/ren's place. A working definition of violence at work is "any incident where an employee is abused, threatened or assaulted by a member of the public, parent, or child cared for by Little Einstein's in circumstances arising out of the course of his or her employment".

Violence will be deemed to include physical force, verbal abuse with threats, rude gestures and innuendoes, sexual or racial harassment.

I/ we parents/guardians of..... Date of birth...../...../.....

Address .....

.....

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have read and understood the terms and conditions stated in this document and agree to comply with those terms and conditions.

Signed ..... Date .....

Signed ..... Date .....