

2022 Registration Form

Club Mobile: 07797 908280 Email: holidayclub@minimeschildcare.com

Dear Parents, During the covid pandemic how we run things will be a little different. But very important that you know that our new guidelines are in place are for yours and our safety and most of all your childrens safety.

By completing this registration form you are signing to say you agree and promise to adhere to all Mini MEs club policies, and procedures especially during these unprecedented times.

'Mini Me's Holiday Club is a registered holiday playcare setting, for school aged children, under the Day Care of Children (Jersey) Law and we are compliant with regulations set to us, by Jersey Child Care Registration' Our registration number is CH16. Please also note that Mini Me's, follow all guidelines of the Data Protection Jersey Law 2005, therefore all confidential information, will be handled with the upmost discretion.

1. Parents/Guardian's details

Parent/Guardian	
Address:	
Postcode:	
Daytime Tel:	Evening Tel:
Mobile	Email:

2. Child's Details

Childs Name:.....

Child's date of birth:.....



Session times, are set to the following:

(Please note we are only accepting bookings on a minimum 3 day basis)

- Half day - Either 8am till 1pm or 1pm till 6pm - £30 per session
- School Hours - 8am till 3.30pm £45 per session (Weekly discounted rate £202.50)
- Full days - 8am till 6pm £60 per day (Weekly discounted rate £270.00)

*There is a 10% discount for a second sibling * please note a two week change policy applies on all bookings. Covid isolation days are due for payment*

3. Payment Details

Parents/Guardian's Name:.....

Childs Name:.....

Childs Age.....

I wish to pay for my child/children's my holiday club fees as follows;

Bacs Transfer

Natwest PLC, St Helier, Jersey Account Number: 26956055 Sort Code: 60-12-03

4. Medical Form

Please complete this form and sign where indicated at the foot of the page.

Child Medical Details:

Please provide us with at least three emergency contact details of trusted people who can collect your child within 15 mins of our call. These contacts may need to be verified at the beginning of the holiday period.



Childs name :

Date of Birth

Please give at least three emergency daytime telephone numbers, their name & their relation:

Contact	Tel
Contact	Tel
Contact	Tel

Has your child had any recent illnesses?

Does your child have any underlying health problems we should know about?

(Please tick) Yes No

If YES, do you have clearance from your GP for your child to attend?

(If

YES, please provide us with a copy of your doctors note or an email from your surgery, showing that in their opinion your child is well enough to attend our holiday club.

Does your child have any allergies? (Please tick)

Yes No

If YES, please describe in detail, the symptoms of the allergy:

Is your child allergic to bee, wasp or insect stings? (Please tick)

Yes No

If YES, please describe in detail, the symptoms of the allergy:

(If your child is asthmatic or requires an Epi-pen or insulin pen you must provide us with a letter from your doctor to be able to administer your



child's medication with detailed dosage. This will be always kept with your child.

Does your child have any specific dietary requirements? Such as vegetarian, vegan, please give us details;

Date of last tetanus injection?

Does your child have to take regular medication? Yes No

If yes, please give details.

For the purpose of understanding and awareness, we will need to know if your child is or has been involved with any outside agencies. For example, Childrens Services, Child and Adult Mental Health services (CAMHS) or Family Liaison etc.

Please state the name, address, and telephone number of your child's doctor:

Please provide any additional information you feel we should know concerning your child;



COVID-19 Contact Tracing

During the Covid pandemic how we must run things is a little different, only for your safety and the safety of the children and staff within our setting. We need you to be forthcoming, especially if you come in contact with or have anyone in your family who have developed symptoms. We rely on you to keep your child home to prevent any further spreading, until such time you or your family member is tested. You will also need to let our setting know asap, so we can report to Track & Trace, who will then give us further guidelines.

- ✚ Please, if you or your child is unwell, has a temperature and/or is displaying any symptoms, please keep them home and notify our setting asap.
- ✚ We will take childrens temperatures so please do not give your child medicine for a temperature before sending them to club, because as soon as it wears off, they may then start to display symptoms. If this happens, we will have to keep your child in a quiet room with a trusted experienced staff member until such time you can come and collect them. We will then follow our guidelines and call the Covid 19 helpline and track and trace. Thank you for cooperation.
- ✚ If a positive case is confirmed by PCR test result - Contact tracing will contact us, who then gathers information and informs them of known direct contacts (within 2 metres for 15 minutes or more) within the setting and the type of interactions. We will be asked to provide the child's name, date of birth and telephone numbers. This is in accordance with the below government privacy notice:

<https://www.gov.je/Government/Departments/PrivacyPoliciesRetentionSchedules/pages/governmentofjerseycoronavirusprivacypolicy.aspx#anchor-8>

"All information that we hold will be kept confidential and processed by Mini Mes strictly in accordance with the Data Protection (Jersey) Law 2018. Such data will be used by Mini Mes in accordance with the Day Care of Children (Jersey) Law 2002"

If you are happy for us to pass this information on, please sign below; **Child's**

Name:

Parent's Name:

Date:



IMPORTANT INFORMATION!

We are doing our best to provide a service. So as not to take away from the childrens experiences and relaxed play time, we have therefore decided to run on lower numbers, so essentially, we have only ONE bubble of children.

With that in mind: Should anyone, a staff member or child become unwell or start to display symptoms, this can have a huge impact on the whole setting. It means should a child or adult become unwell, that our whole setting may need to self-isolate. So please keep your child home should you or they feel unwell, or anyone in your family, even if your child is not displaying symptoms.

Please sign and date below to confirm your consent for Mini Me's (first aid trained staff) to administer first aid to your child if required.

"Please note that Mini ME's staff, will always follow our Health & Safety Policies, and at all times will have the children's best interests in mind. However, medicines will only be administered under the written request of a GP, with a prescription and the container sealed, and only opened in front of us. You may also be asked to discuss and complete a written action plan, with the manager of our setting"

Signed

Date

Print Name

We at Mini Mes, hold data about your child and therefore are a data controller and are subject to follow, the General Data Protection Regulation GDPR. Which came into force, in May 2018. Please be aware that we are holding the data you have provided on this form, however this data will not be shared. Our full Data Protection Policy can be found on our website or if requested can be provided to you.

5. Terms & Conditions



Booking & Payment Terms

1. We cannot secure a booking without a booking form and payment of deposit.
2. No refunds will be given for absence due to illness.
3. We need two weeks (14 days) cancellation or change notice should you need to cancel or change days booked in with us.
4. No refunds will be given for a date or time change, within the agreed cancellation notice period.
5. We do reserve the right to cancel a child's place, in the event of non-payment.

Health & Safety

1. All areas and outings are safety checked and risk assessed at the start of each day. All staff are fire safety trained, meeting points and emergency procedures are clearly displayed.
2. A detailed register will be completed for each child. This ensures that all staff are fully aware of any special health or educational needs.
3. A qualified first aider and a fully stocked first aid box will be always available, at all times.
4. All our equipment is regularly checked and logged.

Child Protection Procedures

1. All of our staff have the relevant qualifications and been given police clearance to work with children.
2. Each day all parents/guardians will be required to sign our sign in book, to ensure that children are only collected by themselves or a nominated adult
3. No other adults apart from, staff and checked persons will be allowed within the nursery.
4. We reserve the right not to accept any child who we think is not well enough to be at nursery.

Photos & Social Media - We like to take photos as memories and share with you golden moments. **Please circle the following;**

I DO / I DO NOT give permission for Mini Mes to use my child's photos to be displayed within the nursery



I DO / I DO NOT give permission for Mini Mes to use my child's photos on social media (Facebook & Instagram)

I DO / I DO NOT give permission for Mini Mes to use my child's photos for Jersey Evening Post.

I DO / I DO NOT give permission for Mini Mes to use my child's photos on Mini Mes Website and Brochure.

I have completed, signed and enclosed ALL three sections of the application form:

- 1. Booking form and payment details
- 2. Medical declaration
- 3. I have read and understood the booking 'Terms & Conditions'

Signed

Date

Please return ALL completed forms to:

Email: holidayclub@minimeschildcare.com

Or by post:

Mrs Marguerite Gilley

Mni Mes Childcare

Les Quennivais Track

St Brelade

Jersey

JE3 8LZ

By returning this form, you acknowledge, fully understand and accept the 'Terms & Conditions' of Mini Me's Holiday Club

Thank you, from Marguerite & All The Team at Mini Me's ;o)