

Mohair Centre Ltd

Holiday Playscheme Registration Form

The Mohair Centre is committed to the Safeguarding and the promotion of the welfare of all children and young people.

CHILD'S DETAILS

Child's first name:

Last name:

Date of Birth:

Ethnicity/Culture:

Religion:

Language Spoken at home:

PARENTS/CARERS DETAILS

Name:	Name:
Relationship to the child:	Relationship to the child:
Address:	Address:
Postcode:	Postcode:
Home Telephone No:	Home Telephone No:
Mobile Telephone No:	Mobile Telephone No:
Place of Work:	Place of Work:
Work Telephone No:	Work Telephone No:
Email Address:	Email Address:

**Please ensure we have an email contact as we may send invoices via email.

EMERGENCY CONTACT DETAILS SHOULD WE BE UNABLE TO CONTACT YOU

Name:	Telephone No:	Relationship:
Name:	Telephone No:	Relationship:
Name:	Telephone No:	Relationship:

Please provide a password for emergencies if the person who regularly collects your child is unable to.....

Who does the child permanently live with:.....

Are there any **contact restrictions** for the child: Yes / No please indicate.....

.....

.....

.....

Are any other professionals involved with your child / family? Yes / No

e.g. ISEND team, Speech and language, Children's Social Care Team, Keyworker Team or any Adult Services

Please give details:

.....

.....

.....

MEDICAL DETAILS – Please use overleaf if necessary

Doctor's Name:

Surgery Address:

Telephone No:

Known Allergies:

Medical conditions:

Special Dietary requirements:

We require parental consent for the following. Please sign to give consent:	
In the event of an emergency, I give permission for the Mohair Centre to seek emergency medical advice / assistance	Sign here
I give permission for the Mohair Centre to keep records about my child	Sign here

I give permission for the application of sun cream	Sign here
I give permission to us face paints and non-permanent tattoos	Sign here
I understand that medication can only be administered once a medication form has been completed. Prescription medication should be handed in, in a named box with prescription details and the name of the child must be clearly visible.	Sign here

DIGITAL PHOTOGRAPH & FILM FOOTAGE PERMISSION

I/we give permission for the Mohair Centre to take photographs or film footage, taken on either the dedicated camera or iPad, for promotional use.....
and displays on site..... (please tick appropriately).

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

Please note any photographs or video footage stored electronically will be stored securely.

By law the Mohair Centre is registered with the Information Commissioner's Office (ICO) as a data controller. For further information please read our full photograph and film footage policy and or visit the ICO website at:

http://www.ico.gov.uk/what_we_cover/data_protection/notification.aspx

PAYMENT

Please indicate how you will be paying fees: BACS / Childcare vouchers / Government Tax-Free Childcare scheme, if using BACS please ensure that your child is identified on the BACS reference and this is clearly marked ASC.

If you will be paying via childcare vouchers which voucher company will you be using?

Please use the child's name as a reference when paying with voucher's or directly into our bank account to help us track payments.

I/we wish to register my/our child. I agree once a place has been confirmed for my child, I will be bound by the settings policies, procedures and the terms and conditions of Mohair Centre Ltd as provided in the parent handbook.

SIGNED

Parent/Guardian Name: DATE:

Please return the completed form above to: holidayclub@mohaircentre.co.uk

Please read and sign.

Terms and Conditions

1. Registration and Admission

- All children must have a completed **registration form** before starting at the setting.
- Parents/carers must provide accurate information including emergency contacts, medical information, and authorised collectors.
- The setting reserves the right to refuse admission if required information is not provided.

2. Fees and Payments

- Fees must be paid in advance
- Payments can be paid by bank transfer, childcare vouchers, or Tax-Free Childcare

3. Absences and Holidays

- Fees remain payable during **child absences or illness**, although the Mohair Centre may give you a credit should your place be filled
- Parents must inform the setting if their child will be absent

4. Illness and Medication

- Children who are **unwell or contagious** must not attend the setting.
- Medication can only be administered with a completed "parental permission to administer medication" . Prescription medication should be handed in, in a named box with prescription details and the name of the child must be clearly visible.

5. Safeguarding

- The setting follows **safeguarding and child protection procedures** in line with UK legislation and EYFS guidance.
- If we have concerns about a child's welfare, we have a **duty to report concerns** to appropriate authorities.

6. Collection of Children

- Parents must inform the setting if someone different will collect the child and a password.
- Identification may also be requested.

7. Late Collection

- Parents must collect children by end of the agreed session time their child is booked in for.
- Persistent late collection will result in **additional charges** of £10 every 30 minutes

8. Behaviour

- The setting follows a **positive behaviour policy** to support children's development.
- Persistent behaviour that poses a risk to others may require further discussion with parents and possible review of the child's place.

9. Personal Belongings

- Parents should clearly **label all belongings**.
- The setting cannot accept responsibility for lost or damaged items. Please do not bring toys from home into the Mohair Centre in case they get lost or broken.

10. Data Protection

- The setting complies with the **UK General Data Protection Regulation (UK GDPR)** and Data Protection Act 2018.
- Personal information will only be used for childcare and regulatory purposes.

11. Changes to Terms

- The setting reserves the right to **update these terms and conditions** with reasonable notice to parents.

Parent/Carer Agreement

I confirm that I have read and agree to the Terms and Conditions of the setting.

Parent/Carer Name: _____

Signature: _____

Date: _____

Child's Name: _____