



At Little Sprouts, we take the protection and safety of the children that attend our setting very seriously. Whilst children are in our care it is every staff members responsibility to provide a safe and secure environment for them to explore and develop to their full potential.

Little Sprouts

Aylmerton Village Hall, Church Road, NR11 8PZ

Any enquiries
littlesproutsnursery@icloud.com

07775971420

BOOKING/AGREEMENT FORM FOR SCHOOL HOLIDAY CLUB AND INFORMATION PACK

Name of child D.O.B

Ethnicity Gender Male/Female

Any known allergies

Any medication

Any religious beliefs

Any dietary requirements or preference

WE NEED TO SEE PROFF OF YOUR CHILDS BIRTH DATE PRIOR TO THEM BEING LEFT IN OUR SOLE CARE FOR SAFEGUARDING REASONS

Proof of date of birth seen, signature of staff member who seen evidence

what evidence has been seen date

Contact Information

Parent/Carers Name (1) (2) (if different)

Address Address

.....

.....

Contact Number Contact Number

Email

Emergency contact

Name

Relationship to child

Number

Please state dates and hours needed in each day below

Date needed					
Day	Monday	Tuesday	Wednesday	Thursday	Friday
Times needed E.g. 9am - 3pm					

Please note a minimum of 6hours will be payable per any one day of holiday care needed.
E.g you may only need 9:00am till 1:00pm but you will need pay 9:00am till 3:00pm

Deposits

A booking form needs to be received with one months prior notice of the care needed. A non-refundable deposit of £10 will be requested to hold the place for your child, this will be requested after a place has been confirmed. This will be deducted from the invoice issued. Please ring if you have any queries.

Deposit can be in cash or bank transfer

Bank transfer details Sort code: 30:94:34 Account no: 00013085

Do you give permission for your child to receive medical attention in cases of emergency or where parent/carer cannot be contacted, for example by a paramedic or doctor?

Parent/carer consent signature: _____

Do you give Little Sprouts Nursery permission to put pictures of your child on our social media pages and website?

Parent/carer consent signature: _____

Terms and conditions of this agreement

- * A deposit of £10 is required to hold a place
- * Payment up front for care needed is required. Without payment the child will not be able to attend the place
- * A minimum of six hours is required in any one day
- * Four weeks notice is required to book a place at our holiday club
- * For safety and insurance reasons it is important that you drop and collect your child at the times stated in the agreement - early drop offs and late collections will incur a charge of £10 for every and up to 15mins.
- * Children may not attend holiday club if they have been unwell, having stated time clear from the club as need, or if they are suffering from an infectious condition
- * A minimum of 6hours in one day I'd required when booking a place.
- * No medication, small or dangerous objects must be left in your child's bag. All medicines you require us to administer to your child must be handed to a member of staff and medication form complete on arrival
- * Fess may be subject to change, with prior notice.
- * Parent/carers are required to provide the following for their child:

- * Sun hat and suncream (summer months)
- * Coat, winter hat, gloves etc (winter months)
- * Bag of spare clothes (extra clothes when toilet training)
- * The policy and procedure portfolio is available in the entrance at all times for you to see
- * Privacy notice can be found on the wall in the entrance all

Please sign below to show your agree and understand these terms and conditions

Parent/carer Signature	manager signature
Print name	print name
Date	date

Little Sprouts Nursery will retain this information to ensure the safety and needs of the child can be met whilst they are in the care of the setting and comply with GDPR regulations 2018. Information will be kept for six years and destroy in the a correct way, shredding or burnt. If you wish to assess any personal data we hold on you or your child please talk to a senior member of staff.