

NIPPERBOUT ACTIVE CHILDCARE

Registration Form (updated 2010)

Conference/Event: **The NUT Conference 2010**

For the dates of **Fri 2nd – Tues 6th April**

ALL FORMS MUST BE RETURNED BY 05 / 03 / 2010

FOR OFFICE
USE ONLY

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Please read this form carefully and fill in using **block capitals**. Children cannot be accepted into the crèche unless this form is fully completed and terms and conditions signed. Please fully detail any special needs, behaviour disorders, medication or allergies each and every time you complete this form. A separate form is required for each child.

SECTION A Tell us about your child

First Name _____ Family Name _____

Child's Age _____ years Child's Date Of Birth DD / MM / YY

Gender Male / Female

Where does your child live?

Home Address _____

Postcode _____

Home Telephone _____

Contacting You

First Name _____ Family Name _____

Mobile (at the event) _____ Email _____

Who could we contact if you were unable to return to collect your child?

Name (NOT at event) _____ Contact Phone _____

Relationship to child _____

Who is your child's doctor?

GP Name _____ GP Telephone _____

GP Address _____

Next of kin (if different from parent / guardian)

Name _____ Contact Telephone _____

Relationship to child _____

(if your child is over the age of 3 please skip to Section C – Dietary Requirements)

SECTION B Information about your baby/toddler (children under 3)

The more information we have about your baby/toddler we better we can plan for their arrival at the crèche. Babies and toddlers have constantly ever changing requirements therefore we understand that things may change between the time this is filled in and the crèche being held.

What are your child's feeding requirements (breastfeeding / bottle feeding and amount of formula required / how often? / weaning / solids etc.)

Winding Routine:

Does your child require a nappy change / potty training / assistance with using the toilet:

Nappy changing routine and times:

What is your child's sleep routine? (Rocking/cuddles/back patting, what times)

What is your child's sleep position? (Back/ stomach/ right side/ left side)

Has your child ever had an infant convulsion or very high temperatures? Please detail -

SECTION C Dietary Requirements

Can your child be given a piece of fruit and a Robinsons Squash drink at snack time? Yes / No

Is your child vegetarian? Yes / No

Is your child vegan? Yes / No

Can your child eat all meats? Yes / No

If 'No', please detail

Can your child eat nuts? Yes / No

Can your child eat dairy food? Yes / No

If 'No', please detail

Is there any other food product to which your child has an intolerance / allergy? Yes / No

If 'Yes', please detail

SECTION D Other Requirements

Face Paints:

Are you happy for your child to have his/her face painted, if they would like to?

Yes / No

Special Educational Needs

Does your child have any special educational needs?

Yes / No

If 'Yes', a separate Additional Needs form must be completed. Email info@nipperbout.com to request one or contact your conference office.

Does your Child attend Main stream school?

Yes / No

If your child attends main stream school with a support worker, we must know in order to secure appropriate staff levels. If your child does NOT attend main stream school please be aware that whilst we make every effort to be as inclusive as possible, Nipperbout is a short term facility without the resources of referral units and additional needs centres and regrettably this means that we may not be able to provide a service to some children. Our staff are happy to discuss this in more detail with you.

Observance

Is your child required to follow any observance of religious, cultural or educational practices that you would like us to assist with?

Yes / No

If 'Yes', please detail

Medical Considerations

Does your child have any medical conditions?

Yes / No

If 'Yes', please detail

Photographic Consent

Do you give consent for your child to be photographed by Nipperbout staff to provide evidence of Nipperbout activities for internal and Ofsted purposes only?

Yes / No

Asthma

Does your child have asthma?

Yes / No

If 'Yes', do they have an inhaler?

Yes / No

NB: Please ensure that the inhaler is clearly marked with your child's name and the GP label

Allergies

Does your child have any allergies?

Yes / No

If 'Yes', please detail

Is any special medication required?

Yes / No

If 'Yes', please detail

NB: Please note we may not be able to accept a child requiring the use of an Epi-pen unless all arrangements have been made. Please see page 3.

Additional Useful Information

Is there any other information about your child that you feel it would help us to know about in order to ensure his / her well-being? For example; recent upsets or changes, challenging behaviour, communication difficulties, reminding about using the toilet, toys or activities they enjoy, sleep routines.

Yes / No

If 'Yes', please detail

Please note: We will do our best to ensure that we follow any instructions given, however normal daily routines will naturally differ in a temporary setting. It is important that Nipperbout is informed about children with a history of unpredictable challenging behaviour.

IMPORTANT INFORMATION REGARDING MEDICINES IN THE CRÈCHE

Nipperbout staff can only administer inhalers and prescribed medicines if they are clearly labelled with the GP's label. We must also have a letter of consent from the child's parents and full written instructions regarding dosage and symptoms etc. **We are not permitted to give medicines bought over the counter.** Nipperbout staff must be informed about all medication brought into the crèche so that it can be locked securely in the medical bag.

IMPORTANT INFORMATION REGARDING EPI-PENS

Under the terms of our insurance, trained Nipperbout staff can now administer an Epi-pen under the following conditions.

1. On condition they have received certificated training from a recognised body
2. That the child's GP gives consent for us to do so (letter required)
3. That we have all details of the condition and medication
4. That the parent gives us written consent

Nipperbout has a letter and form that can be sent to your GP. Please ring 01296 712 658 to request these.

We regret that we cannot accept children who require the use of an Epi-pen into a Nipperbout crèche unless the above conditions are met.

INFORMATION ABOUT NIPPERBOUT

- A parent leaflet is available with full detailed information about our service, which we recommend you read.
- All policies and procedures are available for reading upon request at the Nipperbout registration desk.
- Nipperbout is registered with OFSTED on the voluntary part of the childcare register at 12 UK buildings. OFSTED is informed in writing about each Nipperbout activity before every event.
- Nipperbout is also registered with the Scottish Care Commission.
- We welcome your comments and feedback – a comment book is supplied at every crèche.
- **LATE ARRIVALS.** Please note for health and safety reasons we may be unable to admit children arriving after the appointed registration times particularly during lunch and outing times (generally between 12.00midday and 4.00pm)
- Children that have experienced sickness or diarrhoea within 24 of using a Nipperbout crèche will not be admitted or re-admitted until a full 24 hours has passed symptom free.

INFORMATION FOR TEENAGERS

If your child is between 12 and 16 years they will be required to sign the following 'Code of Conduct' when entering the crèche. (This is a copy is for your information and does not have to be signed with this form.) Our reward system is also outlined for your information.

CODE of CONDUCT

I UNDERSTAND THAT:

- If I have any problems or concerns I can speak to my group leader or the Team leader.
- I must treat with respect -
 - Other children
 - Crèche workers
 - Crèche equipment
- I must be aware of younger children and take care around them.
- No food may be brought into the crèche. (Sweets, nuts, fizzy drinks could endanger other children).
- Medicines or tablets of any kind are a danger to other children so must be locked in the medicine box.
- Whilst on an outing:
 - I must be respectful of the general public.
 - I must wear a high visibility jacket at all times so I can be seen clearly.
 - If my behaviour endangers anyone I will be returned to the crèche.
- Nipperbout will not tolerate
 - Swearing
 - Fighting
 - Bullying or racism
- Three entries in the incident book = exclusion from this crèche. Frequent entries at several events may mean total exclusion.

Criteria for Receiving Reward Points:

*Listening and responding to staff requests.

*Behaving responsibly.

*Expressing yourself without causing others offence. (i.e.: swearing)

* Welcoming and including new/ other children.

*Demonstrating good housekeeping.

(i.e.: hanging up coats & bags, putting things away, moving tripping hazards).

- *Respecting and valuing the equipment
- *Respecting others and yourself.
- *Acknowledging the feelings of others.

- *Using positive phrasing.
- *Making a positive contribution.

Reward points will be discussed at the evening staff feedback meetings and cards will be signed the following day. If you feel you deserve a point please tell your Group Leader. Rewards are High Street Vouchers. 1 point = 1x £1 voucher.

Note -at least two staff have to recommend you for a point! One entry in the incident book cancels out one reward point.

***Below is a copy of our terms and conditions. These must be signed on the child's registration card when you drop off your child.**

Terms and conditions of registration for a Nipperbout crèche

I understand that:

- * I must collect my child promptly at the agreed time.
- * I must inform crèche staff if my child has been in contact with any contagious diseases.
- * In the interest of health and safety of the other children in the crèche I must remove my child if he/she has any contagious illness, including sickness and diarrhoea.
- * In the interest of health and safety of the other children I must fully inform crèche staff of any special needs, allergies or requirements. This must be done at every crèche.
- * That medicines brought into the crèche MUST be locked in the medical box and cannot be left with the child.
- *That medicines must have a GP label on them and that even if my child is self-administering, I must complete a medical form. (Where crèche staff are expected to administer medicine a letter giving permission must be handed to crèche staff).
- *Nipperbout staff are required to take my child/children out of the crèche for fresh air and I must sign the outings card, which gives permission for crèche staff to do this.
- *That, whilst on an outing, my child must wear a High Visibility jacket at all times. (No tolerance policy).
- *That verbal and physical abuse by a child towards other children and staff members is considered unacceptable and may result in exclusion.
- * That unacceptable behaviour will be written up in the incident book. Three entries in the incident book = exclusion from the crèche. (Parents are asked to sign each entry)
- * That the crèche staff cannot be held responsible for any items that are lost or left behind in the crèche. We ask that parents check that their child has all belongings with them at pick up time.
- *I agree to my child receiving emergency first aid by a Nipperbout first aider if required.
- * Nipperbout staff have a duty to report any concerns about the welfare of a child to Ofsted, the NSPCC or the Scottish Children's and Family Service

By signing this form parent / guardian accepts that they have understood the terms contained in this registration form.

Signed _____ Date _____

Parent / Guardian's name (Please print) _____

NB: If your child has not arrived at the crèche and we have not heard from you by the end of the first day, your child's place may be passed onto someone else.

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Nipperbout Active Childcare

'Six Lords'

Buckingham Road

Nr. Singleborough

MK17 0RB

Telephone: 01296 712658

Email: info@nipperbout.com



NIPPERBOUT CONFIRMATION SLIP OF CRÈCHE BOOKING

Name:

Address:

Postcode:

Please fill in your name and home address in the box above, and the number of crèche places you wish to book.

The return of this slip is confirmation that ____ place(s) have been booked for your child(ren) during the following event:

EVENT NAME : THE NUT ANNUAL CONFERENCE 2010

Please enquire (details below) if you do not receive this acknowledgement slip within seven days of posting. **There is a risk that your place may not be secured if you do not receive this confirmation slip.**

THIS FORM MUST BE RETURNED BY 5/03/10 In order to guarantee a crèche place.