

# Registration Pack

September 2017-July  
2018



Thank you for choosing Fusion Childcare Services!

Please complete this registration pack carefully. **Incomplete packs will not be processed and will be returned back to you.**

There is a lot of information in this pack. Should you have any questions, please get in touch.

As requested I return, duly signed and completed, the following:

- Registration form including passport (head shot) sized photograph(s) only
- Emergency contact information and password
- Medical information form
- Consent form
- Session times/fees
- Behaviour code - signed by both child/ren and parents
- Information about me sheet (completion by children). Optional for existing children, compulsory for new children
- £20 CASH Registration Fee
- I have signed all relevant sections.

As the Parent/Carer of the child/ren referred to in this pack, I confirm that the information I have given is correct to the best of my knowledge. I will inform Fusion Childcare Services if any of this information changes.

Signed Primary (Parent/Carer) \_\_\_\_\_ Print Name \_\_\_\_\_

# Personal Information and Session Times

Child 1	<i>Please attach recent clear headshot passport size photo that fits into this box.</i>	Full Name				
		Preferred name			Sex	M / F
		Date of Birth			Year group Sept 2017	
Child 2	<i>Please attach recent clear headshot passport size photo that fits into this box.</i>	Full Name				
		Preferred name			Sex	M / F
		Date of Birth			Year group Sept 2017	
Child 3	<i>Please attach recent clear headshot passport size photo that fits into this box.</i>	Full Name				
		Preferred name			Sex	M / F
		Date of Birth			Year group Sept 2017	

<b>Ethnic Origin*</b>		<b>Home Language</b>	
<b>Nationality</b>		<b>Religion</b>	

**SESSION TIMES AND FEES:** Please note: a £20 **CASH** registration fee per family is payable annually. Session fees quoted are per child. For further sessional information; discounts, retainer, cancellations, please see our Sessional Policy.

Session and Fee	Monday	Tuesday	Wednesday	Thursday	Friday
<b>7:45 – school drop off £6.50</b>					
<b>3:15 – 5:15 £13.75</b>					
<b>3:15 – 6:15 £17.75</b>					

**PAYMENT:** I will be paying my invoice via; (more than one box can be ticked)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Childcare Vouchers | <input type="checkbox"/> Online Banking | <input type="checkbox"/> Childcare Choices |
| <input type="checkbox"/> Cheque             | <input type="checkbox"/> Cash           |  |

\* Fusion is required to supply certain information from time to time for Equal Opportunities purposes. All information relating to individuals is treated as private and confidential and only statistical information is provided. Please note ethnic origin is about ethnic and cultural background and does not refer to nationality.

Home Address	
Primary E-mail:	
Secondary E-mail:	

(please note e-mail address/es provided must be checked regularly).

If an emergency occurs at Fusion, it is essential that we are able to contact someone. Parents/carers with parental responsibility should list themselves as the primary and secondary contact. Your emergency contacts must be able to get to Fusion in the case of emergency so must be relatively local.

You must have **4 contacts** and each contact must have at least **two contactable numbers**. You must include their **place of work and Company**.

**It is your responsibility to inform us if any of this information changes.**

	<b>Name</b>	<b>Relationship to child</b>	<b>Phone Numbers</b>	<b>Place of work and Company</b>
<b>Primary contact</b>			<b>Home:</b> <b>Mobile:</b> <b>Work:</b>	
<b>Secondary contact</b>			<b>Home:</b> <b>Mobile:</b> <b>Work:</b>	
<b>Third contact</b>			<b>Home:</b> <b>Mobile:</b> <b>Work:</b>	
<b>Fourth contact</b>			<b>Home:</b> <b>Mobile:</b> <b>Work:</b>	

Please confirm who has parental responsibility for your child/ren. Under the Children Act 2004 it is necessary for Fusion Childcare Services to know who has parental responsibility for your child(ren).

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**Family Password:** We require you to set up a **memorable** password with Fusion to use in emergency situations. Anyone who is collecting your child/ren who is not recognised by a member of staff, will be respectfully challenged and asked for the password. In some cases, we will also telephone you for authorisation and from time to time staff may ask for **photo ID** at their discretion. Any person collecting your child/ren **MUST** be over 18 years of age. **DO NOT** tell your child your password.

Our Family Password is:

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# PRIVATE AND CONFIDENTIAL

# Medical Information

Name/s :	Child 1	Child 2	Child 3
<b>Doctor's Name</b> <b>Practice Address</b> <b>Phone number</b>			
<b>Special Dietary Needs:</b> Cultural/ Allergies/ Dietaries -Does your child need help with eating or drinking?			
<b>Allergies/ Medication:</b> (A meeting with the Manager will be arranged). Any allergies? (what treatment is required? i.e. epi-pen, inhaler, specific medication) If your child has an epi-pen or requires specific prescription medication, then you will need to complete a 'Permission To Administer' form. Please see our 'Administering Medication Policy'. Any long - term medication will require a 1:1 meeting with the Manager whereby an agreed Care Plan will be put into place.			
<b>Health and Medical Conditions:</b> Any health conditions medical requirements, disabilities, behaviours or impairments?			
<b>Communication Needs:</b> Speech, signing, pointing, picture boards, facial expressions etc. How does your child show emotion?			
<b>Toileting:</b> Any specific care requirements when using the toilet?			
<b>Mobility:</b> Does your child/ren need any support with mobility?			
<b>Behaviour:</b> Does your child have any additional needs? If so please speak to the Manager as we require shared access to any existing IEP's and Care Plans. If necessary a Behaviour Care Plan will be implemented by Fusion following a 1:1 meeting. Does your child show any challenging behaviour? Does your child get distressed easily? Are there any known triggers? Has your child/ren ever acted aggressively towards others?			
Any other relevant information? Are there any other professionals involved with your child/ren?			
<b>New Families ONLY:</b> Has your child/ren previously attended any day care?			
<b>New Families ONLY:</b> Does your child/ren play well with peers?			

## **Important information about me**

Optional for existing children

Compulsory for new children

Sharing information about your child/ren will help us to get to know them and help them settle into Fusion with ease.

We would like your child to help complete this form – they could draw pictures too!

<b>Name/s :</b>	<b>Child 1</b>	<b>Child 2</b>	<b>Child 3</b>
<b>My favourite thing to play with is:</b>			
<b>Things I like to do/play are:</b>			
<b>My favourite food is:</b>			
<b>Things I don't like to do are:</b>			
<b>Important people in my life are:</b>			
<b>Important celebrations/festivals in my life:</b>			
<b>Other things I would like you to know about me:</b>			

# Behaviour Code

At Fusion we aim to create a happy and welcoming environment where all children feel safe and valued. Our behaviour code has been created in this ethos.

We frequently refer to the Behaviour Code at Fusion and our Monkey Behaviour Tree, we also ask that you share and discuss it with your child/ren prior to them starting with us.

- We will be kind to each other in what we say and do.
- We will help each other.
- We will have good manners, be polite and respectful to everybody.
- We will keep noise to an appropriate level, environment dependant.
- We will listen to each other and staff, especially when they are giving instructions.
- We will behave in a way that shows respect to the teachers and school staff who may still be working.
- We will respect our environment, toys and equipment
- We will only go outside with an adult.
- We will be responsible for our name tag
- We will be responsible for wearing a high-vis jacket outside
- We will stay in sight of staff at all times.
- We will keep things tidy.
- We will not touch electrical equipment or plug sockets.
- We will not touch the security buzzer on the entrance doors
- We will not sign ourselves out
- We will not answer or use Fusion mobiles.

If a child fails to follow the behaviour code the following action will be taken:

**Completion of a Think Sheet** -The child will be removed to a quiet space to complete a Think Sheet. (Independently or with adult support depending on the age and ability of the child). The form allows children to self-reflect upon their behaviour. A member of staff will then discuss what happened with the child.

**3 strikes** - If a child has completed three Think Sheets in a half term, this information will be shared with parents during a 1:1 meeting with and appropriate course of action agreed upon.

**Temporary Suspension** - If a child completes a Think Sheet on six different occasions in a half term then a decision will be made by the Management as to whether internal or external suspension would be a necessary action to take. There may be occasions where extreme negative behaviour warrants immediate suspension and/or exclusion. A 1:1 meeting will take place between Fusion and the parent/carer. Suspension and/or exclusion is not a decision that will be taken lightly and will always be a last resort.

Child's 1- Name: \_\_\_\_\_ Signature\_\_\_\_\_

Child's 2- Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Child's 3- Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## Consent Form

Please sign below to confirm your consent for the following.

Please add your child/ren's name/s in the first row.

**I give consent for Fusion Childcare Services to:**

Name/s :	Child 1	Child 2	Child 3
Take <b>photographs/digital images and videos</b> of my child/ren that will be used for Fusion's Website and promotional material	Yes/No	Yes/No	Yes/No
Take <b>photographs/digital images and videos</b> of my child/ren that will be used for Fusion's Open Facebook Page	Yes/No	Yes/No	Yes/No
Take <b>photographs/digital images and videos</b> of my child/ren that will be used for Internal Purposes, ie noticeboards, photo albums, displays	Yes/No	Yes/No	Yes/No
<b>Emergency Medical Treatment</b> if necessary	Yes/No	Yes/No	Yes/No
Take your child <b>off site</b> without specific, prior notification	Yes/No	Yes/No	Yes/No
<b>DVD's</b> U's and PG's	Yes/No	Yes/No	Yes/No
Have <b>Face paint</b>	Yes/No	Yes/No	Yes/No
<b>Use electronic devices provided by Fusion-</b> in line with our E-safety policy	Yes/No	Yes/No	Yes/No

For projects involving external organisations, additional consent will be sought.

Fusion works in partnership on a day to day basis with The Grove Schools and other Professionals in order to provide and support holistic childcare.

I/We confirm that I/We have read, understood and will adhere to Fusion's Partnership and Parental Agreement Policy.

I/We understand that Fusion has policies and procedures in place and there are expectations and obligations relating both to Fusion and myself and my child/ren. I/We have read, understood and agree to adhere to all of Fusion's Policies' and Procedures.

**Primary Contact Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Secondary Contact Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

This form covers the academic year and any Holiday clubs attended by your child from September 2017 – July 2018. Inclusive of Breakfast, After School and any Holiday Clubs.