

## **Fusion's Registration Pack-Sept 2023-July 2024**

Thank you for choosing Fusion Childcare Services!

Please complete this registration pack carefully and in full.

**Incomplete packs will not be processed and will be returned to you.**



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

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

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**Page 1-** Personal Information & Sessions Times- including:

- Photo passport (head shot) sized photograph(s) only. Please note photos do **NOT** need to be a passport photo but must be that size and current. If completing the form via PDF, please email a photo
- Session Times and Fees

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**Page 2** – Emergency contacts

- Address, email addresses, Emergency contact information, Parental Responsibilities (PR) and password

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**Page 3-** Medical information form

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**Page 4-** Important information about me

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**Page 5-** Behaviour code for child/ren

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**Page 6-** Consent

- Consent for child/ren
- Confirmation that I have read the Welcome Pack, all of Fusion Childcare Services' Policies and Procedures and have signed the Parental Agreement.
- Signed by both primary and secondary contact.

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I know that I will be invoiced for Fusion's Annual registration fee in the sum of £20.00 on receipt of my completed Registration Pack.

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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 .....


Date .....

Internal use only: Received by Fusion Staff:		Date:		Time:	
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## Registration Pack- Sept 2023- July 2024

Private & Confidential Information - Personal Information & Session Times					
Child 1	<i>Please attach recent current headshot passport size photo that fits into this box.</i>	Full Name			
		Preferred Name			
		Date of Birth		Year group Sept 2023	
Child 2	<i>Please attach recent current headshot passport size photo that fits into this box.</i>	Full Name			
		Preferred name			
		Date of Birth		Year group Sept 2023	
Child 3	<i>Please attach recent current headshot passport size photo that fits into this box.</i>	Full Name			
		Preferred name			
		Date of Birth		Year group Sept 2023	
Ethnic Origin					
Nationality					
Home Language					
Religion					

**SESSION TIMES AND FEES:** Please note: a £20 registration fee per family is payable annually. Session fees quoted are per child. For further sessional information, discounts, penalties, retainer, cancellations, late pick up, (4:15pm, not been a 'full' session), please see our **Sessional Policy**. Please note we close at 5:15pm on a Friday.

Session and Fee	Monday	Tuesday	Wednesday	Thursday	Friday
<b>BREAKFAST CLUB -7:45 am – school drop off prebooked £8.55</b> (AD HOC £9.55)					
<b>ASC- 3:15 pm-4:15 pm prebooked £8.75 (limited spaces available)</b> <b>NO FOOD</b> (AD HOC £9.75)					
<b>ASC- 3:15 pm – 5:15 pm prebooked £17.75</b> (AD HOC £18.75)					
<b>ASC- 3:15 pm – 6:15 pm prebooked £22.00</b> (AD HOC £23.00)					

**Breakfast Club Extension 7:30am-7:45am= £1.75.** No need to pre-book, just use as required and an additional invoice will be issued at the end of the month in which usage occurs.

Note: If booked in for a 4:15pm session, you must pick up then, if not penalty fee of £20 every 15 minutes will be invoiced. If you are booked in until 5:15pm and have not picked up your child/ren by then, you will automatically be charged until 6:15pm. This will be via on an additional invoice at the end of the month in which it occurs.

## Registration Pack- Sept 2023- July 2024

Private & Confidential Information - Emergency Contacts				
Child/ren's Home Address:				
Primary Contact E-mail (will receive invoices and all communication):				
Secondary Contact E-mail:				
Circle what the Secondary email wants to receive.	Invoices	Newsletter	All day-to-day emails	Nothing

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

If an emergency occurs at Fusion, it is essential that we can 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 an emergency, so **must be local**.

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

	Name	Relationship to child	Phone Numbers	Place of work Company name and full address- if WFH please state
Primary contact			Home: Mobile: Work:	
Secondary contact			Home: Mobile: Work:	
Third contact			Home: Mobile: Work:	
Fourth contact			Home: Mobile: Work:	

**Who has parental responsibility (PR) for your child/ren?**\_\_\_\_\_

Under the Children Act 2004 it is necessary for Fusion Childcare Services to know who has PR for your child/ren.

**Family Password:** We require you to set up a **memorable** password with Fusion. 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 and requested to show photo ID. We may also telephone you for authorisation. Any person collecting your child/ren **MUST** be over 18 years of age. **DO NOT** tell your child/ren your password.

<b>Our Family Password is:</b>
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Private & Confidential Information – 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/ Diaries -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. auto injector, inhaler, specific medication) If your child has an epi-pen or requires specific prescription medication, then you will need to complete a ' <b>Permission to Administer</b> ' 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/Risk Management 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, such as Nursery settings?			
	Does your child/ren play well with peers?			

## Important Information about me:

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!

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

## Behaviour Code for Children:

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. The children designed the below:

**F** – Fun, friendly and a big family

**U** – Use our words

**S** – Self registering is one of our responsibilities  
and is very important

**I** – Include everyone in everything we do

**O** – Outside we must have a high vis jacket

**N** – Never be afraid to speak our mind.

**R** – Respect resources, equipment, each other, ideas, faiths and beliefs

**U** – Uniqueness, everyone is different, and we celebrate this.

**L** – Listen to everyone

**E** – eating, we have excellent table manners & try  
new foods.

**S** – safety, we keep ourselves, others at Fusion safe and secure.

- 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 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 Fusion's Behaviour Code the following action will be taken: **Completion of a Think Sheet** - The child will go to a quiet space to complete a Think Sheet. (Independently or with adult support depending on the age and ability of the child). This allows children to self-reflect upon their behaviour. A member of staff will then discuss what happened with the child. When a child completes a 'think sheet' it will be shared with parents/carers, supporting our working in partnership with our families and we will work together to resolve matters.

Children **MUST** sign this, **NOT** adults

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

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

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

<b>Consent and Signatures</b>			
<b>Consent:</b> Please sign below to confirm your consent for the following.			
<b>I give consent for Fusion Childcare Services to:</b>			
Please add your child/ren's name/s in the first row. <b>Name/s:</b>	<b>Child 1:</b>	<b>Child 2:</b>	<b>Child 3:</b>
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, ie park, spinney, shops	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
Can have <b>suncream</b> applied by staff (suncream is <b>NOT</b> provided by Fusion).	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 if necessary.			
Fusion works in partnership on a day-to-day basis with The Grove Schools and other Professionals to provide and support holistic childcare.			
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.			Yes/No
<b>Policies and Procedures:</b> 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.			Yes/No  Yes/No
<b>Privacy Notice:</b> I/We confirm that I/We have read and understand Fusion's Data Protection Policy which includes the Data Protection Act 2018 compliancy and hereby agree to the Privacy Statement. I/We understand that our personal information collected is used, stored and erased appropriately and is needed to fulfil our contract with Fusion Childcare Services. I/We are happy for Fusion to contact me/us through text, phone, email and the postal service.			Yes/No  Yes/No

**Primary Contact Signed:**

**Print Name:**

**Date:**

**Secondary Contact Signed:**

**Print Name:**

**Date:**