



The Oaks Childcare

Community Interest Company

Wraparound and Preschool Care
Big Oaks • Little Oaks • Mini Oaks
Silchester Oaks • Aldermaston Oaks • Priory Oaks

Clubs Registration Pack

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Information about your Child

It is important that we have up-to-date information about your child including their dietary needs, medical/health needs, parent/carer contact information. Please ensure that this registration form is returned to us as accurately and completely as possible and that you notify us immediately about any changes to this information.



Welcome

The Oaks Childcare Clubs CIC is a not-for-profit organisation (a Community Interest Company) providing breakfast clubs, after school clubs, holiday clubs and a preschool. All of our settings are a fun, safe place for children of different ages to play, relax and spend time together.

The Oaks was started over 20 years ago and has evolved from one club run by volunteer parents to a Community Interest Company. Our CIC status means that legally, both now and in the future, we commit to using any money left over after running costs for the benefit of the schools where we operate, our employees and the children and families who use our service.

We run 9 clubs in 4 villages with over 400 children being looked after by a friendly, professional and caring team of around 40 local staff.

Fun, safe childcare ... child-led play ... caring staff

Every day during term-time a team of highly experienced staff set up activities, games and crafts in each of our clubs to help children have fun, relax and play together, with a healthy breakfast or snack along the way.

Our staff are trained in 'child-led play', a method which develops children's confidence and imagination as well as their friendships. The children get to choose whether to play inside or outside in (almost!) any weather. Our experienced and caring staff really get to know your child and love seeing them have fun. Often the biggest complaint we get from parents is that their child won't come home because they're having too much fun!

The Clubs are:

Early Little Oaks provides a Breakfast Club at **The Community Centre (Mortimer)** for St John's children. It runs from 7.30am to 9am and provides a healthy breakfast as well as free playtime before ensuring that the children are safely within their classrooms.

Little Oaks provides after school care for **Mortimer St Johns** children on the school premises from 3.10pm to 6.00pm.

Early Big Oaks provides a Breakfast Club at **Mortimer St Mary's School** within The Oaks building for all St Mary's children. It runs from 7.30am to 9.00am and provides a healthy breakfast as well as free playtime before the children walk across the field to the school playground to be collected for registration.

Big Oaks provides after school care for **Mortimer St Mary's** children, in the Oaks building and school grounds from 3.30pm to 6.30pm.

Early Silchester Oaks provides a Breakfast Club at **Silchester Primary School** within the school hall. It runs from 7.30am to the start of the school day and provides a healthy breakfast as well as free playtime before the children get ready to go to their classrooms via the playground.

Silchester Oaks provides after school care for **Silchester Primary** children on the school premises from 3.15pm to 6.00pm.

Early Aldermaston Oaks provides a Breakfast Club at **Aldermaston Primary School**. It runs from 7.30am to the start of the school day and provides a healthy breakfast as well as free playtime before ensuring that the children are safely within their classrooms.

Aldermaston Oaks provides after school care for **Aldermaston Primary School** on the school premises from the end of the school day until 6.00pm. Children are able to use the extensive school playing grounds and playground equipment for outdoor play, and indoor play takes place in the main hall.

Priory Oaks provides after school care for **The Priory Primary School** in Tadley on the school premises from the end of the school day until 6.00pm. Children are able to use the extensive school playing grounds and playground equipment for outdoor play, and indoor play takes place in the main hall.

Holiday Clubs run at half-terms and during summer and easter holidays (8am-6pm) from various locations.

A healthy snack is served at all the after school clubs.



Useful Information

CONTACT DETAILS

For general enquiries, to register and to make any changes to sessions once registered please contact our Office Manager:

email: office@theoakschildcare.co.uk | Tel 0118 933 2960 10am – 2pm weekdays.

For Emergency Contact with the club – please note that staff may not be in a position to answer the phone or call back immediately:

Early Little Oaks / Little Oaks (Mortimer St John's): **07968 439041**

Early Big Oaks / Big Oaks (Mortimer St Mary's): **07826 462650**

Early Silchester Oaks / Silchester Oaks (Silchester CofE): **07789 846579**

Early Aldermaston Oaks (Aldermaston CE Primary): **07511 179081**

Aldermaston Oaks (Aldermaston CE Primary): **07716 078506**

Priory Oaks (The Priory Primary School): **07748 478101**

Holiday Clubs: **advised at registration**

Arrival and Collection

Arrivals and departures from the club are recorded in the daily register. Please ensure that your child arrives only after the start time (7.30am for breakfast clubs, 8.00am for holiday clubs) and is collected before the club closing time (6.00pm latest for Little Oaks, Silchester Oaks, Aldermaston Oaks, Priory Oaks and Holiday Clubs, and 6.30pm latest for Big Oaks)

Further information is provided in our **Arrivals and Collections policy** (see page 11).

Invoicing/Childcare Vouchers

Invoicing of regular sessions is in **advance** and payment of fees must be made monthly **within two weeks** of invoicing. All booked sessions must be paid for even if your child does not attend for any reason.

Payment can be made by BACS transfer or childcare vouchers. If you wish to use childcare vouchers, please contact us with the voucher company details.

Further information is provided in our **Fees Policy** (see page 10).

Notice/Session Changes

We require four weeks' notice, in writing, for any permanent reduction or changes to the sessions that your child attends our wraparound clubs, including if they are leaving. This is to allow us to manage staff ratios and rotas fairly and responsibly. Where there is a waiting list for any session for which you are giving notice, we will waive the notice period for that session.

Up to one week before the start of holiday club, there is no charge for cancelling or amending your booked days. Within one week of the start of club and once our holiday clubs have started, your booking will remain chargeable whether your child attends or not. This is because we plan our staff rotas and snack menus according to our booked numbers. During holiday club, if you wish to swap a day, you may be able to do this if you give us reasonable notice and if we have availability.

Cooling Off Period

For all bookings made over the phone or online, you may cancel the booking within 14 days of making it and receive a full refund where your child has not yet attended any sessions booked. Where attendance has started, we are only obliged to refund you in relation to any sessions booked but not used. To cancel a booking please contact The Oaks Office in writing.

We reserve the right to suspend or terminate care of any child without notice, where we reasonably consider it to be necessary for the overall safety and well-being of staff and/or other children in our care. We may terminate this contract for any reason by providing no less than 4 weeks' written notice.



Useful Information

Communication

We recognise that our breakfast and after school clubs are a bridging space between home and school. Good communication between parents and our Playleaders/Playworkers is essential for a smooth transition between these environments.

We share information through newsletters and meetings if requested, as well as informal chats as you drop off/collect your child. Parents are always welcome at the club and our staff/Directors are available to discuss any aspect of your child's care. Please also feel free to leave comments for the staff and management in our suggestion book at each club.

In each club, you will find a display board with important club information including our Ofsted registration, staff qualifications, first aid, fire drill and insurance details. Further information

including copies of the club's policies, procedures and regulatory certificates can be made available on request.

You may also be asked to consent/counter sign an accident form or a form to provide permission for administering prescription information.

We will occasionally ask you to complete a Parent Survey (which can be anonymous). Your responses greatly help us to understand what you need from The Oaks, and to ensure that your children enjoy and benefit from attending our clubs.

Please feel free to speak with the Playleader/Office Manager to discuss any aspect of your child's care.

Privacy, Confidentiality and Parental Access to Records

All staff respect the confidentiality of parents and children. Any details you provide are kept securely and only staff who work with the children or at the club will have access to their file. Parents may view these details on request.

When information regarding their child is shared with parents, it is done in a sensitive manner in a quiet area of the school or in the office. Discussions about a child are not held in front of him/her. In usual circumstances, staff will only pass on information about a child to another professional after gaining the consent of the child's parents.

Where there is a serious incident involving health and safety or safeguarding, we will not seek consent to share whatever information is required by us to deal with the incident and to comply with

our legal and professional responsibilities. You will be kept fully informed of any serious incidents involving your child. For further information please refer to our ***Safeguarding, Site Safety and Health, Hygiene and Safety policies***.

For more information on how we manage your information, please refer to the Privacy Policy published on the website: www.theoakschildcare.co.uk/privacy-policy
The Oaks Childcare CIC is registered with the ICO (www.ico.org.uk), the UK regulator for data protection issues. We do not transfer your data to any third party other than as described in the Privacy Policy. If you have any queries, or encounter any problems, please contact us in the first instance on office@theoakschildcare.co.uk so we can resolve the issue promptly.

The Oaks CIC is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. The law on data protection allows us to process your data for certain reasons only:

- 1. In order to carry out our responsibilities in the contract we have with you, with our employees or with an agency;**
- 2. In order to carry out legally required duties as an employer or sponsor;**
- 3. So that we can carry out our Legitimate Business Interests.**

Feedback/Complaints

We are committed to communicate with parents/carers openly and regularly and we welcome all comments on our service, regardless of whether they are positive or negative. Please refer to our ***Working with Parents Policy*** for more information.

You are welcome to provide feedback to us at any time. We aim to deal with any issues or comments as quickly and positively as possible. We are aware of how important our three-way relationship (staff-parent/carer-child) is to the child's wellbeing. If you do have a complaint that you would like dealt with formally, then please refer to our ***Complaints Policy***.



Registration Form

CONFIDENTIAL

School: Mortimer St John's Mortimer St Mary's Silchester Primary
 Aldermaston Primary The Priory Primary Holiday Club

Sessions Required

	Mon	Tue	Wed	Thurs	Fri	Occasional
Breakfast	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
After School	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Dates to be confirmed by email/online

Desired Start Date

Child's Information

First Name Surname DOB

School Year Class (if known) M F Other

Do they have a sibling already attending any of the Oaks clubs? If yes, please specify who and which club:

Ethnicity Religion 1st Language

Child's Home Address Postcode

Dietary Requirements

Parent / Carer Information: PRIMARY CONTACT

Legal Responsibility Y N Relationship to Child Title

First Name Surname M F Other

Same address as child's Y N

If NO/address Postcode

Mobile Phone Alternative No. (work/home)

Email Address Please send invoices to this email (select ONE email for invoices only)

Parent / Carer Information: SECONDARY CONTACT

Legal responsibility Y N Relationship to Child Title

First Name Surname M F Other

Mobile Phone Alternative No. (work/home)

Email Address Please send invoices to this email (select ONE email for invoices only)

Two further contacts MUST be provided in order of priority in case primary or secondary contacts can not be reached.

EMERGENCY

1. Name Contact Number

Alternative Contact No. Relationship to Child

2. Name Contact Number

Alternative Contact No. Relationship to Child

PASSWORD

Password is needed for an alternative authorised person to collect your child. PLEASE SIGN/TYPE below to indicate understanding and agreement.

Signature of Parent / Carer

Date



Child's Name

DOB

Are there any medical conditions or recurring complaints which our staff should be aware of including allergies e.g. food, skin contact etc.?

Are there any medications that our staff should know about or have in case of an emergency?
If yes, please also complete the Request to Administer Medication form included in this pack

Does your child have any special educational needs or physical disabilities?

Is there any other information that staff caring for your child should be made aware of?

EMERGENCY INFORMATION

Primary Emergency Contact:

Title

Name

Contact Number

Relationship to child

In the event that my child is involved in a serious incident while at the club, please use the emergency contact details above.

In the event that my child requires immediate medical treatment before I will be able to get to them, I hereby authorise the Oaks Staff to consent to emergency medical treatment on my behalf. I understand this authorisation will remain valid unless I contact the Oaks Staff/Office Manager to withdraw it.

PLEASE SIGN/TYPE below to indicate understanding and agreement.

Signature of Parent / Carer

Date



Child's Name

Photographs


I / We give permission for my/our child to be photographed by The Oaks, for the following reasons (please tick all that apply):


- To record your child's daily routine for professional development or statutory frameworks (e.g. to accompany an Oaks member's course work or for EYFS, which will not include any names)
- For the Oaks website, parent newsletter, promotional literature or social media pages (which will not include any names)

You can withdraw this permission at any time by contacting us at office@theoakschildcare.co.uk. This will not affect the lawfulness of any processing carried out or any image taken before you withdraw your consent. For data protection purposes, we are the controller of the personal data comprising any image.

DVDs

Please tick the ratings that you are happy for your child to view at club. Please note that we only show children's movies which are appropriate and of interest to the age group of the club. Alternative activities are available.

-  **U** - Universal, meaning the film, video or DVD is suitable for anyone. Examples include Trolls , Finding Dory and Despicable Me movies

-  **PG** - Parental Guidance, which means that some parts of the film might not be ideal for younger children. Examples include Moana, Frozen and Paddington

Parent / Carer Name

PLEASE SIGN/TYPE below to indicate understanding and agreement.

Signature of Parent / Carer

Date



Child's Name

We respect the privacy of the children attending the The Oaks Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you. Please visit www.theoakschildcare.co.uk/privacy-policy/ for information.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone and email (and post if necessary), so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation (including the relevant school) if we:

- Have a safeguarding concern about your child
- Are required to by government bodies or law enforcement agencies
- Engage our childcare IT system supplier (Connect Software Solutions Ltd) to process data on our behalf (eg to record details of your child's bookings and to issue invoices)
- Have otherwise obtained your prior permission.

We require all our third-party service providers, by written contract, to implement appropriate security measures to protect your personal data consistent with our policies and any data security obligations applicable to us. We do not permit our third-party service providers who process your personal data on our behalf to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes in accordance with our instructions. We do not permit the transfer of your personal data outside of the UK.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- We will not be able to continue to care for your child if we do not have sufficient information about them
- Even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

PLEASE SIGN/TYPE and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.

Signed

Date

Name

* We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.



Request to Administer Medicine

CONFIDENTIAL

In accordance with our Administering Medicine policy, please complete this form if there is regular medication that your child will need at club.

PLEASE COMPLETE ONE FORM PER MEDICATION REQUIRED

Child's Name DOB

Address Postcode

Parent / Carer Contact Number

Name of Medicine

Medicine Dosage

Times to be taken

Any additional comments or requirements

I understand that:

- I am responsible for providing and disposing of medication safely, and for advising of administration and storage requirements
- The medication must be in date, clearly labelled with contents, dosage and, for prescription medicine, labelled with the child's name, medicine and dosage in accordance with the information provided to us
- Oaks staff will only be permitted to administer medication to your child if you have completed this form in full
- Under no circumstances will members of staff administer medication against the will of a child.
- We will only administer medication containing aspirin if prescribed by a doctor

PLEASE SIGN/TYPE below to indicate understanding and agreement.

Parent's Signature Date:

Parent's Name:



PLEASE COMPLETE IF YOUR CHILD IS LIKELY TO BRING A DEVICE TO CLUB

INFORMATION FOR PARENTS:

Our policy is that children are not allowed to use personal electronic devices during club sessions including mobile phones.

During club sessions they have access to a variety of indoor and outdoor games, including use of our own gaming equipment such as Xboxes etc.

If your child does have a device with them, it should be stored with the rest of their belongings such as coats and bags. You can request that phones/devices are collected by club staff at the start of the session and returned when you collect your child. If they are given to us, they will usually be kept in the food preparation areas that are not used by children.

Whether your child's device is given to us or kept in their bag, we cannot be responsible for electronic devices.

We do not accept any liability for any accident, loss or damage to any device whatsoever, howsoever caused during your child's attendance at the club.

Please sign here to acknowledge that you have read and understood our policy and that you accept responsibility for your child's device while on club premises.

Thank you

Your Child's Name

Your Name

PLEASE SIGN/TYPE below to indicate understanding and agreement.

Your Signature

Date



Fees Policy

Our settings exist to provide a high quality, safe and stimulating environment for children. In order to ensure the continued high standards and sustainability of our provision, we must ask that parents/carers respect our policy in terms of fees.

The level of fees will be set by the Directors and reviewed regularly in light of market rates, the Oaks' financial position, future strategic plans and any other broader economic or social consideration deemed relevant. We are a not-for-profit organisation and timely payments are critical to the sustainability of our provision.

At preschool, where a child's place is funded/part-funded by the Early Years free entitlement (15 or 30 hours), a Parent Declaration Form must be completed and signed on joining and annually thereafter in April. Parents must apply for 30 hours free childcare through the digital childcare service, not through their local authority or via The Oaks. HMRC is responsible for checking whether a parent is eligible and issuing an eligibility code, and there are important deadlines that you need to be aware of.

Invoicing of regular sessions is in advance and payment of fees should be made monthly within two weeks of invoicing. All booked sessions must be paid for even if the child does not attend for any reason. Payment can be made by BACS transfer or childcare vouchers.

Ad-hoc sessions are invoiced in the following month and the same payment terms and methods apply.

A £5 late payment charge will be applied if the payment deadline is not met.

At our wraparound clubs and at preschool, we require four weeks' notice, in writing, for any permanent reduction or changes to the sessions that your child attends, including if they are leaving.

At our preschool, changes to funded hours usually need to be made at the start of each full term, via an updated Parent Declaration Form. This is to allow us to manage staff ratios and rotas fairly and responsibly. Where there is a waiting list for any session for which you are giving notice, we will waive that notice period for that session.

For our holiday clubs, up to one week before the start of club, there is no charge for cancelling or amending your booked days. Within one week of the start date of the club and once our holiday clubs have started, your booking will remain chargeable whether your child attends or not. This is because we plan our staff rotas and snack menus according to our booked numbers. During holiday club, if you wish to swap a day, you may be able to do this if you give us reasonable notice and if we have availability.

Cooling Off Period: For all bookings made over the phone or online, you may cancel the booking within 14 days of making it and receive a full refund where your child has not yet attended any sessions booked. Where attendance has started, we are only obliged to refund you in relation to any sessions booked but not used. To cancel a booking please contact The Oaks Office in writing.

We reserve the right to charge a late payment fee of £5 on any fees unpaid after 14 days, and to exclude a child temporarily while awaiting the payment of an outstanding invoice. Legal action may be taken to recover any debt.

We reserve the right to increase fees at any time by providing one month's notice in writing. All fees invoiced must be paid in full, and no set-off or withholding shall apply (whether in the case of a dispute or otherwise).

If fees are paid persistently late or remain unpaid without explanation, the setting will no longer accept bookings for that child and their place will be released.

We will consider requests for alternative payment arrangements on a case by case basis. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Finance Director at the earliest possible opportunity.



Arrival and Collection Policy

Daily Register

It is the responsibility of the Playleader/Manager to ensure that an accurate record is kept of all children in the club/preschool and that any arrival and departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times.

Medicine

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must be aware of the Administering Medicine Policy and have completed the Request to Administer Medicine form.

Please also ensure that you inform us in writing at or before drop-off if your child has had any over-the-counter/non-prescription medicine (such as Calpol or Calprofen) in the 12-hour period before they attend our setting.

Sickness/Absences

It is very important that you notify the Playleader/Preschool Manager in advance if your child will not be attending a booked session due to illness or alternative arrangements.

At our wraparound clubs, we are not part of the school and will not be aware if, for example, your child is off sick or being picked up directly from school.

Our staff will always try to understand the causes of prolonged absences and give support when necessary so do send information related to health issues, whether or not this has resulted in an absence. This is to ensure that we are alerted to any infections/illnesses that we need to inform other parents about e.g., chickenpox. It is also beneficial to inform us so that we can best support your child on returning to club after they have been unwell.

Arrivals

On arrival at our setting, the child's attendance will be recorded in the daily register including their name and time of arrival. When children arrive at after school club at the end of lessons or school-run clubs, a member of staff will record the child's attendance in the daily register including the time of arrival.

If a child is booked and expected to attend one of our settings but is not present to register, a call will be made to the parent/carer to check/confirm that the child should not be with us that day. They will not be marked absent until we have confirmation from parent/carer that they should not be attending that session.

Collection

Children can be collected from after school clubs at any time between the club opening and club closure (6.00pm for all clubs except for Big Oaks which closes at 6.30pm during term-time). At Mini Oaks, collection times are either 12pm for the morning session and 3pm or 4pm for the afternoon session/late collection. If you need to pick up outside of these times, it is important that you let us know in advance, as, without knowing this, the children may be off the premises on a trip or Forest School.

It is very important that you collect your child on time and notify us in advance of any changes to collection arrangements.

Upon departure, the register will be updated to show that the child has left our care, and the time recorded.



Arrival and Collection Policy

Alternative arrangements

Anyone collecting the child must know the password provided to us and provide suitable identification on request. If the child is to be collected by someone other than the primary or secondary parent/carer this must be notified to a member of staff in advance. In the event of someone arriving to collect the child who is not the primary, secondary or emergency contact, and has not been notified/introduced to us in advance, the child will not be released until parental permission has been received.

It is important that at all times one of the primary, secondary, emergency contacts or additionally notified contacts is able to collect within one hour of a phone call or, at the very latest, by closure times.

Alternative permission and arrangements for children leaving the club alone, or with older siblings (aged 11+), at the end of session or during a session will be discussed between the Playleader and parents/carer based on the understanding of the child's age, maturity and previous experience. Written consent to alternative arrangements will need to be given to us by the parent/carer before any alternative arrangements can commence. No child under age of 8 will be allowed to leave the club unaccompanied.

If the parent/carer or emergency contact is going to be late to collect their child, staff must be informed of this on arrival or as soon as the parent/carer is aware of a delay.

Late Collections

In the event of a child not being collected by the closing/collection time as above, following steps will be taken:

- The Playleader/Manager will contact the primary and secondary contact.
- If no reply, the emergency contact numbers will be used.
- We will not allow a child to leave with any other adult unless the parent/carer gives permission to the club directly.
- Late collections will be monitored and discussed with parents/carers if repeated.
- If parent/carer is late in collecting their child without prior arrangement or warning or is persistently late, they will be liable to pay a cost of £10.00 for the first 15 minutes, and a further £5.00 for each 5 minute period thereafter.

If the child is not collected by half an hour after the booked collection time from Mini Oaks, by 6.30pm from Little Oaks, Aldermaston Oaks, Silchester or Priory Oaks and 7.00pm from Big Oaks, there has been no communication from the parent/carer or designated adult and we have taken every reasonable action to make contact, the following procedure will be followed:

- Social Services will be contacted and further action will be agreed.
- A notice will be displayed on the front door/gate indicating what action has been taken.



Arrival and Collection Policy

Walking Policy

Little Oaks Breakfast club is held at Mortimer Community Centre so the children are regularly walked to over to school in time for school start. Staff may occasionally walk children to and from other clubs so our policy is as follows:

- ✓ Any size group will at least have two adults to accompany children, and more for larger groups according to our staffing ratios.
- ✓ All staff will be wearing recognisable work wear, including high visibility vest /coats
- ✓ All children will have high visibility vests
- ✓ Risk assessments will be done regularly on the route to the school, park or other areas.
- ✓ When crossing the road children, usually walking in pairs, will line up safely off the road with one member of staff at front and one at back. We only cross the road at designated road crossing points, such as a zebra or pelican crossing.
- ✓ Children will be taught about road safety so that they know when and how to cross the road safely.
- ✓ Staff will make sure children's back packs are worn carefully.
- ✓ Staff will not go into the road to stop traffic except when escorting children from Little Early Oaks to St John's School.
- ✓ Staff will always carry a mobile phone.
- ✓ At least one member of staff will be first aid trained.



Information about your Child

It is important that we have up-to-date information about your child including their dietary needs, medical/health needs, parent/carer contact information. Please ensure that this **registration form** is returned to us as accurately and completely as possible and that you notify us immediately about any changes to this information.

We hope that your child will be very happy with us at The Oaks.



Ancillary Matters

1. All data we hold in respect of you and your children will be retained in accordance with our privacy policy, and the terms of this agreement.
2. Any notice given to a party under or in connection with this contract shall be in writing and shall be:
 - a. delivered by hand or by pre-paid first-class post or other next working day delivery service at its registered office (if a company) or the address first noted above (for an individual); or
 - b. sent by email to the address specified above.
3. Any notice shall be deemed to have been received:
 - a. if delivered by hand, at the time the notice is left at the proper address;
 - b. if sent by next working day delivery service, at 9.00 am on the second business day after posting; or
 - c. if sent by email, at the time of transmission, or, if this time falls outside core business hours in the place of receipt, when business hours resume. Core business hours means 10.00am to 2.00pm Monday to Friday on a day that is not a public holiday in the place of receipt
4. This notice provision does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.
5. A person who is not a party to this contract shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this contract.
6. Where a carer signs this agreement in place of a parent, the parent is deemed to consent to the carer's signature and warrants that the carer has due authority to sign on behalf of the parent.
7. This document constitutes the entirety of the agreement between the parties. It supersedes any prior representations which may have been made, whether orally or in writing. Any modification to this contract must be made in writing and signed by both parties.
8. No failure or delay by a party to exercise any right or remedy provided under this contract or by law shall constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall prevent or restrict the further exercise of that or any other right or remedy.
9. All clauses, sub-clauses and parts thereof shall be severable and shall be read and construed independently. Should any part of this agreement be found invalid this will not affect the validity or enforceability of any other provision or of this contract as a whole.
10. This contract, and the rights set out in it must not be assigned or novated by the Parent. The Office Manager may assign or novate this contract as required, by giving written notice to the Parent.
11. This contract and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.
12. Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this contract or its subject matter or formation (including non-contractual disputes or claims).