



Offering a wide variety of  
sporting activities

## Registration Form



Name of child:.....  
 Address:.....  
 Postcode:.....Date of birth:.....Age.....  
 Emergency Contact 1:.....Home number:.....  
 Work:.....Mobile:.....  
 Emergency Contact 2 :.....Home number:.....  
 Work: .....Mobile:.....  
 Email address: .....  
 Doctors name:.....Phone number:.....  
 Surgery address:.....

Does your child have or has he or she ever experienced the following? Please circle

High or low blood pressure	Y/N
Additional Needs	Y/N
Diabetes	Y/N
Chest pains through physical exertion	Y/N
Childhood epilepsy	Y/N
Sensory loss	Y/N
Dizziness or fainting	Y/N
A bone, joint or muscular problem	Y/N
Asthma or other respiratory problems	Y/N
Any sustained injuries or illness	Y/N
Any allergies	Y/N
Taking any medication	Y/N
Has your doctor ever advised your child to exercise	Y/N
Is there any reason not mentioned above why any type of physical activity may not be suitable for your child?	Y/N
Are there any other professional services involved with your child's care? E.g. social workers	Y/N

If you have answered yes to the above or there is anything else you would like us to know please write details below

---



---

### Please read and sign the below important information

- I am the parent or guardian of the J.C Club4Kidz member this form applies to
- I have answered the questions in the form correctly to the best of my knowledge
- I have told my child if they feel uncomfortable or unwell at any time to stop immediately and let the instructor know.
- If medical clearance is needed before my child takes part in any activity, I will get written permission from our family doctor beforehand.
- I understand that if my child mis-behaves at J.C Club4Kidz, they could be suspended from activities.
- In the event of any injury I consent to allow emergency treatment by a qualified first aider and give my permission for them to be taken to hospital if necessary
- Please tick this box to give consent for face painting ☐
- Please tick this box to give consent for outdoor activities ☐
- Please tick this box to give consent of photography or videos of J.C Club4Kidz (which may contain your child) to use in marketing materials. ☐

Parent/ guardian name:.....Parent/ guardian signature:.....

Date:.....

Review Date.....

Review Date.....

Parent/ guardian signature:.....

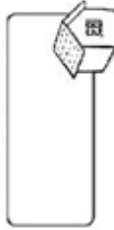
Parent/ guardian signature:.....

# All About Me

I want to be \_\_\_\_\_  
when I grow up.



I LIVE IN



Name \_\_\_\_\_

I AM \_\_\_\_\_  
YEARS OLD  
○○○☆☆○○○

I Am Unique!  
Things that make me different  
from others are:

1. No one else's fingerprints are just like mine!

2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_



MY PERFECT DAY

I WOULD WAKE UP AT \_\_\_\_\_

IN THE MORNING, I WOULD \_\_\_\_\_

IN THE AFTERNOON, I WOULD \_\_\_\_\_

AT NIGHT, I WOULD \_\_\_\_\_

I WOULD GO TO BED AT \_\_\_\_\_

Favorite  
activities

BOOKS:

I am good at

Things i like to...

Smell!

Touch!

Taste!

Hear!

See!



## Important changes effective as of January 1st 2016

Firstly, we would like to thank all of the parents that use JC Club4kidz and we have been running our clubs for just under four years now! You may have noticed that over the last year there have been a lot of changes in the running of our clubs as we are always looking for ways to improve. We have listened to your valued feedback and tailored our clubs to suit the needs of you as parents and carers.

2015 seen our Lichfield club become Ofsted registered which again brought in a lot of change (for the better we feel!) From this, our management team sat down and looked at putting in some new policies that will benefit the running of our schemes. Therefore, as of January 2016 the following changes will be made.

- **Parents/carers must settle their bill from the previous holiday before booking onto next half term** - Unfortunately, we have had to introduce this policy as quite often we find accounts not being settled meaning our admin staff have to spend extra hours chasing these outstanding payments every term.
- **No show fee** - We understand that plans change, and not always can you attend your booking. However it is very important that the booking is cancelled as soon as you are aware you are unable to make it. Our clubs can get extremely busy and we often have to place children on the waiting list. If we are not aware that you cannot make your booking, we are unable to accommodate the families on the waiting list. There will be no 'no show fee' if the booking is cancelled, otherwise there will be a charge for a full day for bookings that are unattended.
- **Late collection fee** - Again, we understand with rush hour traffic you can sometimes be a little late when collecting your children. However on occasion we have had parents collect at 6pm (30mins after club has closed) and later. Our opening times are strictly 8.30am - 5.30pm, if you know you are going to be late please give us a call to let us know your approximate time of arrival but also be aware that there will be a charge for parents arriving 5:40pm and later of £5 for every 10 minutes.
- **Tax Credit letters** - We are more than happy to provide you with a letter to state what was used for the last holiday club for tax credits free of charge. However if you require a more in depth letter detailing use of clubs beyond the most recent there will be charge for this service dependent upon how far the letter needs to backdate. Please let us know as soon as possible after each holiday if you require this service.
- **Price change** - Our clubs have been £14 per day and £60 per week since 2012, and we now feel it has come to a point where we need to increase our prices along with our competitors. The price change comes as a result of extra staff costs, increase in admin costs due to Ofsted registration and improved service costs. The new fee for a full day (8.30am - 5.30pm) will be **£17.50**, and for full week bookings **£80**.

## **JC Club 4 Kids**

JC Club 4 Kids provides sports and creative activities throughout the school holidays that improve skills whilst experiencing fun, professional sessions run by our qualified and enthusiastic team.

Our team is made up of Level 2/3 qualified and above that boast a range of skills from activity leadership to safeguarding children. Each club has a designated first aider with a valid paediatric first aid qualification and all staff are CRB/DBS checked and cleared before they start employment with us.

JC Club 4 kids provides stimulating activities for children aged 5 years-11 years.

The activities take place in secure, safe surroundings and have spaces for members of the club and for non-members too.

A full document of these policies and procedures can be given upon request.

## **Booking and Registration**

It is our policy to provide our child care facility to all children, including those with additional needs or disabilities.

To make a reservation on JC Club 4 kids for your child or for more information contact 01543 651894

There needs to be a minimum of 10 children booked on a day for it to run. In the unlikely event that there are not enough children booked on we will contact you within 7 days of that class taking place to cancel your place.

When your child has been booked onto an activity day you will be asked to fill in a registration form on their behalf. This is an OFSTED requirement and will need to be updated annually. If there are any changes to your circumstances within those 12 months it is your responsibility to inform the team and make changes to your registration form.

The registration form requires information on the child and the parent/carer as well as emergency contact details and disclaimers to certain requests. The parent/carer is required to pass on the registration form to a member of staff where all the important details such as medical conditions and allergies will be highlighted.

The registration forms are then filed in a locked cabinet and filed alphabetically. All the information is kept confidential and secure in line with data protection laws

## **Working with Parents**

Building a strong relationship between parents and JC Club 4 Kids staff is essential in providing children with a respectable environment.

We will continue to work with parents in order to provide quality care for their children. In order to maintain a high standard of working together, we ensure the following is put into place:

A complaints, comments and suggestions programme is in place at the club and clearly advertised to parents.

Regular feedback questionnaires are sent direct to the parent/guardian

Parents have access to any records kept about their child and will always be consulted in respect of the care available

The policies and procedures are available for viewing at any time. If you require your own copy, please ask a member of staff.

Parents and the Manager will work together on any matter where a protocol needs to be written to meet a child's individual needs

A notice board showing the telephone numbers for OFSTED and other children's services will be available

All staff are approachable and will assist parents with any concerns/matters whenever possible

Information about the children's activities and events will be regularly distributed and displayed

Parents are welcome to view their children's activity sessions both on request and by invitation throughout the year

You will be provided with a direct contact number for the staff working with your child on that day.

## **Children Settling In**

All children are unique and the amount of time that a child takes to settle into our Club can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

The Club strongly encourages parents/carers to visit the premises with their children before they are due to start. During this time, the Club requires that the parents/carers complete and return the Pre Activity Health Form.

Children new to the Club will be greeted in a warm and friendly manner. They will be introduced to all members of staff and told about any other regular visitors to the Club.

Children will be informed about the Club's routines and the programme of activities. They will be shown around the Club, and have both registration and signing out procedures made clear.

Ground rules will be explained to the child and they will be encouraged to ask questions and raise any concerns. The child will be told about the fire evacuation procedure and the locations of all fire exits, according to the provisions to the Fire Safety policy.

Parents/carers are offered the opportunity to stay with their child for a period of time during their first week. On their first day, children will be introduced to the other children at the Club.

The child will then be encouraged to get to know the other children and settle into the group. Where appropriate a new child will be assigned a Key Worker that will ensure that the child feels included in play and activities and that their needs are being met. All staff will supervise children new to the Club to ensure that they are happy in their new surroundings.

The appropriate level of such supervision will be judged according to the child's age, maturity and previous experiences. Staff will ask how a child is feeling, what activities they enjoy and if they are unhappy about anything.

If it seems that a child is taking a long time to settle in, this will be discussed with their parents/carers at the earliest opportunity. Likewise, if a parent/carer feels that there is a problem during the settling in period, they should raise this with a member of staff. Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at the Club. If parents/carers wish to meet with the Manager, they should make an appointment to come in for a chat.

## Staffing and Recruitment

Staff are recruited through a series of interviews. OFSTED state that we must have at least 50% qualified staff at all times. However at JC Club 4 kids, we only recruit qualified people or people who are working towards their qualification.

We continually offer training to keep our team up to date with qualifications and knowledge. All staff are required to undergo child protection, first aid, safeguarding and health and safety training during their employment.

All staff will be CRB/DBS checked before they start employment with us. The staff member will not be able to work with children until this process has been completed and we are satisfied with the outcome.

Staff will receive monthly review meetings with their line manager. Here they will have the chance to speak about any concerns or feedback they may have regarding their role.

When a new member of staff starts work at JC academy will give him or her:

- our terms and conditions,
- all our Club policies including safeguarding, and ensure that they sign a policy confirmation form to confirm that they have read and understood them; the signed form will be kept on file.

## Disqualification

The Club will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006. Note that a member of staff can *become* disqualified if they live in the same household as another disqualified person, or if a disqualified person is employed in that household. If a member of staff becomes disqualified we will terminate their employment and notify Ofsted.



## Safeguarding

It is our duty to protect and safeguard the interests of all children.

If a member of staff suspects a child is being abused they will need to raise their concerns with the Manager. The safeguarding officer will always contact the appropriate agency dependant on region. They will advise on what action to take next.

If an allegation is made against a member of staff then we will contact Ofsted and LADO will also be contacted. Child abuse can take many forms; professionals often categorise abuse as either emotional, physical, sexual or neglect. Not all types of abuse have visible signs

All children have the right to be safeguarded from harm or exploitation whatever their race, religion, first language or ethnicity, gender or sexuality, age, health or disability, political or immigration status

We understand the importance of working in partnership with children, their parents/carers and other agencies in order to promote children's welfare

We will endeavour to safeguard children and young people by:

Valuing them, listening to and respecting them

Involving them in decisions which affect them

Making sure all staff and volunteers are aware of and committed to the safeguarding policy and child protection procedures

Sharing information about concerns with agencies who need to know, and involving children and their parents/carers appropriately

Recruiting staff and volunteers safely, ensuring all necessary checks are made

Adopting a code of conduct for all staff and volunteers

Providing effective management through induction, support and training

Ensuring staff and volunteers understand about 'whistle blowing'

Dealing appropriately with allegations/concerns about staff or volunteers, in accordance with Government guidance

Both staff and children will be treated fairly and listened to, no judgements will be made. After reporting the incident, the manager then has a duty of care to the child/member of staff with ongoing support, observation and building/rebuilding trust.

## **Equalities Policy**

We will ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

To achieve the Club's objective of creating an environment free from discrimination and welcoming to all, the Club will:

Respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping. Not discriminate against children on the grounds of disability, sexual orientation, class, family status or HIV/Aids status.

Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.

Strive to ensure that children feel good about themselves and others, by celebrating the differences which make us all unique individuals.

Ensure that its services are available to all parents/carers and children in the local community.

Ensure that the Club's recruitment policies and procedures are open, fair and non-discriminatory.

Work to fulfil all the legal requirements of the Equality Act 2010.

### **Challenging inappropriate attitudes and practices**

We will challenge inappropriate attitudes and practices by engaging children and adults in discussion, by displaying positive images of race and disability, and through our staff modelling anti-discriminatory behaviour at all times.

### **Racial harassment**

The Club will not tolerate any form of racial harassment. The Club will challenge racist and discriminatory remarks, attitudes and behaviour from the children at the Club, from staff and from any other adults on Club premises (eg parents/carers collecting children).

### **Children with additional needs**

Our Club recognises that some children have additional needs or physical disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parents prior to their attending the Club where necessary, and will make reasonable adjustments to ensure that children can access our services and are made to feel welcome. Where one-to-one support is required we will assist parents in accessing the funding required to provide the additional care.

## **Behaviour Management Strategies**

The Club, the Manager, and the staff will manage behaviour according to clear, consistent and positive strategies. Parents/carers are encouraged to contribute to these strategies, raising any concerns or suggestions.

Behaviour management in the Club will be structured around the following principles:

- Staff and children will work together to establish a clear set of 'ground rules' governing all behaviour in the Club. These will be periodically reviewed so that new children have a say in how the rules of the Club operate. Parents/carers will also have access to the Club's Ground Rules to encourage unity and consistency
- The Club's 'ground rules' will apply equally to all children, staff and parents/carers
- The Club's 'ground rules' will be put on display in view of the children, staff and parents/carers
- Positive behaviour will be reinforced with praise and encouragement
- Challenging behaviour will be addressed in a calm but assertive manner. In the first instance, staff will try to re-direct children's energies by offering them alternative and positive options. Staff will be open in stating and explaining non-negotiable issues
- When dealing with challenging behaviour, staff will always communicate in a clear, calm and positive manner. For those children who need support in order to behave in an appropriate manner, staff will investigate strategies and offer consistent care whilst at the Club
- Staff and parents/carers will make every effort to set a positive example to children by behaving in a friendly and tolerant manner themselves, promoting an atmosphere where children and adults respect and value one another
- Staff and parent/carers will avoid shouting in the Club (at work)
- Staff will facilitate regular and open discussions with children about their behaviour. This will help them understand the inappropriate aspects of their behaviour and enable them to have their say and be helped to think through the causes and effects of their actions
- Staff will work as a team by discussing incidents and resolving to act collectively and consistently
- Staff will try to discuss concerns confidentially with parents/carers at the earliest possible opportunity in an attempt to help identify the causes of inappropriate behaviour and share strategies for dealing with it

- Children who experience bullying, racism or other unacceptable behaviour will be given the confidence to speak out
- Staff will encourage and facilitate mediation between children to try to resolve conflicts by discussion and negotiation
- The play space will be well resourced and planned to meet the needs of the children and young people and therefore offering a variety of play opportunities

## **Medicines, illnesses and injuries**

We will administer medication to a child only if it has been prescribed by a doctor for that child. It will need to come into the setting with the full label on which includes the child's name, the name of the medicine, doctor's name and the expiry date of the medicine.

All medicine will be inaccessible to children and stored correctly.

The parent will need to give written permission prior to administration of any medicine. The parent will need to fill out a form with a member of staff regarding the times and dosage of the medicine. If the medicine is needed over more than 1 day then a new form will need to be filled in every time. At the end of the day the form will need to be signed by both the member of staff and the parent/adult who is collecting that child.

A cupboard clearly labelled in the room will include medicines such as inhalers and epipen's etc, they will be clearly labelled and have information on them regarding the child's specific needs with the particular medication.

On your registration form it will ask the parent to provide the setting with sufficient information if their child has specific medical conditions or long-term medical needs.

Training will be provided to staff if a child attends our setting and requires the staff to have more knowledge on the particular condition. Training will be specific to the individual child concerned.

For children administering their own medication, this will need to be recorded and put into their records.

If a child becomes ill whilst in our care we will contact the primary parent to collect the child. If the primary contact is not available then we will use the next available contact on the child's registration form. We will continue to monitor the child and make as comfortable as possible until the responsible adult collects the child.

In the unlikely event of a child having a serious accident , injury to, illness or death of any child whilst in our care we have an obligation to inform Ofsted

within 14 days of the incident occurring. We also have to inform our local child protection agency and act on any advice given.

At least one person who has a current paediatric first aid certificate will be on the premises at all times. However all our staff are offered this training.

There is a first aid box containing everything required to appropriately treat the children. Our first aid boxes are replenished when needed and are checked weekly by a senior member of staff.

We keep a record of all accidents and first aid treatment given to every child. We must inform parents of any accidents and first aid treatment given whilst in our care at the first available opportunity. The accident form will be kept on the child's personal file.

We will inform parents of any infectious illnesses or notifiable diseases by putting a sign up in the room. It will include information about the illness, sign/symptoms and incubation period.

All children who receive first aid are to be given a first aid or bumped head sticker. Bumped head stickers are to have the time and initials of the staff member

For medicines that are to be kept refrigerated, fridges temps will be taken every day to ensure suitable for medication. These are available for parents viewing

## **Food and Drink/Allergies**

Children are required to bring their own packed lunch and drinks each day. Although at present we do not provide food, we believe that snack time/mealtimes are an important part of the child's daily routine. Mealtimes are a good food for encouraging children's social times between adults and other children. It gives adults the chance to talk about healthy eating and how important food and drink is for our bodies.

We are especially vigilant where we have a child in our setting that has a nut allergy. Children are not encouraged to share and swap food at lunch time.

We require staff to be sensitive around a child's dietary requirements

Fresh drinking water will be available for the children throughout the day, we like to encourage children to use the drinking station independently. Whilst we provide drinks for throughout the day we do recommend that your child brings their own drinks bottle that is clearly labelled with their name.

When your child attends our activities we will ask you to complete a pre-activity form. This form allows us to obtain record and act on any information from parents regarding their child's dietary needs and requirements.

The information will be shared with staff in the setting to ensure that every measure is taken to ensure the safety of every child regarding allergies and dietary needs. We do ask parents to keep us updated of any changes to their child's health or dietary requirements.

## **Uncollected Child**

In the event that a child is not collected, by an authorised adult at the end of a session, JC Academy will ensure the child is cared for safely by an experienced and qualified activity leader who is known to the child. The club will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

If a parent/carer is held up by unforeseen events and they are unable to pick the child up by 6.00pm they must try and contact the manager to explain the reason and advise of the collect time or alternatively, advise of another person collecting and set a password. If no contact is made the Co-ordinator will phone the contact numbers provided on the registration form.

If there is no reply the Co-ordinator will phone the Emergency Contact numbers. If the person is unknown to club but are listed on the registration form, they will be asked to bring proof of identity.

At 6.30pm if the parent/carer has not made contact with the Co-ordinator, Social Services will be informed.

A message will be left for the Parent or Carer advising them of the action that has been taken. A full written report of the incident will be recorded



## **Lost Child**

At JC Academy a child's Safety is maintained as the highest priority at all times both on and off the premises. Every attempt is made through carrying out outings procedure and arrival/ collection procedures to ensure the security of the child is maintained at all times. In the unlikely event of a child going missing the lost child procedure is followed.

A Lost child is defined as a child who has arrived and been registered at the club but has since gone missing. As soon as it has been noticed that a child is missing manager will be notified along with other activity leaders who we'll endeavour to find out where the child was last seen. The manager will carry out a thorough search of the premises whilst, the other members of staff are reassuring the children.

If the child is found but unwilling to return to the setting, a member of staff will stay with the child until the Parents or carers are contacted.

If the child is still unaccounted for, manager will group the children together and call the register to make sure no other child has gone astray.

If the child isn't found the parent or carers will be contacted and alerted to the situation.

With their agreement the Police will be called and the child will be reported as missing.

The search will continue until advised by the police to stop and depending on staff ratio. If the parents or carers can't be contacted, the manager will contact the Emergency number supplied on the registration form

If they can't be contacted the police will be called straight way and the child will be reported as missing

## **Procedure in the event that the club is unable to operate**

The club will endeavour to operate at all times by ensuring staff back up at short notice. However, in unforeseen circumstances it may be in the best interest of the child's safety that club does not operate.

In the event that activity leaders/managers are unable to work as much notice will be given to the parents/ carers to ensure suitable childcare arrangements can be made. However, in the event that the club cannot operate at short notice, the manager will inform the managing director and together they will contact parents and advise them of the situation. Fees will be credited if the club cannot operate as planned

## **Compliments/Complaints Procedure**

We are fully committed to providing high quality childcare and activities operated by professional, fun and caring staff in a safe and secure environment.

Any questions, suggestions or concerns relating to any child's welfare whilst in our care should be dealt with using the following steps:

Initial concerns should be discussed with the staff on duty. If the response provided is unsatisfactory then the manager should be approached with full details of the issue.

If it would be more appropriate to put the compliment, suggestion, concern or complaint in writing rather than directly approaching a member of the team, then please feel free to complete a comment form which is available from member of the team.

If you do wish to be contacted, the manager will telephone you within 24 hours to discuss the matter further. For your information, we will keep a record of the nature of the complaint along with details of the response or resolution reached.

For issues which have not been brought to a resolution by this point, then OFSTED club would be the final escalation point.

JC Academy must keep a written record, for a period of three years, from the date of these complaints including the outcome of the investigation and the action the provider took in response.

JC Academy must inform the parent who made the complaint (in writing or by email if the parent requests this) of the outcome of the complaint, within 28 working days of the date the complaint was made.