



Enrolment Form

Thank you for choosing Woodland Outdoor Kindergartens. We look forward to sharing in your child's learning and development over the coming months.

Please note parents/carers must keep the Kindergarten informed of any changes to the information on this form after enrolment. The Kindergarten is required to keep accurate and up to date records of a child's personal details; including their current address, parent and emergency contact details, medical conditions, allergies and disabilities.

Privacy Notice

All personal data within this form will be treated as confidential and will be processed by Debison Albie Ltd trading as Woodland Outdoor Kindergartens in order to comply with our legal obligations in line with General Data Protection Regulation (GDPR). This form and the personal data it contains will be stored electronically within the UK using cloud based software including Office 365 email, Family Nursery Management and Learning Journals. Names and contact details will also be stored on password protected mobile telephones. All personal data will be retained for a maximum period of 7 years. For further information please contact Woodland Outdoor Kindergartens Directors, Alison Latta and Debbie Simmers, at admin@woodlandoutdoorkindergartens.co.uk. If you are not happy with the way we handle your personal data you have a right to complain to the Information Commissioner's Office.

Please let us know how you find out about our Kindergarten:

South-side Kindergarten

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West End Kindergarten

☐

(Pollok Country Park/Glasgow Clyde College Base)

(Dawsholm Park/Crow Road)

Council Funded Hours - please complete separate application form to apply for funded hours.

Part 1. Personal Details of Child

First Name(s):

Surname:

Male:

Female:

Date of Birth:

Address:

Siblings already attending:

Spoken languages at home:

Number of day(s) per week required:

Requested start date:

Preferred attendance day(s):

Details of any other nursery attendance:

Intended primary school start date/Kindergarten leaving date:

Part 2. Health Information

Date of last Tetanus:

Details of any disabilities/medical conditions/Additional Support Needs

Details of any allergies

Details of any regular medication

If your child is currently involved with any other agencies (e.g. dieticians, speech and language therapists, social work, psychological services etc) please give further information below, including contact details. We will not share information with other professionals without your consent, except when we are legally obliged to do so e.g. in the event of a child welfare concern.

Name and address of GP:

GP telephone number:

Part 3. Details of Parent(s)/Carer(s) and Emergency Contacts.

	First Parent/Carer	Second Parent/Carer
Relationship to Child		
Surname		
First Name		
Home Address		
Home Telephone No		
Mobile Telephone No		
Work Telephone No		
Email Address **		

Additional Emergency Contact Details

Please cross box to confirm that emergency contacts have given consent for Woodland Outdoor Kindergartens to process their personal information below in line with our Privacy Notice ☐

	First Emergency Contact	Second Emergency Contact
Relationship to Child		
Surname		
First Name		
Home Telephone No		
Mobile Telephone No		
Work Telephone No		

Part 4. Child Collection

Woodland Outdoor Kindergartens will only allow the two named parents/carers and emergency contacts to collect their child. If you require any other person to collect your child from Woodland Outdoor Kindergartens on a regular basis, please give their details below.

Name:

Relationship to Child:

Contact Number:

To help keep children safe, all families **must** provide a collection password when enrolling. This password will be used if someone other than the named parent/carer or emergency contact is collecting your child. Please note that at the start of your placement, parents and carers may also be asked for the password until staff become familiar with your family. The password will always be required if an alternative adult is collecting your child.

Password:

Part 5. Parent/Carer consents

Please place a cross in the relevant box.

Activities in the Woodland

I understand that at Woodland Outdoor Kindergartens my child will spend the majority of their time learning and playing outside in woodland. I hereby give my express consent for my child to take part in all activities, including, but not limited to; digging, exploring, hiking, woodland walks, treasure hunts, orienteering, map making, bug hunting, hide and seek, shelter making, den building, tree climbing, general climbing, visiting the pond, rope swings.

I give my consent:

☐

I do not give my consent:

☐

Accidents or Emergencies and First Aid

In the event of an accident or emergency, I authorise Woodland Outdoor Kindergartens to act on my behalf by determining the need for medical attention or hospital referral on the understanding that any decisions made will be communicated in detail to me. I give consent to Woodland Outdoor Kindergartens to take appropriate action in the event of illness, accident or emergency. This may include treating insect bites or minor cuts and scratches using first aid practices.

I give my consent:

☐

I do not give my consent:

☐

Photographs and Videos

During the course of the day staff routinely record children's experiences by taking photographs/video clips. These photographs and videos are used by Woodland Outdoor Kindergartens to record children's progress and are saved on Kindergarten IT devices and uploaded to password protected, cloud-based software 'Learning Journals'. These photos are also displayed within our indoor premises. This is a routine practice and so we don't ask for your express consent to do this. All photos are retained for a maximum period of 7 years.

We also use some of our photos for publicity/marketing, including uploading some photos on our social media pages eg Facebook and Twitter. We ask for your express consent to do this. I give my consent for any photos which may have my child in them to be used for WOK marketing/publicity purposes, including WOK website, newsletter, magazine articles, Facebook and Twitter.

I give my consent:

☐

I do not give my consent:

☐

Administering of Sun Cream and Insect Repellent

I give consent to staff to apply sun cream and/or AVON skin-so-soft (to repel insects) to my child whenever the staff feel it is appropriate in line with Kindergarten policies. If my child has an allergy to sun cream and/or AVON skin-so-soft I agree to provide an alternative.

I give my consent: ☐

I do not give my consent: ☐

Application of Face Paint

I give consent to staff to apply face paint to my child from time to time. All face paint applied will be suitable for skin application.

I give my consent: ☐

do not give my consent: ☐

Travel on Coach

I give consent for my child to travel on a hired coach. I give this consent on the understanding that the coach is fully insured, maintained in line with Government regulations, driven by a driver with the correct licence, and that at all times my child will be secured using an appropriate seat belt.

I give my consent: ☐

I do not give my consent: ☐

Communication

I give consent that Woodland Outdoor Kindergartens can use my **email address to keep me up to date with the Kindergarten. I understand that at any time I can request to no longer receive email updates by clicking unsubscribe or by emailing admin@woodlandoutdoorkindergartens.co.uk. I agree that my name and email address can be stored securely by email newsletter provider 'Mailchimp' in the US using Privacy Shield in line with GDPR legislation.

Parent/Carer 1 I give my consent: ☐

I do not give my consent: ☐

Parent/Carer 2 I give my consent: ☐

I do not give my consent: ☐

Part 5. Terms and Conditions

Registration Fee

For children starting at the Kindergarten who will be accessing **BOTH funded hours and privately paid for hours**, a non-refundable (see exceptions below) registration fee of £75 is charged to secure a place at the kindergarten. In return, when your child begins their placement, they will receive their own personal Woodland Outdoor Kindergarten's Deuter rucksack, Kindergarten waterproof jacket and dungarees. This equipment will belong to you (children will be provided with welly boots on a daily basis as required).

For 2-3 year old enrolments (South Side only), there is a £75 registration fee.

Cross this box if your child will be accessing both funded and paid for hours:

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For children starting at the Kindergarten who will be accessing **ONLY funded hours**, the non-refundable (see exceptions below) registration fee of £75 is optional.

- If you pay the registration fee then when your child begins their placement, they will receive their own personal Woodland Outdoor Kindergarten's equipment – a Deuter rucksack, waterproof jacket and dungarees. This equipment will belong to you.
- If do not pay the registration fee then when your child begins their placement, they will receive a pre-used Woodland Outdoor Kindergarten's Deuter rucksack and pre-used Kindergarten waterproof jacket and dungarees. This equipment will belong to the Kindergarten however your child will keep it for the duration of the placement.

Cross this box if your child is accessing only funded hours and you are paying for new equipment:

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Cross this box if your child is accessing only funded hours and you are using pre-used equipment:

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Where chargeable, we request that the **£75 registration fee** is paid at the time of enrolment. The fee is payable by bank transfer to **Debison Albie Ltd, sort code 83-04-25, account number 10179770**. **Please quote your child's full name and site enrolling at (west/south) as a reference.**

The registration fee will be refunded on request under the following circumstances:

- Your child is on the waiting list for a place and a place is not offered within a reasonable timescale e.g. before your child starts school.
- Your circumstances change and you no longer require the place, please note you must provide at least 8 week's written notice prior to your child's requested start date in order for the fee to be refunded.

Start Date

If, after enrolment, you require to delay your child's advised start date please note that Woodland Outdoor Kindergartens can only guarantee to accommodate a delay in start date by a maximum of one month. If you request to delay your child's start date by more than one month this will be accommodated where possible. If your request for a longer delay to your start date cannot be

accommodated, Woodland Outdoor Kindergartens reserves the right to amend your child's start date to the following August.

Payment of Fees

Fees are payable one month in advance by the 5th of each month by standing order and are non-refundable in the event of your child's absence. Fees are normally subject to annual review but may be revised at other times with reasonable notice. Woodland Outdoor Kindergartens reserves the right to charge 5% of the monthly fee for late payment of fees and your child's placement may be suspended pending full payment.

Attendance

Extra sessions must be paid for in advance. If you wish to decrease your child's attendance, we require one month's written notice.

Termination Notice

One month's notice in writing, or payment in lieu of notice, must be given if you wish to withdraw your child from the Kindergarten.

Due to the unique 'no walls' nature of our outdoor kindergarten, we may not be able to provide placements to children identified as a 'flight risk'. If a child is identified as having the potential to leave camp unaccompanied, parents will be advised that an outdoor nursery with no physical boundaries may not be the best option for their child's Early Learning and Childcare and will be encouraged to look for alternative provision. In the event that the behaviour escalates, WOK may terminate the placement with immediate effect on the grounds that the Kindergarten is not an appropriate setting for the child in regard to their wellbeing.

Start and Finish Times

Woodland Outdoor Kindergartens operates between the hours of 8 am to 6pm. Parents/carers must inform the nursery by 9am if their child is not attending the nursery that day, otherwise the nursery will be delayed leaving for the woodland as staff will assume a problem exists and will make attempts to contact the parents/carers or emergency contacts.

Drop off and pick up times are between 8am and 9am and 5pm and 6pm respectively. We request that children are dropped off no later than 9am to assist with the smooth running of the transportation of staff and children to the woodland. If parents/carers are running late they must inform the nursery as soon as possible and staff will make arrangements, where possible, to delay

their child's group and/or in exceptional circumstances will agree an alternative drop-off point within the park.

Children cannot be cared for out with the normal nursery hours, therefore Woodland Outdoor Kindergartens reserves the right to charge £15 per child for every 15 minutes late in collection.

Medical Symptoms and Medication

For the health and welfare of all children who come to the nursery we request that you do not bring your child into nursery if they are ill or have an infectious disease. All unexplained rashes will be treated as infectious until they have been assessed by a doctor. We reserve the right to contact you or your emergency contacts to make arrangements for you to collect your child from the Kindergarten, if staff feel that your child is not well enough to attend.

Following an infectious illness, it is essential that your child does not attend the nursery until they are no longer at risk of infecting others. If your child has had symptoms of vomiting or diarrhoea (or both), it is essential that they do not attend until 48 hours after the symptoms have stopped.

If your child is on any medication which has to be administered whilst attending the Kindergarten, you must complete a medicine consent form giving instructions on times and dosage and sign on a daily basis.

Acceptance of Terms and Conditions

I hereby confirm that I have read through the Terms and Conditions of Enrolment outlined above and accept these as being my contractual obligation to Woodland Outdoor Kindergartens. I understand that once I have returned this form via my email account and paid the registration fee that this will form the basis of a contract between me and Woodland Outdoor Kindergartens.

Name:

Email Address:

Please return the completed form via email to:
South Side Enrolments - office@woodlandoutdoorkindergartens.co.uk
West End Enrolments - west-end-manager@woodlandoutdoorkindergartens.co.uk
Thank you!



"The best classroom and the richest cupboard is roofed only by the sky"
Margaret McMillan b.1860 - d.1931