

**Fordingbridge Summer Playscheme 2018
Child Registration Form**

Child's name:

Home address:

Post Code:

Home phone number:

Date of birth:

Age:

Which school/class does your child attend?

Name of Parent/Carer:

Address (if different from above):

Contact numbers:

Email address:

Emergency contact details other than Parent/Carer:

Name:

Relationship to child:

Address:

Contact numbers:

Name of Doctor:

Address:

Contact number:

Details of any health issues and/or impairments:

Details of medication that will be taken during the Playscheme:

Does your child require additional support?

Any other additional information:

Medication will only be administered with written consent prior to the scheme starting. Clear instructions on dosage and frequency are required. Medication must be within the expiry date. A log of administration will be kept and witnessed; Parent / Carers will be asked to sign this at the end of each session.

Collection of your child by another person must have written permission and a password used. Also, if you consent to your child walking home written permission must also be given. A form is available, please ask a member of staff.

Please ensure you provide your child with snacks and drinks, sun protection, swimwear if participating in swimming activities and change of clothes if deemed appropriate.

- Consent for Emergency Medical Treatment? Yes/No
 Consent for Face Painting? Yes/No
 Consent for Bushcrafts? Yes/No
 Consent for Swimming? Yes/No
 Consent for Multi Sports? Yes/No

Please indicate which days you would like to book.

Prices until 20th July 2018: £14 per day/£7 per half day.

Prices from 21st July 2018 until 10th August 2018: £16 per day/£8 per half day

Week 1	Monday 30th July	Tuesday 31st July	Wednesday 1st August	Thursday 2nd August	Friday 3rd August
AM Session 10am-12.30pm					
PM Session 12.30pm-3pm					

Week 2	Monday 6th August	Tuesday 7th August	Wednesday 8th August	Thursday 9th August	Friday 10th August
AM Session 10am-12.30pm					
PM Session 12.30pm-3pm					
Total Number of sessions:			Total amount payable:		

Payment methods:

Cash/cheques made payable to Fordingbridge Town Council
 BACS payment to Fordingbridge Town Council: Sort Code 30-97-08 Account No: 01108381 (please use child's name as the payment reference)

Payment in person at:

Fordingbridge information Office, 23 Kings Yard, Salisbury Street, Fordingbridge, SP6 1AB Tel: 01425 654560
 Email: information@fordingbridge.gov.uk Open: Monday, Wednesday, Friday 10am-4pm

Enquiries to: Sue Little, Playscheme Co-ordinator: Tel: 023 8084 4136 Mobile: 07981 282927
 Email: suelittle@btinternet.com

I give my consent for my child to take part in the above activities and to receive emergency medical treatment if needed. I will inform the staff and complete the relevant forms if my child is to be collected by another person or walking home unsupervised.

Parent / Carer:

Print Name:

Date:



Fordingbridge Town Council

In order to comply with the General Data Protection Legislation (GDPR) Fordingbridge Town Council need to ensure that you have seen and read the Town Council's Privacy Notice as detailed below:

At Fordingbridge Town Council Summer Playscheme we respect the privacy of the children attending 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.

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, email, social media and post 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 if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (eg to take online bookings, or to issue invoices) have obtained your prior permission.

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 at the Playscheme if we do not have sufficient information about them
- even after your child has left Playscheme, 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).

** 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.*