

Fordingbridge Summer Playscheme 2019
Child Registration Form: Monday 29 July - Friday 9 August 2019

1. 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:

Additional Emergency contact name:

Contact Number:

2. Collection from Playscheme:

Please list the names of **any** person who you permit to collect your child, apart from yourself.

If you need to add or remove anyone from this list, and are unable to do it in person, you may either call (insert number): or email (insert email) stating your chosen Playscheme password for extra security measures.

Name	Relationship to child	Contact Number

Collection Password

This will be an extra security measure when your child is collected. Please make sure all relevant people have this password, without it they will be unable to collect without confirmation from a parent/guardian.

Is there anyone with whom your child should not come into contact with?
 (please state full name and relationship to child)

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If you wish for your child to be allowed to leave the centre alone in order to make their own way home, please print and sign below

(The child will be allowed to leave at the end time of their session. Please note this option is only available to parents of children in the over 8 group)

Print Name:.....Signature:

3.Name of Doctor:

Address:

Contact number:

Details of any health issues and/or impairments/allergies:

Details of medication that will be taken during the Playscheme: Please tick this box if you consent to this medication being administered by Playscheme staff

Does your child require additional support? Yes/No (if yes please give details, continue on a separate piece of paper if necessary) Gateway Number if applicable: _____

4. Booking

Please ensure you provide your child with lunch, snacks and drinks, sun protection (which they will need to be able to apply independently), swimwear, swim cap 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 fixed for all bookings made by Friday 19th July: £14 per day or £7 per half day.

Bookings made after this date will be charged at £16 per day or £8 per half-day

Please ensure your booking is correct as we MAY NOT be able to change it at a later date. All places MUST be booked in advance. Unfortunately we CANNOT offer refunds

Week 1	Monday 29 July	Tuesday 30 July	Wednesday 31 July	Thursday 1 August	Friday 2 August
AM Session 10am- 12.30pm					
PM Session 12.30pm-3pm					

Week 2	Monday 5 August	Tuesday 6 August	Wednesday 7 August	Thursday 8 August	Friday 9 August
AM Session 10am- 12.30pm					
PM Session 12.30pm-3pm					

Total Number of sessions:	Total amount payable:
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5. 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 the child's surname 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 to Friday 10am-4pm

Enquiries: Sue Little, Playscheme Co-ordinator: Tel: 023 8084 4136 Mobile:07981 282927

Email: suelittle56@btinternet.com

6. Terms and Conditions (Consent and Agreement). Please read carefully before you sign

I consent to the child in my care (named overleaf) taking part in any activities as part of the holiday Playscheme unless otherwise stipulated in writing on the registration form.

I consent that in my absence I authorise members of staff to approve and/or administer any medical treatment for the child in my care (named overleaf) as is considered necessary in an emergency and/or upon the advice of a qualified doctor.

I understand that my child will only be able to leave the holiday Playscheme with the named parent/carer or those individuals explicitly named on the registration form and who have knowledge of the appropriate password. I will notify the Playscheme in advance if there are any permissive changes to those people identified. Fordingbridge Playscheme has a policy not to let children leave unaccompanied unless the parent/carer has signed the consent option in **Section 2** and the child is over 8 years old

Please ensure you provide your child with lunch, snacks and drinks, sun protection (sun hats, sunscreen which they will need to be able to apply independently), swimwear, swim cap if participating in swimming activities and change of clothes if deemed appropriate.

Due to allergies children should not have nuts in their packed lunches or have any food which may contain nuts (please read guidelines on packaging thoroughly). **We do not have refrigerated storage for lunches**

The Playscheme provides various activities some of which involve messy play, including sand and water play. Please ensure your child is dressed appropriately and is wearing sensible footwear.

Please arrive promptly to collect your child. We are also not responsible for children who arrive before their session commences.

I understand that all places must be paid for regardless of whether the child attends or not. **No refunds can be given. Please ensure your booking is correct as we MAY NOT be able to change it at a later date.**

I understand payments must be made in advance and places cannot be guaranteed until payment has been accepted

I give permission for Fordingbridge Playscheme to use photographs of my child including for publicity, promotional literature, events and activities

YES NO

I understand I must not use a mobile phone or device that has the ability to connect to the internet or take videos/photographs whilst at the Playscheme. We would also ask that children do not bring such devices into the Playscheme

I have read and agree to Fordingbridge Town Council's Privacy Notice as detailed overleaf.

By signing below I accept the terms and conditions as laid out above.

Name (please print):

Signature:

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 (e.g. 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.*

KD 30052018 PN GDPR v.1