

The Whartons After School Club Registration Form

Childs full name:	
Date of Birth:	Age:
Parent 1 name: Address:	Parent 2 name: Address:
Home Telephone:	Home Telephone:
Mobile:	Mobile:
Email address to send invoices to:	

We need to ensure the safety of your child. Please enable us to do so by providing us with the name and telephone number of any other person who is authorised to collect your child.

Name:	Telephone Number:
-------	-------------------

If in the unlikely event of an emergency we are unable to contact you on the above numbers. Please provide us with alternative contact details, signing below to give your authorisation for these persons to collect your child.

Contact 1: Name:	Contact 2: Name:
Address:	Address:
Telephone Number:	Telephone Number:
Mobile Number:	Mobile Number:
Relationship:	Relationship:

Signature:

The Whartons After School Club Registration Form

To assist us in caring for you child we would be grateful if you would provide us with the following details.

Has your child any medical conditions or allergies:
Has you child any special dietary requirements or food allergies:
Any additional needs your child has:
GP name:
GP Surgery:
Telephone Number:

On which days would you like your child to attend The Whartons After School Club.

	Monday	Tuesday	Wednesday	Thursday	Friday	
3.15-6pm						

Start date required:

The Whartons After School Club

Consent Form

Name of Child.....DOB.....

To comply with the National Day Care Standards The Whartons After School Club is required to gain parents consent for a number of purposes, such as

1. **Emergency medical attention** - in the event of an accident or illness which requires medical intervention and we are unable to contact you or any of the other authorised persons from the registration form; your consent will sanction the club thus enabling your child to receive such medical attention.

I **do/do not** consent for the staff of the Whartons After school Club to seek emergency medical attention for the above named child in the event of an accident or illness.

2. **First aid** - in the event of an accident we have your permission to administer First Aid to your child.

I **do/do not** consent for my child to be given first Aid treatment when needed.

3. **Inhalers or Epi Pens** - for children who are either able to administer their own medication (with assistance or supervised) or for the staff of the WASC to administer such medication for them.

I **do/do not** give my consent for my child to administer his/her own Asthma Inhaler/Epi Pen with/without supervision/assistance from the WASC staff.

I **wish/do not wish** the WASC staff to administer my child's Asthma Inhaler/Epi Pen when required.

I **do/do not** give my permission for the Whartons Primary school to share my child's data collection information to keep WASC records up to date every year.

The Whartons After School Club

Consent Form

4. **Photographs** – the taking of children's photographs whilst participating in activities within the WASC – these will only be used for publicity material to raise the profile of the club or as photographic evidence for staff qualifications.

I **do/do not** give permission for WASC to use photographs of my child for publicity purposes and as photographic evidence.

5. **Activities** – the children undertake a wide range of activities at the club, such as supervised outdoor sports and games, walks, face painting, baking.

I **do/do not** give permission for my child to take part in such activities.

6. **Outings** – there may be times when the children may be taken off the school premises. If this is to happen a letter will be sent explaining where they will be going and further consent will be required.

I **do/do not** give my permission for my child to take part in such outings off the school premises.

During the summer months we may need to apply sun cream where necessary.
We use Garnier Kids factor 50.
Please state if this is allowed.
I **do/do not** give my permission

The Group cannot accept responsibility for the children's possessions or valuables whilst they are attending the club.

The Whartons After School Club

Consent Form

Terms and Conditions:

1. Children will only be accepted into the club when a completed Registration and Consent forms are signed and received.
2. A place for your child/children must be booked at least one week in advance. Similarly one weeks notice must be given for a cancellation. All places booked must be paid for in full, with the exception of a child not attending through illness.
3. All accounts must be settled at the end of each week/month.

Parent/Carer Contract: - as the parent/carers of.....

I have read and agree to the terms and conditions. I will also abide by the policies and procedures of The Whartons After School Club and will do my best to see that my child/children also abide by the rules laid down by the club.

PARENTS FULL NAME.....

SIGNATURE.....**Date**.....

Could you volunteer for the Whartons After School Club Committee?

The Whartons After School is a registered charity. It is run by Carly and a committee of volunteers, chaired by Mrs Dickson. We are always keen to welcome new members to the committee.

If you feel you would like to become a member and would like further information, please complete the slip below and return it to Carly at the After School Club or return it to school for the attention of the After School Club.

.....
I am interested in serving on the After School committee and would like further information.

Name

Contact Number.....

The Whartons After School Club

Privacy notice for parents/carers and children

In order to provide our after school club, we need to hold information about children and parents. Most of this will come from the forms completed when you join the club, but we may also record more information about you throughout our relationship with you as we keep our records up to date. The information in this notice explains how and why we use information about you, and should reassure you that we comply with our legal obligations in relation to data protection.

Your information is held by the Whartons After School Club, and we can be contacted via email on whartonsafterschoolclub@gmail.com. Of course, you can always come to see us in person!

Information we hold about children

The information we hold about children in the after school club includes:

- Identity information, including name, age and address;
- Health information such as allergies and medical conditions;
- Their likes and dislikes;
- Accident and first aid details;
- Behaviourial information;
- Early years foundation stage observations.

Information we hold about parents and carers

The information we hold about parents and carers of after school club children includes:

- Contact information, including name, address, telephone number and email address;
- Payment information

Why we use personal information

We use information about children and their parents and carers to provide the best possible after school club. We only collect information which is necessary to do this, and make sure that access to personal information is restricted and controlled.

Our lawful basis for processing personal data

In holding personal data, we rely on the contract between us as the lawful basis. When we hold medical or other health information, we do so to protect the vital interests of the child. In rare cases, where we have safeguarding concerns about a child, we may rely on the lawful basis of public task to make a relevant disclosure to the local authority.

How long will we hold your personal data?

We will hold parent, carer and child information as long as the child is a member of the after school club and for one year afterwards. We may hold limited financial information for up to seven years to comply with our legal requirements for tax purposes.

Your rights

Under data protection laws, you have a right to a copy of any information we hold about you. Children can exercise this right themselves if they are able to understand the right. Parents do not have an automatic right to the personal data of their children, and in some limited circumstances we may not allow parents to have full copies of their children's personal data.

You also have a right to correct any inaccurate personal data we hold, and you may have a right to request erasure of your data.

Any of these rights can be exercised by speaking to a member of staff.

Queries or concerns

If you have any questions about how we process personal data, please speak to the After School Club Manager.

If you are dissatisfied with our response, you may contact the Information Commissioner's Office for guidance or advice, or to lodge a complaint. Their details can be found online at www.ico.org.uk.

Please sign to confirm you have read this

Signed

Print

Date

The Whartons After School Club

Contract with Parents

Child's name

Parent or carer's name

- I consent for my child to attend The Whartons After School Club. I understand that the club has policies and procedures (which are available by request for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that The Whartons After School Club is a play setting and that whilst my child is there The Whartons After School Club is legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child arrives at The Whartons After School Club he/she will be in the care of The Whartons After School Club until collected and signed out by an authorised person.
- I will notify the club before the start of the session if I am collecting my

child from school on a day that

he/she is booked to attend the club. I understand that I will be charged for the booked session.

- I understand one weeks' notice is required to cancel a session or I will be charged the cost of the

session unless the child is absent at school that day due to absence.

- I will book my child into the club on a termly basis and will pay promptly for all booked sessions

whether my child attends or not (e.g. due to illness or holidays), unless I have made other

arrangements with the manager.

- It is my responsibility to keep the club manager informed of any alterations to the information

regarding my child (e.g. contact details, medical conditions, etc).

- I accept that my child may take part in messy activities while at The Whartons After School Club. I

understand that I can provide my child with appropriate clothing to accommodate this if I wish.

- The Whartons After School Club closes at 6.00pm. If, due to unforeseen circumstances, I am going to be

late, I will contact the manager/deputy as soon as possible.

- If I do not make payment of fees on time by the end of the month I will be charged £20 late charge.

- If I do not collect my child by 6.00pm I will pay a charge of £2 per every 10 minutes to cover the costs

of the staff who are legally required to supervise my child.

- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my

emergency contacts, I understand that The Whartons After School Club will follow its **Uncollected**

Children Policy and contact Social Care.

- Whilst The Whartons After School Club tries to ensure the safety and security of items, I understand

that it cannot be held responsible for loss or damage to my child's property whilst at the Club.

- I have read the club's **Behaviour Management Policy** and agree to its terms and appreciate that in

some circumstances it may be necessary to exclude my child from the club,

and I will pay for any

missed sessions unless otherwise agreed with the manager.

- If there are any accidents or incidents at The Whartons After School Club involving my child, I will be informed.

- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a

member of staff from The Whartons After School Club will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.

- Information held by The Whartons After School Club regarding my child will be treated as confidential.

However, in certain circumstances, for example if there are child protection concerns, I understand

that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.

- I understand that aggressive and abusive behaviour towards staff will not be tolerated.

- I agree that I will not use a camera, mobile phone or other mobile device on club premises.

I have read and understood the above terms and conditions and I agree to abide by them.

Signature: _____

Date: _____