

The Whartons After School Club Registration Form

Childs full name:	
Date of Birth:	Age:
Address:	
Home Telephone:	
Mobile Number:	
Parents Names:	
Contact Number - if different from above:	
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:
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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:	Contact 2:
Name:	Name:
Address:	Address:
Telephone Number:	Telephone Number:
Mobile Number:	Mobile Number:
Relationship:	Relationship:

Signature:

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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						£8.30

Start date required:

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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.

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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.

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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/carer 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**.....

The Whartons After School Club Interest in Committee membership

The Whartons After School club is overseen by a voluntary managed committee on which serve some members of the school governing body. We would like to strengthen this committee by welcoming any interested parents to join us.

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.