



Tarner Community Project

After School Registration and
Membership form
Ofsted registration number EY471335

Date Handed In _____
Date Completed _____

**A form must be FULLY completed for each child attending the ASC.
Please complete in BLOCK CAPITALS**

Registration Details:

Child's name: _____

Date of birth: _____ Gender: _____

School currently attending (if known): _____

Class (If applicable): _____ Teacher: _____

Dietary Requirements: _____

Religion/Cultural Requirements: _____

Your Name: Title: _____ Name: _____

Address: _____

Post code: _____

Telephone number: _____ Mobile: _____

Email address: _____

(Please write clearly)

Emergency Details:

Please provide two emergency contacts, **other than yourself**, who can be contacted should we not be able to contact you. These will only ever be used in emergency situations. Please inform contacts you have given their details.

Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____

Health Details:

GP's Name:

Address:

Telephone Number:

Safety and Wellbeing:

Please provide any other information that will help us care for your child at the club.

It is important to share as much detail about your child as possible. This will enable us to work more closely with them and meet their individual needs. All information given is confidential.

Please give details of any medical conditions and/or allergies which the child in your care has:

Please give details of any medication your child takes on a regular basis:

If you require us to administer medication during ASC hours, you **must** complete a consent form.

Does your family have any current or historical involvement with other professionals, for example social workers, health visitors, speech and language and EMAS?

When organising outside play we provide children with a vegan & natural SPF 25/30 factor sun cream. Please tick if you allow us to use this suncream for your child **Yes** **No**

Registration fee:

For all new children we require a registration fee of **£30 per child** to cover administration costs.

Fee rate:

Turner Community Project offers lower rates to those parents/carers who are in need, please speak to Kiki or Mark about availability and eligibility —If you are applying for this rate we will require a physical copy of **proof of benefits**, such as your award letter. A copy will be taken and processed with your application. Proof of on-going eligibility will be requested on a six monthly basis.

Rate	Price	Eligibility	Tick one
1	£12.00	Those working.	
		Those working and in receipt of Child Tax credits.	
		Those in education and training with a childcare allowance.	
1	£11.50	Sibling Rate. Those who've already got a child coming to After School Club. To qualify for the siblings must attend on the same day.	
2	£5.00 Proof:	Those in receipt of: Income Support, Job Seekers Allowance or ESA as an element of your Universal Credit. Proof must be provided. Each case will be individually assessed.	
3		Referral rate – please speak to Kiki.	

If you are unsure about which rate you should be on, please complete the registration form and contact us to discuss your situation further. Any such discussions will be carried out within the strictest confidence.

FEES:

Invoices will be sent out around the **15th** of each month for your fees for the month ahead. **These invoices must be paid prior to the start of the following month or your child's place is at risk.**

To save resources all invoices are issued via email. If you prefer a paper invoice please tick here.

VERY IMPORTANT – PLEASE AGREE AND SIGN TO ACCEPT THESE TERMS:

- **I understand** that any owing fees must be **paid in full** before my booking form can be considered.
- **I understand** payments must be made in advance and I may lose my place should I fall in to arrears for than one month.
- **I understand** that if I no longer require my place/s at ASC I **must** give **4 weeks'** notice.
- Please arrive promptly (before 6 pm) to collect your child or you will incur a late collection charge of **£5** for every **5** minutes.
- **I will inform** ASC before 2:00pm if my child will not be attending a session booked. Otherwise a **£5** fee will be issued.
- **I understand** that all places must be paid for regardless of whether the child attends. No refunds can be given.
- By signing below I **accept** all the financial terms operated by Turner Community Project.

Signed: _____ Date: _____

Method & Frequency of Payment:

All sessions must be paid for in **advance**. You will be issued with an invoice on or around the 15th of every month informing you of the fees to be paid for the following month. This invoice must be paid by the due date.

Our preferred method of payment is by bank transfer and our account details are included on your invoice. We also take childcare vouchers. If you are unable to pay this way we can also take payment by cheque or cash.

If at any time you have difficulties paying please contact us to discuss your situation.

All fees must be paid in advance or your child[ren]'s places will be put at risk

Sessions required:

Start date: _____

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Sessions Currently Attending (if applicable):

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Consent and agreement: Please read carefully before you sign

- **I agree** to the child in my care being collected from school and walked to the club by a member of Turner After School Club (ASC) staff.
- **I consent** to the child in my care taking part in any local activities or outings planned as part of the activities of Turner ASC.
- **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 the child in my care will not be able to leave the club alone, I have to put this in writing to the ASC in advance by completing our 'Walk Home Unaccompanied' consent form.
- **I understand** that the child in my care will only be able to leave the club with the named parent/carer; if they are to be collected by someone else, I will notify the ASC in advance.
- **I give my consent** for Turner Community Project to use photographs of my child, including for publicity, promotional literature, fundraising applications, events & activities. **Yes** **No**
- **I understand** I must not use a mobile phone/device or take videos/photographs on Turner Community Project premises. Any queries regarding this please don't hesitate to speak to a member of the staff.
- During after school club hours, please **do not take** videos or photos of children attending afterschool club whilst you're in Turner Park. Please speak to a member of staff if you are unsure about a child's attendance.
- **We do not allow any devices** such as tablets, phones, gaming devices which can either connect to the internet or have capacity to take videos or photographs. You may read our **E-Safety and Safeguarding Policy** for further information. Please note we are constantly reviewing and updating this policy.
- By signing below **I accept** all the Policies & Procedures operated by Turner Community Project. (available on request)

Signed: _____ **Date:** _____

Please could you tell us where you heard about our project?

Privacy Notice

At Tarner Community Project (TCP) we respect the privacy of the children attending our projects and the privacy of their parents or carers.

What information do we collect and process?

We collect personal information about you and your child as part of our registration process, which includes contact details and health information for your child. We may also keep other information relating to your child such as details of any incidents or accidents.

How is it held?

Your personal information is held securely either in hard copy format or electronically. TCP takes security of your data seriously and we have internal policies and controls in place to ensure that it is not lost, accidentally destroyed, misused or destroyed. Information that is no longer required* is erased after your child has ceased attending our project.

How do we use your personal information?

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.

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 organisation and other relevant news, and also so that we can communicate with you regarding payment of our fees.

Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you and meet our legal obligations as a childcare provider. In some cases we will require your specific consent, for example use of your child's photographs in promotional literature.

Who do we share your information with?

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)
- have obtained your prior permission.

Your rights

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 please note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, 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).

Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.

Signed: _____ Date: _____

Name: _____

** 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.*

Very Important Notice

All outstanding fees must be paid **in full** before we can register your child for the next academic year. Any outstanding fees from After School Club has to be paid for **in full** before we can take any bookings for Holiday Playschemes.