



Tarner Community Project

February Playscheme 2019

Ofsted registration number EY471335

Holiday Playscheme registration and booking form

Monday 18th of February to Friday the 22nd of February 2019

Please complete in FULL and in BLOCK CAPITALS

Your Details:

Child's name: _____

Date of birth: _____ Gender: _____

School (Current) _____

Dietary Requirements: _____

Religion/Cultural
Requirements: _____

Parent/Carer's name: _____

Address: _____

_____ Post code: _____

Telephone number: _____ Mobile: _____

Email address: _____

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

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

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: _____

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 sun cream for your child **Yes** **No**

Monday 18th of February to Friday the 22nd of February 2019

	Breakfast	Short Day	Short Day & Breakfast	Long Day / Sibling	Extra Hours
Times =>	8.30 – 10.00	10.00 – 3.30	8.30 - 3.30	8.30 - 5.30	3.30 – 5.30
Cost per session	£6.00	£20.00	£25.50	£32.75 / £31.25	£3.75 per 1 Hour
Monday 18 th	£	£	£	£ / £	£
Tuesday 19 th	£	£	£	£ / £	£
Wednesday 20 th	£	£	£	£ / £	£
Thursday 21 st	£	£	£	£ / £	£
Friday 22 nd	£	£	£	£ / £	£
				Weekly Rate for Long Day (tick)	£150

Total amount for all sessions: £ _____

Please ensure your booking is correct as we may not be able to change it at a later date.

We do have a **reduced rate** for the Short Day session - contact Mark about availability and eligibility.
 All places **must be paid for in advance** unfortunately we **cannot** offer refunds.

Please be aware your place can not be confirmed until cleared funds have been received.

Bank Details:

Bank: **The Co-Operative Bank**
 Account Name: **Tarner Community Project**
 Sort Code: **08-92-99**
 Account Number: **65681419**

Please make payment using the above bank details or make cheques payable to **Tarner Community Project**

Consent and agreement: Please read carefully before you sign.

- **I consent** to the child in my care (named overleaf) taking part in any activities planned as part of the holiday playscheme.
- **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. If my child will be leaving the playscheme with someone else, I will notify the holiday playscheme in advance. Tarner has a policy of not allowing children to leave the playscheme unaccompanied, **unless** we have **prior** agreement with the parent / carer.
- All children attending the playscheme will be required to wear sun cream. You are welcome to bring your own but we do provide some at the project. We strongly advise that your child brings a sun hat. Please refer to our Sun Policy.
- 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 shoes.
- Please provide your child with a healthy packed lunch and drink (no fizzy or energy drinks).
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.
- Please arrive promptly to collect your child or you will incur a late collection charge of £5 for every 5 minutes. We are also **not** responsible for children who arrive before their session begins.
- **I understand** that all places must be paid for regardless of whether the child attends. No refunds can be given. Please tick this box to confirm your agreement.
- **I understand** payments must be made **in advance** and places are not guaranteed until payment is made.
- **I give my consent** for Tarner 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 Tarner Community Project premises. Any queries regarding this please don't hesitate to speak to a member of the staff.
- During Playscheme hours please **do not take** videos or photos of children attending afterschool club whilst you're in Tarner 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 **Esafety 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 Tarner Community Project. (These are 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 book your children onto the Holiday Playscheme. We can no longer confirm your places for Holiday Playscheme without payment for your places in advance.