

## Cheadle Stay & Play Club Registration Forms

First name:	Surname:
Date of Birth:	
First language:	
<b>Parent/Guardian details (Please inform us if either parent does not have legal parental responsibility)</b>	
Title:                      First name:	Title:                      First name:
Surname:	Surname:
Home address:	Home address (if different):
Home number:	Home number:
Mobile number:	Mobile number:
Work number:	Work number:
email address:	email address:
<b>Alternative emergency contact details</b> (please provide details of two people we can contact if we are unable to get hold of you)	
Name:                      Tel Number:	Name:                      Tel Number:
Relationship to the child:	Relationship to the child:
<b>Details of child's Doctor</b>	Name of Doctor:
Address:	Telephone number:
Does your child or the child in your care have any known medical conditions, allergies or additional needs we should know about? Yes <input type="radio"/> No <input type="radio"/>  (Please state)	Is there anything else the club staff should know about?

I agree to follow Cheadle Primary school's medicine's policy with my child needing medicines at the club

Yes ☐ No ☐

I consent to my child receiving medical treatment in an emergency Yes ☐ No ☐

I certify that to the best of my knowledge all of the above information is correct, and understand it is my responsibility to update information when necessary.

Signature of Parent/Carer \_\_\_\_\_

Date: \_\_\_\_\_

# Cheadle Stay & Play Club

## Parental Permission

The use of photographs is an important developmental tool which is widely used in play and educational settings for recording, sharing and displaying activities that your children have undertaken. At Cheadle Stay & Play Club we take the issue of child protection very seriously and we would never knowingly publish an image of your child without your consent.

I give consent for my child \_\_\_\_\_ to be photographed for the Cheadle Stay & Play Club display, newsletter and school website purposes only.

Yes ☐ No ☐

**(Photo's may be developed using a public developing service)**

Children love to play outside in the sun, but sunburn in childhood increases the risk of developing skin cancer in later life. We at Cheadle Stay & Play Club have a duty to protect your child from sunburn and skin damage whilst they are in our care.

I give consent for the Cheadle Stay & Play club staff to apply sun cream to my child.

Yes ☐ No ☐

I allow the Cheadle Stay & Play club staff to apply their own brand.

Yes ☐ No ☐

I will supply my own brand.

Yes ☐ No ☐

I give consent for the Cheadle Stay & Play club staff to apply face paints or Henna paint to my child when part of an activity.

Yes ☐ No ☐

Parent/Carer name (please print) \_\_\_\_\_ Signed \_\_\_\_\_

Date \_\_\_\_\_

**This consent will remain valid whilst your child is in the care of this club.**

## **Cheadle Stay & Play Club**

### **Terms and Conditions**

Cheadle Stay & Play club is not an 'ad hoc', drop in' service. All sessions required must be pre- booked and paid for in line with booking form received before the sessions are due to begin.

If no booking form or fee has not been received, your child(ren) will not be able to attend the Club and alternative arrangements will need to be made to collect them at the end of the school day. We will hold your place open for a maximum of five working days, of which remain payable. If no booking form and payment is not received by day five, your place will be cancelled and given to somebody on the waiting list.

Cheadle Stay & Play closes at 5.45pm prompt, therefore you will need to arrive to collect your child no later than 5.45pm. If your child has not been collected by 5.45pm, we will charge a late collection fee of £5.00 per child per 15 minutes (or part of) after 5.45pm. For example, if you pick your child up at 5.55 pm you will be charged £5.00 If you pick your child up at 6.10 you will be charged £10.00. Any extra's fee will be added to your next booking form.

Sessions missed due to illness or other arrangements will remain payable. If we need to make any more than three attempts to contact you regarding any arrears within any one term, your child's place will be cancelled with immediate effect.

If anybody other than the persons named in the contract is to collect your child(ren), you must provide Stay & Play with this information before 2.30 pm on the day.

If any contact details change or you move address, you must inform Stay & Play with immediate effect.

I understand that:

- the after-school club is NOT a 'drop in' and I need to book set days which I wish to use.
- if I wish to change or cancel any sessions in my Stay & Play contract I must provide minimum 4 weeks' notice.
- if my child(ren) is unable to attend any session, I will inform Stay & Play before 2.30pm on 07974009051.
- any sessions missed, either due to absence or other arrangements remain payable just as with a childcare provider off school site.
- that payment must be made TWO WEEKS in ADVANCE minimum.
- my child(ren) must be collected by 5.45pm promptly and I am aware that, if I or any person collecting my child(ren) is late, a fee of £5.00 per child per 15 minutes (or part of) will have to be paid and will be added to my next booking.
- If anybody other than those named is collecting my child(ren) I will inform Stay & Play by 2.30pm providing them with a named contact.
- I need to inform Stay & Play if any contact details change or I move address.
- My child's place will be cancelled if payment is not made within 5 working days of it going into arrears and that they will not be able to attend the Club whilst my account is in debit
- If the club manager needs to contact me 3 times in any one term regarding arrears, the place will be cancelled immediately.

I agree with the above Terms and Conditions ☐

Signed: \_\_\_\_\_ Please print name \_\_\_\_\_

Date: \_\_\_\_\_ (all contracts subject to the acceptance of the After School Club Terms and Conditions)



## SAFEGUARDING CHILDREN

Safeguarding children from abuse is the responsibility of everyone in the community.

This statement is intended for use by all registered and voluntary childcare providers, whose responsibility it is to share any concerns with the children's Social Care, that a child may be at risk from abuse or being abused.

In line with Stockport's Safeguarding Children's Board guidelines childcare providers are required to advise parents, prior to a referral being made to the Children's Social Care. In certain circumstances it may be necessary to make a referral without a parent's knowledge or consent.

Childcare providers also have a responsibility to inform Parents/Carers of any accidents or injuries a child sustains whilst in their care. It is essential that Parents/Carers inform childcare providers of any accidents or injuries that their child has sustained at home or elsewhere.

Childcare providers are required to record any accidents, incidents or injuries in their accident/incident book. Parents/Carers will be asked to read and sign this book.

I HAVE READ AND UNDERSTOOD THIS STATEMENT AND HAVE ACCESS TO THE SETTING'S CHILD PROTECTION POLICY.

Signature of Parent/Carer .....

Of.....(Child's name)

Date .....



# Cheadle Stay and Play Club

## Privacy Notice

At Cheadle Stay and Play Club we respect the privacy of the children attending the Club 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, 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
- 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 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.*