

Registration Form

AFTER SCHOOL CLUB AT YERBURY PRIMARY SCHOOL

One form must be completed for each child attending. Make copies if you need to.

Name of Child _____

Address _____
 Telephone _____

Child- Date of Birth: _____ Age Male/Female (please circle the appropriate)

Parent/carers names and contact

1. Name _____ Address _____ _____ _____ Contact number _____ Email _____ Relationship to child _____	2. Name _____ Address _____ _____ _____ Contact number _____ Email _____ Relationship to child _____
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Emergency contacts (friend/relative)

Name _____ Telephone _____

OTHER ADULTS AUTHORISED TO COLLECT YOUR CHILD

Children will not be permitted to leave the premises with anyone other than the named parents/carers or the named person below. Adults collecting children may be asked for proof of identity if they are unknown to staff.

1. Name _____	2. Name _____
Telephone _____	Telephone _____

CHILDREN LEAVING THE AFTERSCHOOL CLUB PROVISION

If you would like your child to leave the after school provision alone at the end of the day then please sign. Please note that all children under the age of 9 years old **MUST** be collected by a responsible person aged 14+.

I give permission for my child who is over 9 years + to leave the after school club alone. (Tick box)

Sign _____ Date _____

MONITORING PURPOSES

1. Do you require a place at the After School Club to enable you to:
 Start Work Continue Work Study Other

2. Are you accessing:
 Childcare Voucher Schemes Working Tax Credits

3. Do you have a disability? Yes/No (optional)

4. Please tick the ethnicity of your child:

Bangladeshi <input type="checkbox"/>	British white <input type="checkbox"/>	Other Asian <input type="checkbox"/>	Turkish <input type="checkbox"/>
Black Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	Other black African <input type="checkbox"/>	
Black other <input type="checkbox"/>	Kurdish <input type="checkbox"/>	Other ethnic group <input type="checkbox"/>	
Black Somali <input type="checkbox"/>	Mixed ethnicity <input type="checkbox"/>	Other white <input type="checkbox"/>	

CONSENT

CONSENT TO PLAY

When our staffs are on outings it is likely that we may come across an activity that is not planned. We must have your consent for your child to take part in any unplanned activity, e.g. Go on bouncy castles, padding pools, etc.

I hereby give consent for my child to visit adventure grounds, go on bouncy castles, and take part in unplanned activities.

Signed _____ (Parent/Carer) Date _____

CONSENT FOR FACE PAINTING

I hereby give my consent for my child to have their face painted at the after school club.

Signed _____ (Parent/Carer) Date _____

CONSENT TO BE GIVEN PLASTERS

In the event that your child has injured themselves, it is likely that your child will ask for a plaster. We must have your permission to be able to administer plasters to your child.

I hereby give my consent for my child to be given plasters in case of an accident/ incident where my child may need or request a plaster.

Signed _____ (Parent/Carer) Date _____

CONSENT FOR STAFF TO TAKE PHOTOS

We are required to get permission from parents and carers for staff to take photos of your child/ren. I hereby give my consent for staff to take photos of my child/ren at the after school club.

Signed _____ (Parent/Carer) Date _____

LATE COLLECTION

Please ensure your child is collected by 6.00 pm latest. If for any reason you are unable to collect your child at this time, please ensure you have informed the after school club. We operate a £1 per minute late fine for collection after these times. The fee must be paid in cash by the following day. Please sign below for agreement to this conditions of attendance.

Signed _____ (Parent/Carer) Date _____

MOBILE

To safeguard our children we do not allow the use of mobile phones or any digital devices at the ASC. Please sign below to confirm that you will not use a phone whilst in the provision, all phones must remain in pockets or bags.

Signed _____ (Parent/Carer) Date _____

All our policies are available to parents.

CONSENT FOR STAFF TO SUPERVISE YOUR CHILD ADMINISTERING MEDICATION

In the event that your child needs to take prescribed medication whilst attending the after school club, please note that we can only supervise them in taking the medication themselves. Please sign that you fully understand and agree to this.

Signed _____ (Parent/Carer) Date _____

MEDICAL INFORMATION

GP Name _____

Address _____ Tel _____

MEDICAL CONDITIONS & DIETRY REQUIREMENTS

1. Does your child have any **ALLERGIES**? **Yes/ No.**

If yes, please give details.

2a.What happens to your child when he/she comes into contact with the allergen?

2b.What action should be taken when your child comes into contact with the allergen?

3. Does your child have any **SPECIAL DIETRY REQUIREMENTS**? **Yes/ No.**

If yes, please give more details:

4. Does your child have **ASTHMA**? **Yes/ No.**

If Yes, does he/she carry an inhaler with them? **Yes/ No**

5. 5. Does your child have a **disability or special educational needs (SEND)**? **Yes/ No.**

If yes, please give details:

6. Does your Child have any **OTHER medical condition**? **Yes/ No.** If yes, please give details:

Emergency Medical Treatment

I give consent to any emergency medical treatment necessary during the after school club activities and authorise the Out of School Services Manager to sign, on my behalf, any written form of consent required by the hospital authorities should medical treatment be necessary. This is provided every reasonable effort has been made to reach me and seek my permission, and that delay in treatment is likely to endanger my child's health or safety in the opinion of the doctor or hospital.

Signed _____ (Parent/Carer) Date _____

Conditions for After School Provision

(Please read thoroughly and sign conditions of attendance)

CONDITIONS OF ATTENDANCE

Highbury Roundhouse after school club provision

Highbury Roundhouse runs a after school club provision at Yerbury Primary School. As a team we work together to create a fun and safe environment to help children learn and develop as individuals. We believe in equal opportunities for all and have zero tolerance for bullying, fighting, racism, sexism, bad language and any other forms of disruptive or offensive behaviour.

Condition of attendance

Parents/carers must be registered on SCOPAY in order to book a places/ session with Highbury Roundhouse at Yerbury Primary School. Bookings **must** be done 24hrs in advanced;. Please note that any Sessions booked are non- refundable.

Behaviour Policy

We rely on parents/guardians to make sure that they remind their children about the importance of behaving in a reasonable manner. Disruptive behaviour by children can result in injuries to the child or other children or to the workers. It could also affect the behaviour of other children, who may then feel that this type of behaviour is acceptable. Disruptive or offensive behaviour could also cause distress to other children, especially younger children as well as making things difficult for the play workers, whose attention is then distracted from supervising the rest of the group.

Parents/Guardians need to be aware that we have a policy to suspend any child who behaves in a disruptive or offensive manner. If your child behaves disruptively, he/she may be suspended for one or more days, depending on the seriousness of the child's behaviour. If the child's behaviour then continues to be disruptive, or is very serious, your child may be permanently excluded.

We do not like having to suspend or exclude children from the provision as we understand that this can cause particular difficulties, especially for working parents who then have to find alternative care for their children. We feel that all children attending should be provided with a safe, friendly environment, where they feel safe and unthreatened so they can enjoy the play opportunities offered. We will therefore take every step to ensure that a safe, comfortable and friendly environment is provided. Highbury Roundhouse will not tolerate Fighting, Bullying, Racism, and Stealing, Bad Language or other general forms of disruptive or offensive behaviour.

If a child does behave disruptively and is suspended, the ASC manager will be on hand to explain to parents/guardians, why their child has been suspended and for what length of time. If you are unhappy with any decision made you are free to appeal against the decision by writing to the coordinator/Senior worker and if you wish to take things further, the Director of Highbury Roundhouse, **Andrew Berthier**.

Time Out

Highbury Roundhouse has a time out session that is used for children who behave disruptively or offensively. The child will be asked to sit quietly for 5 or 10 minutes and then asked by a worker to talk about why they did what they have done and then it will be explained to the child why the behaviour is unacceptable. The child will be assured it is not them (the child) that is not acceptable, but the behaviour. The child may also be asked to apologise if the worker feels it necessary. This system is very effective as it gives the child a chance to calm down and talk through why their behaviour is unacceptable.

Parent / Guardian lateness in picking up their child(ren)

Highbury Roundhouse has a lateness policy for the after school club provision. We expect you to collect your child (ren) by 6.00pm. Should an occasion arise when you cannot do so, please ring the ASC on **0790 4464 180 or 0207 359 5916** to inform the manager.

A charge of £1 per 1mins will be levied for parents who are late to pick up their child.

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I, the parent/ guardian have read, understood and agree to all of the above conditions of attendance

Child's Name _____

Parents Name _____ Parents Signature _____

Date _____

Privacy Notice

At The Highbury Roundhouse we respect the privacy of our users accessing our services and the privacy of their parents or carers where applicable. The personal information that we collect about you &/or your child is used only to provide appropriate care, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you &/or your child is so that we can fulfil our service contract with you.

Any information that you provide is kept secure. Data that is no longer required* is erased after you &/or your child has ceased attending the services.

We will use the contact details you give us to contact you via phone and email so that we can send you information about the service &/your child and other relevant news, and also so that we can communicate with you regarding any payment matters.

We will only share personal information about you &/or your child with another organisation if we:

- have a safeguarding concern
- 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 providing a service to you &/your child if we do not have sufficient information about you &/or them.
- Even after you &/or your child has stopped using our services, we have a statutory duty to retain some types of data for specific periods of time* so we 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: _____

Name: _____

Date: _____

*** We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after you &/or your child has stopped using the services, but we will delete any data we are no longer required to hold under our information asset register.**

Please note that you can request at any time that your personal data be deleted by contacting:
admin@highbury-roundhouse.org.uk