

Registration Form

One form must be completed for each child attending.

Name of Child _____

Address _____
Telephone _____

Date of Birth: _____	Age <input type="text"/>	Male / Female (please delete as appropriate)
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Parent/carers names and contact	
1. Name _____	2. Name _____
Address _____	Address _____
_____	_____
Contact number _____	Contact number _____
Email _____	Email _____
Relationship to child _____	Relationship to child _____

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 AFTER SCHOOL 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.	
Sign _____	Date _____

MONITORING PURPOSES			
1. Do you require a place at the After School Club to enable you to:			
Start Work <input type="checkbox"/>	Continue Work <input type="checkbox"/>	Study <input type="checkbox"/>	Other <input type="checkbox"/>
2. Are you accessing:			
Childcare Voucher Schemes <input type="checkbox"/>	Working Tax Credits <input type="checkbox"/>		
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 FOR CONTACT

I consent to Highbury Roundhouse holding my personal data and to contacting me about childcare services and events at Highbury Roundhouse.

Signed

(Parent/Carer) Date

MEDICAL INFORMATION

GP Name

Tel

Address

MEDICAL CONDITIONS (delete as appropriate)

1. Does your child have any allergies? 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 asthma? If so, does he/she carry an inhaler with them?

4. Does your child have any special dietary requirements?

If so please give details:

5. Does your child have a disability or special educational needs (SEND)?

If so please give details:

6. Emergency Medical Treatment

I give consent to any emergency medical treatment necessary during the playscheme activities and authorise the 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 provision

Highbury Roundhouse runs an after school provisions that is safe and fun where staff works hard to create safe play opportunities that will 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 fill in and complete the register tick list sheet in order for us to book you a place on Highbury Roundhouse after school provision.

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 after school 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 Out of school services 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 it's after school 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 or alternatively you can call the Highbury Roundhouse office on 020 7359 5916. A charge of £1 per minute will be levied for parents who are late to pick up their child.

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: _____ 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 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