

Polehampton ASC Registration Form
Kibblewhite Crescent
Twyford RG10 9AX
Telephone 07933077331

Surname..... Forename(s)..... Male/Female.....
 Name by which child prefers to be called (if different from above).....

Address.....

School..... Year..... Date of Birth.....

Name of first parent/carer to contact	
Email	
Relationship to child	
Mobile number	

Name of other person collecting child	
Relationship to child	
Mobile number	

Name of emergency collection	
Relationship to child	
Mobile number	

Name and address of child's GP.....
 Telephone.....

Please give details of any medical condition of which staff should be aware.....

Please give details of any allergies or special dietary requirements

Please give any information you feel our staff should know about your child

I give my permission for staff to seek medical attention for my child in an emergency	Yes/No
I give my permission for my child to attend off-site activities with prior notice	Yes/No
I give my permission for my child to be photographed for press/promotional purposes	Yes/No

ASC (Located in Polehampton Junior school library)

*Regular sessions required: MONDAY / TUESDAY / WEDNESDAY / THURSDAY / FRIDAY

*Casual use only

Breakfast Club (Located in Twyford Youth club next to junior school playground)

*Regular sessions required: MONDAY / TUESDAY / WEDNESDAY / THURSDAY / FRIDAY

*Casual use only

*Please delete as applicable

Summary Of Terms And Conditions Of Membership

Please ensure that you read the full version of policies and procedures, available on the school website. These govern the way our club is run. Your attention is drawn to the following points:

1. A regular ASC session will cost £9.00 and a casual £9.50 (from 15.30- 18.00)
A regular BC session will cost £5.00 and a casual £5.50 (from 7.45-8.45)
Regular sessions may be booked termly in advance and cannot be swapped. Casual places should be booked, with a minimum of 24 hours notice in advance of the session.
2. All regular bookings must be made and paid for half termly, **in advance**.
3. Casual bookings **must** be paid for prior to or on the day of the booked session.
4. Parents **must** inform the club via text/voicemail if any child/children are unable to attend a regular or casual session.
5. In the case of late collection from the club a fee of £5.00 per 15 minutes late, or part thereof, will be imposed on the parent/carer. If a child is still uncollected at 6.30pm, regardless of contact with a parent or other authorised person, the staff will contact the Manager on duty. This person may ask the staff to contact the Wokingham Social Services Children & Family Team with regard to an abandoned child.
6. Parents/carers wishing to cancel or change regular session(s) must do so *in writing* giving at least **2 weeks** notice.
7. The club will not accept any responsibility for loss or damage of personal belongings. It is therefore recommended that children do not bring in valuable items to the club.
8. Some craft activities/football can get messy, aprons are provided but Parents/carers are invited to leave a change of clothes at the club.

I have read the After School Club's Summary of Terms and Conditions and agree to abide by them

Signed.....Parent/Guardian

Date.....

Please return the completed forms **with £5.00 registration fee** either directly to the club during club hours or via Polehampton Junior School Reception.

Privacy Notice

At Polehampton ASC 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 and email 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
- engage a supplier to process data on our behalf (eg to take online bookings, or to issue invoices)
- 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: _____