



Whitmore Park After School Club

Registration Form

Prior to entry, the after school club requires a fee worth one month payment in advance to secure your child a place.

Personal Details

Child's Surname _____ Forename(s) _____

Gender _____ Date of Birth _____ Class _____

Address _____

Postcode _____ Home Telephone _____

Mother/Guardian's full name _____

Miss Mrs Ms

Tel. No. _____ Mobile _____

Work Tel. No. _____

Address _____

Email Address _____

Father/Guardian's full name _____

Tel. No. _____ Mobile _____

Work Tel. No. _____

Address _____

Email Address _____

Who has parental responsibility? Mother Father Both Step parent Other

Definition of Parental Responsibility:

A mother automatically has parental responsibility for her child from birth. If the parents of a child are married at the time of birth, or if they have jointly adopted a child, then they both have parental responsibility. If the parents are unmarried the father has responsibility if he is listed on the birth certificates, has a parental responsibility agreement or a parent responsibility order made by the court.

Collection of children

The safety of your children is paramount to us. Our staff will be instructed to only allow named and known persons to take your child from the after school club. Only those persons named on this form will be allowed to collect your child. Each named person must sign this form and may be asked to provide a signature and password when collecting your child.

1. Name _____ Relationship to child _____
Signature _____ Password _____
Tel. No. _____ Mobile _____
2. Name _____ Relationship to child _____
Signature _____ Password _____
Tel. No. _____ Mobile _____
3. Name _____ Relationship to child _____
Signature _____ Password _____
Tel. No. _____ Mobile _____

Are there any other professionals that are involved with your child or family? (e.g. Social Care, Speech Therapist, Physiotherapist, Dieticians etc.) If yes, please state:

To best support children and their families, it is essential that staff communicate with one another about children's individual and welfare needs. Sometimes staff may raise concerns such as speech and language, behavioural issues or any other concerns during regular staff meetings. **Do you give consent for your child to be discussed during these meetings? Y/N**

Photograph permission: Photographs may be taken of your child whilst in the club. These pictures may be used in promotional activities or display boards. **Consent given: Y/N**

Medical Information

Doctor name/practice _____

Address _____

Postcode _____ Tel. No. _____

Please indicate if your child has any of the following medical conditions:

- Rheumatic Fever
- Asthma
- Kidney problems
- Liver problems
- Hayfever
- Fits or faints
- Diabetes
- Heart Problems
- Epilepsy
- Eczema

Does your child have any other special needs or medical conditions not listed? If yes, please state.

Are there any medical procedures that are prohibited due to religious beliefs? If yes, please state.

Does your child have any dietary needs or allergies that we should be aware of? If yes, please state.

Is your child on any permanent medication? If yes, please state.

Medical consent

Is your child on any permanent medication? If yes, please state:

Is this medication in school? Y/N

I give permission for the **medical wipes and plasters** – to be used to prevent infection and cover small scrapes. **Consent given: Y/N**

Signature: _____

Emergency Contact

Emergency contact information

1. Name _____ Relationship to child _____

Address _____

Tel. No. _____ Mobile _____

2. Name _____ Relationship to child _____

Address _____

Tel. No. _____ Mobile _____

In the event of an emergency and my/our child is considered to be in need of medical treatment whilst in the care of the after school club and agree that the staff who are First Aid trained should authorise such treatment on my/our behalf. I understand this action would only be taken if I could not be contacted.

Signature: _____

Parent/Guardian 1

Signature: _____

Parent/Guardian 2

Attendance

Start date requested: _____

Price per child, per day - £6

Days required:

Monday Tuesday Wednesday Thursday Friday

Conditions:

1. Payment must be made in advance monthly. An invoice will be sent out to you at the middle of each month.
2. **You are required to pay for every day that your child is booked in, even if they do not attend for any reason (this includes illness). Please phone and let the school know if your child will be absent.**
3. The club is a non-profit making service and it is essential that all payments are received on time to ensure that we cover the costs of running the club.
4. Places are limited and if you fall behind on payments by more than 1 week your child will lose their place and it will be given to the next child on the waiting list.
5. In order to ensure that our adult to child ratio is correct, any change to the required days must be communicated in writing with at least 7-days' notice.
6. You are required to sign a register when collecting your child.
7. If parents are late more than 3 times in 1 week picking their child up, then they will lose their place.

Signed: _____ (Parent/Carer)

Date: _____

Please can you check over this form and ensure that ALL details and phone numbers have been filled in properly, as this will only delay your child/children from starting at the Whitmore Park Afterschool Club.

Please read and sign the attached privacy notice.

Privacy Notice

The Data Protection Act 2018 (“DPA 2018”) and the General Data Protection Regulation (“GDPR”) impose certain legal obligations in connection with the processing of personal data.

Mrs Veronica Ann Hands is a data controller within the meaning of the GDPR and we process personal data. The contact details are as follows: Whitmore Park Primary School, Halford Lane, Coventry. CV6 2HG.

Veronica.hands@whitmorepark.org

We may amend this privacy notice from time to time. If we do so, we will supply you with and / or otherwise make available to you a copy of the amended privacy notice.

We intend to process personal data for the following purposes:

- To enable us to supply our services to you as a customer.
- To enable us to invoice you for our services and investigate/address any attendant fee disputes that may have arisen.
- To contact you about other services we provide which may be of an interest to you if you have consented to us doing so.
- To contact you in case of an emergency.

We may share your personal data with

- HMRC
- Any third parties with whom you require or permit us to correspond.
- Accountants and tax advisors.
- Whitmore Park School.
- An alternate appointed by us in the event of incapacity or death.

If the law allows or requires us to do so, we may share your personal data with:

- The police and law enforcement agencies.
- Courts and tribunals.
- The information commissioner’s office (“ICO”)

Retention of personal data

- We will retain the data as long as the child is attendance at the school.

Complaints

- If you have requested details of the information we hold about you and you are not happy with our response, or you think we have not complied with the GDPR or DPA 2018 in some way, you can complain to us. Please send any complaints to veronica.hands@whitmorepark.org.
- If you are not happy with our response, you have the right to lodge a complaint with the ICO (www.ico.org.uk).

You gave consent to our processing your personal data for the purposes listed above:

- The processing is necessary for the performance of our contract with you.

Signature: _____

Date: _____