

Brickworks



Hanley Crouch Community Association Registration Form



After school Club & Holiday Play Scheme



Brickworks Community Centre
Hanley Crouch Community Association Ltd
42 Crouch Hill, London, N4 4BY
telephone 020 7263 1067
email admin@hanleycrouch.org.uk
registered charity 288337 company limited by guarantee 1771608

Please Insert passport style photo here. This is for staff use only and will not be used for any other purpose unless parent/carer has given written consent.

Registration Form

Tel: 020 7263 1067	Email: admin@hanleycrouch.org.uk	www.hanleycrouch.org.uk
Charity no: 288337	Ofsted no: EY557175	Company no: 1771608

Child's Details: Child's Preferred Name/Nickname: _____

Child's First Name(s): _____ Child's Surname: _____

Gender: Male Female Other Date of birth: ____/____/____ Age: _____

Name & Address of school _____

postcode: _____ Year: _____ Class: _____ Teacher: _____

Regular days you would like your child collected from school

Every Monday Tuesday Wednesday Thursday Friday Flexible days Holidays Only

Parent/Guardian (Name/s of person/s with parental responsibility)

1. First Name(s): _____ Surname: _____

Relationship to child: _____

Home address: _____

_____ Postcode _____

Home Tel: _____ Work Tel: _____ Mobile: _____

Work /Study address: _____ Postcode: _____

Work/Study telephone number: _____ Email: _____

2. First Name(s): _____ Surname: _____

Relationship to child: _____

Home address: _____

_____ Postcode _____

Home Tel: _____ Work Tel: _____ Mobile: _____

Work /Study address: _____ Postcode: _____

Work/Study telephone number: _____ Email: _____

Other adults authorised to collect your child

1. First Name(s): _____ Surname: _____

Home address: _____

_____ Postcode _____ Relation _____

Home Tel: _____ Work Tel: _____ Mobile: _____

2. First Name(s): _____ Surname: _____

Home Tel: _____ Work Tel: _____ Mobile: _____

Home address: _____

_____ Postcode _____ Relation _____

Emergency Contacts details

1. First Name(s): _____ Surname: _____

Home address: _____

_____ Postcode _____ Relation _____

Home Tel: _____ Work Tel: _____ Mobile: _____

2. First Name(s): _____ Surname: _____

Home Tel: _____ Work Tel: _____ Mobile: _____

Home address: _____

_____ Postcode _____ Relation _____

Adults NOT authorised to collect your child

1. First Name(s): _____ Surname: _____

2. First Name(s): _____ Surname: _____

(Please discuss this with the manager or deputy)

Health and Medical Information

Name of child's doctor: _____

Address: _____

Postcode: _____ Tel: _____

*Does your child have an allergy? Yes No

*Does your child require medication? Yes No

*Does your child carry adrenaline auto-injectors? Yes No

Please give details of any medical conditions or allergies including food, plasters, sun block etc.

Medical Condition	Allergy	Cause	Symptoms	Medication
E.G Hay fever	Pollen	Weather	Cold like symptoms, fever, swelling & rash	Antihistamines

*Please state any dietary requirements/prohibited food. (For religious or other reasons)

I give consent for my child to receive any emergency medical treatment necessary during After-School /Holiday provision activities and authorise play work staff to sign, on my behalf, any written form of consent required by hospital authorities. This applies only if every reasonable effort has been made to contact me and seek my permission and that delay in providing treatment is likely to endanger the child's health or safety, in the opinion of the doctor or hospital.

Yes No

Sign _____ Date _____/_____/_____

Health and Wellbeing Information

*Does your child have any Special Educational Needs/Disabilities/Behaviour Concerns? Yes No

Please Provide a copy of your child's EHCP (This information is kept strictly confidential and only used to support your child's needs) Yes No N/A

Do you give permission to discuss this further with your child's school and/or care worker?

Yes No N/A

If yes, please provide details below:

Name of child/parent/carers Care Worker: _____

Borough: _____

Postcode: _____ Tel: _____

If you answered yes to any of the above questions or feel there is something we should know to help support your child's development, please provide more details below,

All information given is strictly confidential, any discussion or actions needed will take place **ONLY** with guardian's consent.

Full Name of Guardian: _____

Signature _____ Date ____/____/____

Medical Consent

Child's Full Name	Medical condition

Child's Name	Medication	Dosage	Time/s

Please tick the correct box:

- I give my consent for staff at Hanley Crouch Afterschool Club and Holiday Play Scheme to administer the above medication.
- I give consent for my child to administer his/her own medication with supervision from a staff member and my child is over the age of 8 years old.

Signature: _____ Date: _____

Print Full Name of Guardian: _____

Hanley Crouch After School Club staff can only administer prescribed medication. Please ensure medication is clearly labelled with the child's full name, date and dosage. Children are not permitted to carry any type of medication on site due to safety reasons. If medication is required for your child/ren please give it to a member of staff with written instructions. Parents/carers may be asked to collect their child/ren if they are under distress due to any medical condition. We would appreciate your understanding in this matter.

Consent

(Please tick the statement that applies to you)

- * My child to be taken on trips and outings to visit e.g. local parks, museums, libraries, adventure playgrounds, swimming, cinema, library etc. Yes No
- * My child is OVER THE AGE OF 8. I give permission for them to leave the After School Club / Holiday Scheme alone at the end of the day Yes No
- * My child to use a computer and the internet under supervision and adhering to the Centre's computer use policies. Yes No
- * My child can take part in activities such as: Face painting Yes No Hand painting Yes No Henna art Yes No Nail Varnish Yes No Plaster of Paris Yes No

My child to be photographed, and such images MAY be used:

- * I give permission for Hanley Crouch Staff to take photographs of my child Yes No
- * For... Internally or on display at the setting Yes No
- * For... In newsletters, leaflets, on the website or other publications Yes No
- * For... To be shared with funders Yes No

MONITORING INFORMATION

(Please tick the statement that applies to you)

THIS INFORMATION IS CONFIDENTIAL AND ONLY USED FOR MONITORING PURPOSES

- * Child's Ethnicity _____
- * Does this childcare provision support you to work? Yes No
- * Does this childcare provision support you to look for work? Yes No
- * Does this childcare provision support you to study? Yes No
- * Are you claiming Working Tax Credit? Yes No

Proof of benefit will be required to be eligible for concession fees.

Staff use only

Verified by: _____ Proof seen: Yes No

TERMS AND CONDITIONS

We run for 38 weeks in term times and 9 weeks' half-terms and summer holidays.

1. Fees will be charged at £11 per day, £55 per week for ASC (£8 per day, £40 per week concessions).

Proof of benefit will be required to be eligible for concession fees.

2. Fees for Holiday Play Scheme are £20 per day, (No concessions)

3. All sessions **MUST** be paid for one week in advance

4. Payment can be made in cash or by bank transfer A/C No: 35787848 S/C: 600822

5. Parents should inform HCCA if their child no longer needs to be collected by 2pm on the day.

6. If a child is not collected by 6.15pm we will charge £1 for every 1 minute late.

7. A child should not be sent to the provision if they are unwell.

8. If a child falls ill then we will make arrangements for early collection.

Everyone who works in or visits Brickworks has the right to feel safe and to be treated fairly and respectfully. Any conduct by parents which compromises this, will result in them being barred from using the service.

Our complaints policy is available to view on the noticeboard. If you have any concerns or suggestions, please speak to Richard Corbin (ASC Manager) or Colin Adams (Centre Manager)

I have read and understand the privacy notice

Yes No

I consent to Hanley Crouch Community Association holding my personal data and to contacting me about childcare services and events at Brickworks.

Yes No

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

Your contact details and information will **NOT** be shared without your permission.

I understand that by completing and signing this contract and registration form:

*I agree that all the information I have given is correct and that I will inform the provision of any changes in circumstances relating to my child.

* I agree to meet the terms and conditions of Hanley Crouch Community Association.

* I understand that failure to do so may result in non-collection of my child.

Signature: _____ Date: _____

Print Full Name of Guardian: _____

Behaviour Agreements

We want your child to have a positive and fun time whilst with us, so it's important that we set out the principles to achieve this.

Our Golden rules are:

- To be kind
- To do good listening
- To look after property
- To be honest
- To be gentle to others
- To be careful and sensitive in our environment
- To tidy up after ourselves
- To tell an adult if we are sad or lonely
- To line up quickly & quietly
- To have fun - laughter is the best medicine

These rules were made by the children in our setting who all agreed by expecting, encouraging and following these Golden rules we can all trust that we can play and learn in a stress free environment.

Our setting has a performance chart in place and if your child/ren do not follow these rules and they have been on red more than 3 times in 1 week, Staff will arrange a meeting with parents/carers to implement a support plan for your child. If the behaviour continues and your child remains on red your child/ren will be excluded for a session, if an exclusion has taken place on 2 occasions your children will not be given a 3rd chance and will lose the place permanently. This is non-negotiable.

We take behaviour very serious at brickworks and we strive to the best of our abilities, so everyone enjoys themselves in a happy, safe & secure environment.

Parental/Carers involvement is also a fundamental part of the setting so we expect parents/carers to set an example. Responsibilities of parents/carers:

- Establishing good communication with staff
- To support our behaviour policy fully
- To be respectful of staff/others
- To not display any signs of verbal/physical abuse towards adults or children

Any signs of verbal/physical abuse towards adults, parent's or children within the setting will mean that you will be removed from the premises permanently and you will need to make other arrangements for your child/ren to be collected from the setting.

By registering your child for a place at the setting, it is a requirement that parents, carers and children agree to all the above rules and that they have read and understood the guidelines for behaviour and agree with the possible consequences for behaviour concerns. Parents and carers understand that they will be consulted regarding their child/ren, should they have behaved in a manner which is against the rules and will support the staff to achieve a fun, safe and secure environment.

If you have any concerns about a child's behaviour, our responses or have any comments about this agreement, please contact a member of staff.

Please also take a look at our complaints procedure which is displayed on our notice board.

Print Childs Full Name: _____

Childs Signature: _____ Date: ___/___/___

Print Full Name of Parent/Carer _____

Parent/Carer Signature: _____ Date: ___/___/___

We thank you for your support in this matter.

Hanley Crouch After School Club and Holiday Play Scheme Privacy Notice

At Hanley Crouch after school 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 Hanley Crouch after school club and holiday play scheme. ** 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.*

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.

Signature: _____ Date: _____

Print Full Name of Guardian: _____