



# Community Playcentre @ Walberton

## Registration Form

Childs details	
First Name:	
Middle Name:	
Surname:	
Known Name:	
Boy or Girl:	
Date of Birth:	
Address:	
Legal responsibility:	
Start Date:	

Mothers details	
Name:	Ms. ( <input type="checkbox"/> ) Mrs. ( <input type="checkbox"/> ) Miss ( <input type="checkbox"/> )
Address: (if different to above)	
Telephone numbers:	Home: Work: Mobile:
Email address:	
Occupation:	

Fathers details	
Name:	
Address: (if different to above)	
Telephone numbers:	Home: Work: Mobile:
Email address:	
Occupation:	

**Invoicing**

<b>Email address to be used for invoicing:</b>				
<b>Payment method: (please circle)</b>	Funded	Bacs	Cheque	Childcare Vouchers
	Name of scheme:			

**Main Emergency Contact:**

<b>Main contact name:</b>	Ms. ( ) Mrs. ( ) Miss ( ) Mr. ( ) Other
<b>Main telephone number:</b>	Home: Work: Mobile:
<b>Relationship to child:</b>	

**Second Emergency Contact:**

<b>Second Contact name:</b>	Ms. ( ) Mrs. ( ) Miss ( ) Mr. ( ) Other
<b>Telephone number:</b>	Home: Work: Mobile:
<b>Relationship to child:</b>	

**Third Emergency Contact:**

<b>Third Contact name:</b>	Ms. ( ) Mrs. ( ) Miss ( ) Mr. ( ) Other
<b>Telephone number:</b>	Home: Work: Mobile:
<b>Relationship to child:</b>	

**Fourth Emergency Contact:**

<b>Fourth Contact name:</b>	Ms. ( ) Mrs. ( ) Miss ( ) Mr. ( ) Other
<b>Telephone number:</b>	Home: Work: Mobile:
<b>Relationship to child:</b>	

Permissions					
	YES	NO		YES	NO
Calpol:			Plasters:		
Emergency Aid:			Anti-histamine:		
Outings:			Face paint:		
Hair check:					

Health	
Doctors name:	
Surgery:	
Telephone Number:	
Health Visitors Name:	
Telephone Number:	

Vaccinations:				Illness had previously:				
	YES	NO		YES	NO		YES	NO
Measles:			Polio:			Chicken Pox:		
Mumps:			Tetanus:			Measles:		
Rubella:			Diphtheria:			Mumps:		
MMR 3 in 1:			Meningitis C:			Rubella/German measles:		
Hib			Whooping cough:			Whooping Cough:		
						Scarlet Fever:		
						Convulsion/Fits:		
						Other:		

Signature of Parent/Carer: \_\_\_\_\_

Dated: \_\_\_\_\_



# Community Playcentre @ Walberton

## Parent/Carer's Contract

Child's name \_\_\_\_\_

Parent or carer's name \_\_\_\_\_

\* I consent for my child to attend the Playcentre. I understand that the playcentre has policies and procedures (which are available for reference on site and on the Playcentre website), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.

\* I understand that the Playcentre is a play setting and that whilst my child is there the Playcentre is legally responsible for him/her.

\* My child will be provided with a snack and drink and/or meal whilst at the Playcentre unless otherwise requested.

\* Once my child arrives at the Playcentre he/she will be in their care until collected and signed out by an authorised person.

\* I will notify the Playcentre before the start of the session if I am collecting my child from school on a day that he/she is booked to attend. I understand that I will be charged for the booked session.

**\* I will book my child into the Playcentre on a yearly basis, will pay monthly in advance for all booked sessions whether my child attends or not (e.g. due to illness or holidays), unless I have made other arrangements with the manager.**

\* I agree to abide by the following notice periods:

**Out of School Club (regular bookings) – ½ terms notice required**

**Nursery term time only – One terms notice required**

**Nursery (all year) - 4 weeks' notice required**

**Holiday Club – all sessions must be paid in full in advance and even if a session is missed or cancelled you will still be charged.**

\* It is my responsibility to keep the Playcentre manager informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc.).

\* I accept that my child may take part in messy activities while at the Playcentre. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.

\* If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.

\* If I do not collect my child by the end of their allocated session, I will pay a charge of £10 per quarter of an hour to cover the costs of the two staff who are legally required to supervise my child.

\* If I do not collect my child by 15 minutes after my session has ended, and the Playcentre has been unable to reach me or any of my emergency contacts, I understand that they will follow its Uncollected Children Policy and contact Social Care.

\* Whilst the Playcentre tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property.

\* I have read the Playcentre's Behaviour Management Policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the Playcentre, and I will pay for any missed sessions unless otherwise agreed with the manager.

\* If there are any accidents or incidents at the Playcentre involving my child, I will be informed.

\* If my child has an accident at the Playcentre, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from the Playcentre will sign any consent forms necessary for treatment on my behalf, as stated on the Playcentre's Medical Form.

\* Information held by the Playcentre regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the Playcentre has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.

\* Any parent/carer or individual who use a member of staff offering to babysit for families who use the Playcentre, must be aware that their services are in isolation to the Playcentre. Any such duties do not reflect on the Playcentre's reputation and care it offers. The Playcentre takes no responsibility of staff who choose to babysit for families outside of their contractual hours. The responsibility lies soles with the parent/carer and individual, not the Playcentre.

**I have read and understood the above terms and conditions and I agree to abide by them.**

**Signature: .....** **Date: .....**



# Community Playcentre @ Walberton

## Medical Form

Child's name:	Date of birth:
Doctor:	
Doctor's address:	
Doctor's telephone:	
Does your child or the child in your care have any known medical problems or additional needs? (Please list)	
Please detail any medical needs your child has/medication taken: (please provide full details, if medication is needed an additional medication consent form will need to be completed)	
Does your child have any known allergies? (an Allergy Management Plan will be put in place where required)	
Does your child have any dietary requirements?	
Any other information relevant to your child's health	
Parent/Carer emergency contact telephone numbers:	

In the event that my child is involved in a serious accident I expect to be contacted immediately on the above telephone numbers.

In the event that my child requires immediate medical treatment before I can get to the hospital I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf.

Signed:.....

Date:.....



# Community Playcentre @ Walberton

## Password

Dear Parents/Carers,

We would like to implement a 'password system' at the Playcentre to ensure the safety of the children. If there is a reason that either the child's parents, or other people who regularly collect your child from the setting, aren't able to collect and you need someone else to pick up, we will ask for the password that you have decided upon.

We will require you to inform us as soon as possible if you aren't able to collect, and to let the other person who will be collecting your child know your password.

They will then be asked by a member of staff for the password upon collection, which will then be checked against your child's personal records.

If for some reason the nominated person who is collecting your child who is unknown to staff doesn't have the password, they will not be allowed to remove your child from the setting until we have received consent from you.

The password you decide upon can be anything of your choosing. We advise that you don't use your child's name as your password.

If for any reason you need to change your password at any time, please put it in writing, signed and dated and hand it to either Kelly or Sarah so we can update your records.

Please fill out and return the attached form below.

I ..... have chosen the following password  
.....  
for my child .....

I understand the reasons this is put into place and will inform a member of staff if there is somebody different collecting, or if for any reason I need to change my password

Signed.....

Print name .....

Date .....



# Community Playcentre @ Walberton

## Photograph Permission Form

The use of photographs is an important developmental tool which is widely used in play and educational settings for recording, sharing and displaying activities that your children have undertaken. At the playcentre we take the issue of child protection very seriously and we would never knowingly publish an image of your child without your consent.

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As the parent or carer of the child named below, I grant permission for images of my son or daughter to be used for the following purposes:

*(Please tick for consent)*

- Electronic and printed information, displays and exhibitions at the Playcentre
- Website for Playcentre
- Social Media (please note our Facebook group is an open group)
- Promotional material for the Club
- To accompany staff or student coursework
- Observation and assessment
- Club records of my child
- Local newspaper or magazine
- National newspaper or magazine
- Other organisation's website
- Other organisation's promotional material
- Other

I understand that personal details or names of any child in a photograph will never be given in such a way that would allow them to be individually identified.

I understand that this image will NOT be used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for the child or their parent or carer.

I understand that there will be no payment for my child's participation.

Child's name: .....

Signed: .....

Date: .....

*(parent/carer)*

Print name: .....

This consent will remain valid whilst your child is in the care of the Community Playcentre @ Walberton.





# Community Playcentre @ Walberton

## GDPR Data Consent Form

**Dear First Parent/Carer**

Under the GDPR (General Data Protection Regulations 2018) which come into effect on 25<sup>th</sup> May 2018 we need your additional consent on how we use your personal information.

Your information is held securely on an IT nursery management system which is accessible by authorised users only (practitioners and administrators) by password protection. Paper copies are stored securely in a locked cabinet. Your data will only be shared in the circumstances laid out in our updated privacy policy, copies of which are available from the Playcentre and on our website.

I confirm that I consent to my personal data being used for the following purposes:

*please tick for consent:*

- To receive by email invoices relating to fees and charges I incur whilst my child is attending the Playcentre and to be contacted where further correspondence is necessary by email and/or telephone and/or post.
  
- To be sent emails that keep me informed of news, events and activities at the Playcentre

Child's name: .....

Signed: .....

Date: .....

*(parent/carer)*

Print name: .....

Email:

You can grant consent to all of the purposes, one of the purposes or none of the purposes. Where you do not grant consent, we will not be able to use your personal data to contact you; except in certain limited situations such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our Privacy Notice, which is available from our website or from the Playcentre.

You can withdraw or change your consent at any time by contacting the Playcentre Administrator at The Community Playcentre @ Walberton, The Recreation Field, The Street, Walberton, Arundel BN18 0PJ 01243 931848 [accounts@communityplaycentre.org](mailto:accounts@communityplaycentre.org)



# Community Playcentre @ Walberton

## GDPR Data Consent Form

**Dear Second Parent/Carer**

Under the GDPR (General Data Protection Regulations 2018) which come into effect on 25<sup>th</sup> May 2018 we need your additional consent on how we use your personal information.

Your information is held securely on an IT nursery management system which is accessible by authorised users only (practitioners and administrators) by password protection. Paper copies are stored securely in a locked cabinet. Your data will only be shared in the circumstances laid out in our updated privacy policy, copies of which are available from the Playcentre and on our website.

I confirm that I consent to my personal data being used for the following purposes:

*please tick for consent:*

- To receive by email invoices relating to fees and charges I incur whilst my child is attending the Playcentre and to be contacted where further correspondence is necessary by email and/or telephone and/or post.
  
- To be sent emails that keep me informed of news, events and activities at the Playcentre

Child's name: .....

Signed: .....

Date: .....

*(parent/carer)*

Print name: .....

Email:

You can grant consent to all of the purposes, one of the purposes or none of the purposes. Where you do not grant consent, we will not be able to use your personal data to contact you; except in certain limited situations such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our Privacy Notice, which is available from our website or from the Playcentre.

You can withdraw or change your consent at any time by contacting the Playcentre Administrator at The Community Playcentre @ Walberton, The Recreation Field, The Street, Walberton, Arundel BN18 0PJ 01243 931848 [accounts@communityplaycentre.org](mailto:accounts@communityplaycentre.org)



# Community Playcentre @ Walberton

## Sun Protection

Children love to play outside in the sun, but sunburn in childhood increases the risk of developing skin cancer in later life.

- Children’s skin is delicate but you can protect their skin by:
- Avoiding the midday sun (between 11am and 3pm)
- Playing in the shade
- Wearing a hat that covers the ears and neck
- Covering up with a T-shirt and wear sunglasses that have UV filters
- Using a minimum of SPF15 sunscreen on exposed skin. Apply sunscreen liberally and reapply regularly.

CP@W is concerned about protecting your child from sunburn and skin damage. Please provide a suitable hat, such as a legionnaire’s hat or sunhat. On sunny days apply sunscreen to any exposed parts.

With your consent we will also help your child apply sunscreen when necessary. Please complete and return the consent form below.



### Permission to apply sunscreen

Child’s name:.....

I am happy for my child to have sunscreen applied at CP@W.

*Please delete as appropriate:*

**(A)** I am happy for my child to use the sunscreen provided by CP@W.

*or*

**(B)** I will provide a bottle of sunscreen labelled with my child’s name for use at CP@W.

Signed: .....  
*(parent/carer)*

Date: .....

Print name: .....

This consent will remain valid whilst your child is in the care of Community Playcentre @ Walberton