



Holiday Playscheme Registration Form

Childs Details

Name
Date of Birth
Present Age
Current School
Male
Female
School Year

Parent or Guardian Details and Emergency contact

If child's address is different from parent/guardians address please complete both below and indicate as child's address.

Name(s)
House Number/Name
Street
Town
County
Post Code
Home Tel
Mob Tel
Work Tel
E-mail

Additional Emergency Contact Name
Contact Number

Voluntary Questions:
What do you consider to be the main religion in your household
What language(s) are spoken in your household

Collection

Please list the names of any person who you permit to collect your child, apart from yourself.
If you need to add or remove anyone from this list, and are unable to do it in person, you may either call the centre your child attends or email play.scheme@eastbourne.gov.uk

Table with 3 columns: Name, Relationship to child, Contact Number

Collection Password
This will be an extra security measure when your child is collected. Please make sure all relevant people have this password, without it they will be unable to collect without confirmation from a parent/guardian.

Is there anyone with whom your child should not come into contact with?
(please state full name and relationship to child)

.....
.....

If you wish for your child to be allowed to leave the centre alone in order to make their own way home, please sign and print here: (The child will be allowed to leave at the end time of their session. Please note this option is only available to parents of children in the over 8 group)

Sign: Print:.....

About your Child

Doctors Name
Practice Name
Tel

Does your child have any of the following?

	No	Yes (Details including medication)
Allergic Reaction	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>
Dietary Needs	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>
Hay Fever	<input type="checkbox"/>	<input type="checkbox"/>
Long Term Illness	<input type="checkbox"/>	<input type="checkbox"/>
Other Medical Condition	<input type="checkbox"/>	<input type="checkbox"/>

If there is anything that you are concerned may affect your child's experience at Rascals eg additional needs, development concerns, toileting etc please give details below:

.....
.....
.....
.....

Alterations

Please list the name/s of anyone you permit to make alterations to this form on your behalf

.....
.....

Terms and Conditions Please read before signing

- During warmer periods of the year please ensure your child has a hat and that they have sun cream already applied. We are unable to assist your child with applying sun cream. During the colder months please ensure your child has a warm coat, hat and gloves so they can still enjoy the outside space. Please ensure that all items have your child's name on them.
 - Each child must bring a refillable water bottle with their name on it.
 - We are a NUT FREE Playscheme therefore please make sure your child's packed lunch is kept NUT FREE. As most chocolate spreads contain Hazelnuts they will be treated as a Nut based product. If your chocolate spread is 'nut free' and you would like to put it in their sandwich, please bring the packaging with you to show the Manager on duty that day. Any items found containing nuts or may contain nuts will be taken away and kept in the office until collection time.
 - Failure to collect your children on time will mean you will be liable to pay a late collection charge. After 5 minutes, every further 15 minutes your child is in our care you will be charged £5 per child. If after 1 hour we are unable to make contact with anyone on the registration form children's services will be contacted.
 - Please remember that spaces are limited due to strict play worker child ratios. Book in advance to guarantee your child's place. All spaces must be paid for at the time of booking.
- Ofsted Registration Numbers: Cavendish EY252616, Hampden Park EY252596 & Shinewater EY252565

- To receive a refund or swap to an alternative day within the existing school holidays you must provide a minimum of 48 hours cancellation notice otherwise that space is forfeited without a refund. This includes cancellations due to sickness or any other unforeseen circumstance. No credit notes can be given or issued.
- Please refer to and abide by, the HSC guidelines with reference to infectious diseases in regards to any exclusion periods for illness.
- If children arrive before their session time, whilst an earlier session is taking place, parents will have the option to pay for them to go into the earlier session, if there is available space (full session price) or wait with their children outside the building until their allotted time.
- From time to time we photograph and video the activities the children participate in for use on promotional material for display both inside and outside of the centre and on the internet. To give consent for your child to appear in this material please tick this box.
- If you receive help with your childcare costs and could potentially be asked to provide evidence of this please keep a record of the sessions and holidays that your child attends so we can assist you with this. We will need 1 weeks notice to process this for you.
- We advise that children do not bring any valuables to the playscheme. If they do wish to bring them, these will be kept in the office during the scheme, and have them during break time or at the playworkers discretion. Please note, we do not hold responsibility for any possessions or valuables that children bring in.
- With parent's permission, and at the discretion of the Duty Manager, a child who is approaching their 8th Birthday may be moved from one age group to another as long as this does not affect the care of the other children. When booking they must still be booked into the correct age group.
- Please note that at break times we might show carefully chosen films with a rating of U or PG.
- Our aim at playscheme is for all children to enjoy their time whilst at the scheme. Therefore we will not tolerate disruptive behaviour or bullying and expect children to respect one another, each other's possessions as well as the playscheme equipment. Failure to do so may result in a progression of timeouts, incident forms, meetings with parents/guardians, time away from the scheme and an eventual ban from all Sport Eastbourne playschemes. For more information please see our handbook.
- Please be aware, as with all activities, there is an element of risk to the activities that take place at playscheme. Please speak to a manager if you have any concerns.
- In the event of an emergency every effort will be made to contact you. Should this not be possible then by signing this form you are giving consent for a member of staff to authorise any emergency treatment deemed necessary by medical experts.
- If you have provided an email address and want to receive occasional email updates on the playscheme please tick this box.
- Eastbourne Borough Council is a data controller and collects personal data in order to process the playscheme registration. We will only collect the personal data that we need in order to provide this service to you.
- For further information and your rights on how the council uses personal information please see the [Privacy Notice](#) page on our website or ask a member of our staff for a copy.
- Details on this form must be kept correct. For example, if you change phone number or address please make sure you update this form accordingly. It is essential that we have correct contact/collection details, and medical history.

I can confirm all details on this form are true and accurate

Print

Signed Date / /

Please update and resign yearly to keep details current

I can confirm all details on this form are true and accurate

Print

Signed Date / /

I can confirm all details on this form are true and accurate

Print

Signed Date / /