**Prime Time Kids Club’s Registration forms**

**Please complete the following details on your child as fully as you can.**

**If you don’t disclose and update as needed all information asked for on this form, it may, result in the immediate removal of your place should information come to our attention. We have a duty of care to all children’s needs and require the information therefore asked for.**

**Any child with additional needs or an EHCP will need to be registered with plenty of time before your planned attendance. We need to ensure we are the right setting for your child by consulting fully with yourself and other professionals such as a class teacher and/or health experts before we accept registration. For full details see our website under the Holiday Club tab and the FAQ's tab. Thank you**

Childs Full Legal Name (as displayed on your Childs birth certificate):

Any other names your child is known by:

Childs Date of Birth:

Gender:

Childs main educational setting (nursery or school name):

Childs home address:

Childs home telephone number:

Childs mother and/or main carer (parent 1) name and contact number:

Childs father and/or main carer (parent 2) name and contact number:

Any other adults with caring responsibilities for your child such as step parents, partners, grandparents etc. who your child lives with in their main home including their name and contact numbers

Please give details of any addresses and telephone numbers where the child abodes at other than the home address regularly (separated parents for example):

Who has parental responsibility for the child ? (According to the law this will always be the mother unless it has been removed by a court, married couples at the time of the child's birth, couples who have adopted and in the case of unmarried parents the father/2nd parent may only have legal responsibility if the couple jointly registered the birth, have a legal document by a court or have a contract of responsibility agreed by the mother/main parent).

Current email address which will be used to send invoices, newsletters, booking forms and memos:

I give permission for information to be shared with me about Prime Time’s services via (please tick)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Email |  | Text (SMS) What’s App |  | Post |  |

Signed: Date:

Please provide parents work addresses and work contact numbers in case of emergency contact

Please give the names, telephone numbers and relationships to the child for at least 2 emergency contacts:

Please list who your child may be handed over to at the end of a session and their relationship to your child:

Your Childs GP name, surgery address and telephone number:

Does your child have any long term health conditions (including behavioural), if so please provide details here and complete the attached form?

Please give details of any medication your child is taking for a long period of time:

Please provide details of any known allergies:

Does your child have any specific dietary requirements?

What is the main language spoken in your family home?

Please list any other languages your child is fluent in:

Please give details of your child and/ or family’s religion and any special requirements in relation to this:

Please provide details if your child or family has a social worker or has received/ is receiving support from Social Care. Please provide brief details and include your Social Workers name if you have one and their contact telephone number or email where known (Please note Prime Time Kids Club has a duty to Safeguard all children and should be made aware of this information).

Does your child have any Special Educational Needs or an EHCP? Please provide details here and on the attached form later on. We will contact you to discuss further. Please include all professionals supporting your child with their additional needs and their contact details (telephone and email)

Is your family receiving support from any other professionals such as Early Help ? If yes, please include brief details and your support workers name and contact number/ email

Please circle below your Childs ethnicity:

White- British

* Irish
* Traveller of Irish Heritage
* Gypsy/ Roma
* Any other white background

Mixed- White and Black Caribbean

* White and Black African
* White and Asian
* Any other mixed background

Asian or Asian British

* Indian
* Pakistani
* Bangladeshi
* Any other Asian background

Black or Black British

* Caribbean
* African
* Any other Black background

Chinese

Any other ethnic background

**Please Sign/ Date next to the following statements if you agree to them.**

* Sun cream to be used by/ on your child

**Signed: Date:**

* Plasters to be used as needed

**Signed: Date:**

* Being taken on local walks on foot outside of Prime Time grounds

**Signed: Date:**

* Photographs to be taken and used for displays, publicity and media usage such as press releases and advertising work including our website and Facebook page and any school classroom sharing apps

**Signed: Date:**

- Watching DVDs and/or videos up to a PG rating (we will still watch U videos)

**Signed: Date:**

For information and records on my child/family to be shared with other professionals if needed such as school, health, legal or social care organisations. Please note where the sharing of information is needed for the safeguarding and well-being of your child we may share information without parent permissions

**Signed: Date:**

* For observations to be carried out on my child to help staff plan for their needs and interests

**Signed: Date:**

* I understand that I must update Prime Time on any changes to this form such as telephone numbers or addresses. I understand it is a legal requirement to do so. **Signed: Date:**

**If your child is under the age of 5 (within the EYFS stage) please complete the following additional information.**

Please write a short statement with details of your child's toileting stage and anything we may need to be aware of

Do they have any rest times during the day?

Does your child have a special toy, comfort blanket or dummy?

Please provide us with some information about your child's interests and favourite things to help us settle them in

**Prime Time Kids Club’s Allergy / Medical condition follow up form**

At Prime Time we want to ensure that we are caring for our children to the best of our ability. To do this confidently we believe in following the advice and experience of you as the parents. Therefore as your child has been identified on their information form as having a medical condition we would ask you to fill out this additional form of information.

Child name:

Childs date of birth:

Childs allergy or medical condition:

If known please give a brief description of the condition:

Please list all medication your child is on for this condition or any medication that may be taken for this condition:

Please describe the signs and symptoms that we may need to look for in your Childs condition.

Please state a clear procedure of events to be taken if these symptoms should occur whilst your child is in our care.

1.

2.

3.

Any additional special arrangements that we need to be aware of

Your child doctor and telephone number:

Your Childs specialist, telephone number and hospital if they have one

**Prime Time Kids Club’s Emergency Medical Treatment Consent Form ( this must be completed to be registered and as important if your child needs medical help before you can be reached)**

Please complete in BLOCK CAPITALS

Childs name:………………………………………………………….

As Parent/Guardian of the above named child I:

1. Know of no medical or other reason why he/she should not participate in Prime Times activities.
2. Am aware that Prime Times staff accept no liability for loss of life, damage or accident involving the above named child and that I should consider making my own personal accident insurance arrangements to cover him/her.
3. Consent to any emergency medical treatment necessary during the course of my child’s participation in Prime Time activities. I therefore authorize Prime Times acting Supervisor to sign on my behalf any written form of request by the health service/hospital authority. This is on the understanding that the Health Authority consider delay likely to endanger my child’s health and safety that every effort has been made to contact me first.

Parent/Guardian signed:…………………………………………………

Name (IN BLOCK CAPITALS):…………………………………………..

Date:………………………………………

**Prime Time Kids Club Parental Agreement Contract**

We aim to have a partnership between Prime Time Kids Club and staff working with parents and carers to meet the needs of the children, both individually and as a group.

Information to parents that must be adhered to at all times–

1 Prime Time Kids Club is open from 7.30am to 8.45am and 3.00pm to 6.00pm, term time and holiday times as notified, to children between the ages of 3 years and 12 years old.

2 Prime Time holds policy documents that must be adhered to at all times and copies are available upon request. Our Risk Assessments may also be requested. Both items are displayed on our website.

3 The group shall pass information to parents via telephone, text message, email, notice board and letters home on a regular basis and prompt action will be taken if any concerns are raised.

4 Staff details and information about activities are available on request.

5 Prime Time Kids Club will undertake to consult with parents on a regular basis to ensure they are meeting the children’s needs.

6 Persistently disruptive behaviour by a child would result in the incidents being reviewed and recorded.

7 Prime Time Kids Club reserves the right to exclude a child on the grounds of persistently disruptive behaviour where it affects the well-being of others.

8 Any problems which cannot be satisfactorily resolved between parents and staff may be referred to the management and board of trustees in line with the organisations complaints procedure.

9 All fees term time will be paid to Prime Time Kids Club by the 10th of each month. Parents may use Childcare vouchers/Tax Free accounts and should seek Prime Time Kids Club’s Ofsted Number to do so.

Ofsted registration number is EY425576.

10 Parents may pay fees by BACs. Details required are-

Account name: Prime Time Kids Club

Sort code: 30-90-89

Acct No. 36549460

Please note any parent who pays consistently late may be refused the right to make payments via BACs and will be requested to pay directly to the Supervisor.

11 Where fees are unpaid by the 10th day of the month Prime Time Kids Club reserves the right to charge a late fee of £5.00 on the 11th day of the month, and thereafter, an additional £5.00 charge for every 5 working days late until payment has been received.

12 For holiday clubs Prime Time Kids Club reserves the right to charge fees in advance for non-term time users.

13 Where parents are suffering financial difficulty, please discuss the situation in confidence with the Supervisor or Chair of Trustees where a separate arrangement may be arranged, however late payments will not be tolerated. All late fees where not resolved will be transferred to Chameleon Debt Collections, who will act on our behalf or the small claims court.

Standard cancellation fees will apply, as detailed below:

14 Sessions booked Term Time and not cancelled 1 week in advance by the Friday before the week ahead will be liable to receive a cancellation fee of the full session rate booked.

15 Sessions booked for the Holiday Club will be liable for full rate cancellation fees from the date of booking.

16 Cancellation Fees of full session rates will apply to all non-attendees that do not contact a member of staff.

17 Parents are invited to participate on the board of trustees or to support the group fundraise by joining the subcommittee of fundraisers. Contact details will be provided to anybody interested.

18 All parents of children using the group are requested to be supportive to the Supervisor and the staff within the group.

19 Children should be collected promptly at the end of a session. Where a parent is late in collecting a child, Prime Time Kids Club reserves the right to charge a late fee, for every 15 minutes late. This charge will reflect the same amount as the first hour of after school club.

20 Children are not allowed to leave the group, unless accompanied by their parents or other nominated adult.

21 If a parent is unable to collect their child/ children, they must inform Prime Time staff. No child will be allowed to leave the premises with person or persons unknown.

22 Parents are requested to behave in a polite and appropriate manner when dropping off or collecting their children. Failure to do so could lead to their child being excluded.

23 If a parent cannot collect their child at the allocated time, they must inform Prime Time staff immediately.

24 All staff are aware of the need to maintain confidentiality about matters concerning families and children.

25 Records will be kept containing details about the child, including health, religion and diet information, parent emergency contact details, child protection records if applicable and appropriate signed consent forms. Parents if requested to complete or sign such forms must do so promptly or your child may be refused a place.

26 Observations may be carried out on your child at play to help us plan for future play sessions.

27 In the event of staff sickness or emergency situations such as building fault or bad weather Prime Time Kids Club reserves the right to close the setting at short notice. We will endeavour to let parents know in advance where possible. This will likely be by our Facebook Page, school apps, website, email or text.

28 Parents must take responsibility for their children’s belongings and support children to do the same. Prime Time accepts no responsibility for lost or damaged property. Likewise Prime Time staff will not spend time searching for lost or missing toys brought in. Children must not bring in any electrical devices such as I pads, tablets, laptops, mobile phones or I pods. Likewise no game consoles. This is in line with our use of mobile phones and cameras policy to help safeguard all children in our care.

29. Prime Time staff encourage independence at a high level appropriate to the child’s age.

30. Children must bring appropriate clothes for outside play including a rain coat and sensible shoes (please no sandals or crocs), a sunhat and sun cream for hot weather. We try to go out in all weathers and unsuitable wear may mean your child being excluded from some activities.

31. To follow all policies and procedures and by registering you acknowledge you agree to them. All policies can be found on our website or requested.

Please sign below to confirm you have read and understand the parental contract agreement and recognise that by doing so you are agreeing to the contract.

Signed: …………………………………………………………………………………………………..

Print: ……………………………………………………………………………………………………..

Date: ……………………………………………………………………………………………………..

**Parent/Carer Privacy Notice**

AtPrime Time 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 and to fulfil our legal obligation as a childcare provider.

We take the security of your data, and those of your children, very seriously. We have internal policies and controls in place to ensure your data is not lost, accidently destroyed, misused or disclosed, and is not accessed except by those in the performance of their duties. We make sure that confidential material is labelled as such, that paper copies are locked away and that electronic files are password protected and encrypted where necessary. It will only be shared with those within Prime Time where it is necessary for the performance of their roles. Data that is no longer required is erased after your child has ceased attending Prime Time. 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, social media 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.

Your data will not be transferred to countries outside the European Economic Area. 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 (e.g. 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. If you would like to exercise any of these rights please contact Prime Time’s Manager. 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:

**Prime Time Membership**

Prime Time Kids Club is a registered charity. A charity must make sure that it creates public and not private benefit. Therefore it is not run to make a profit that benefits individuals like a private childcare provider. Any surplus at the end of the year all goes back into the work of the charity. Prime Time exists to provide the highest quality of childcare that is affordable, not to make money. It has objects that legally set out what public benefit it makes and how:

1. To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays, and
2. To advance the education and training of the persons in the provision of such care, education and recreational facilities.

Prime Time has a constitution that sets out how the charity is run. A copy is available on our website, or a copy can be requested from the Manager. Prime Time is run by a group of volunteers, its Trustees. They chose to spend their time and energy for no reward to make sure that the charity follows its constitution, its objects and makes as much public benefit as possible. However the charity is ultimately controlled by its voting members. They elect the Trustees to sit on a committee that regularly meets to manage the charity, and report back to members at least once a year at an AGM.

If you would like to show your support of what Prime Time does and is run (i.e. a not for profit charity that is answerable to those in the community) we would like to encourage you to be a member.

Members:

* Are kept in touch with news and developments
* Can be elected to serve as a trustee on the committee
* Can vote at general meetings of the charity
* Can call the committee to account if unhappy with any of its decisions

Annual membership runs to the end of September each year. Membership is free and open to individuals that support the above objects and apply to the Trustees on the form overleaf. Membership will only be refused if the Trustees consider it to be in the best interests of the charity. If you wish to become a member please fill in the form and return by e-mail or give it to a member of staff and your application will be considered at the next committee meeting.

We are encouraging all parents to complete this form upon registration now and then again yearly. We would really ask you to consider returning it. However, please note it is not an obligation to do so. Thank you we look forward to you becoming a member. Please print clearly in **BLACK** ink.

* **Name (Adult):**
* **Address:**
* **Telephone Number:**
* **Email:**

**Please delete the following as appropriate:**

* I **do/do not** agree to receiving official notifications by e-mail
* I **do/do not** agree to accessing official documents on the web

I apply to be a member of Prime Time Kids Club and support its objects. As a member I understand that I have a legal duty to always act in the best interests of the charity. I agree to the above information being held on a computer and used for information purposes in accordance with the Data Protection Act.

**Signed: (if electronic please type name)**

**Date:**

**Print Name:**