

Registration Form 2021-2022

All children who attend must be registered with Club. A registration fee of £12.00 per child per year, or part year, is payable at time of registration and annually in September of each year. Attendance fees are shown separately in our Prospectus.

Child's Details

Surname
(in full)

First
Names

To be
known as

Gender

Boy / Girl

Date of
Birth

Home
Address

Postcode

School
Attended

Parents / Carers

Name 1

Emergency Contact
Authorised to Collect

Yes / No

Yes / No

Address
if different

Postcode

Telephone

Daytime

Evening

Mobile

E-mail

Name 2

Emergency Contact
Authorised to Collect

Yes / No

Yes / No

Address
if different

Postcode

Telephone

Daytime

Evening

Mobile

E-mail

Registration Form 2021-2022

Details of additional person(s) authorised to collect child from Club

Child(ren) will only be able to leave with a named person

Name 1

Relationship to Child

Telephone

Daytime

Evening

Mobile

Name 2

Relationship to Child

Telephone

Daytime

Evening

Mobile

Additional emergency contacts

(It is assumed that these persons are authorised to collect your child in an emergency)

Name 1

Relationship to Child

Telephone

Daytime

Evening

Mobile

Name 2

Relationship to Child

Telephone

Daytime

Evening

Mobile

Registration Form 2021-2022

Medical information

Child's Doctor Name Telephone

Surgery Address
Postcode

Please indicate your child's immunisation record

Diphtheria	<input type="text"/>	HIB	<input type="text"/>	MMR	<input type="text"/>
Polio	<input type="text"/>	Meningitis C	<input type="text"/>	Tetanus	<input type="text"/>
Pneumococcal	<input type="text"/>	Whooping Cough	<input type="text"/>		

Allergies Is your child allergic to anything? Please specify

Medical Conditions Does your child have any known medical conditions? Please specify

Special Needs Does your child have any special needs you wish to discuss Yes / No

Any other information

The Wheat-Patch Club is registered with OFSTED, and is therefore obliged to follow the Child Protection Procedure.

I consent to my child receiving medical treatment in the event of an emergency during the running of Club. I authorise the Playleader to sign any written form of consent required by the hospital/doctor or relevant authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

Registration Form 2021-2022

Additional Information

We often take photographs of various activities undertaken at club. To take photos of your child we require your permission. Please can you acknowledge below whether we are able to use your child's image:

Photograph Taken

Photograph displayed at club

Photograph published on website

Photograph published in promotional material
e.g. newspaper, prospectus

Allowed the following permissions without having to contact you first (please tick):

Prescribed Medication

Emergency aid

Plasters

Sun Cream

Face Paint

Nail Painting

Parks and field areas

Outings around the local
area

I will require attendance for my child during (Please tick all relevant boxes)

Before School Sessions

After School Sessions

School Holiday Sessions

Invoices will be paid by

Bank Transfer

Childcare Vouchers

Cash

Declaration

I have read the Prospectus Handbook and agree to the rules, policies and procedures of the Club as illustrated.

Signature:

Name:

Date:

Please also refer to the privacy statement attached then complete, sign and return it to the Club, with this registration form, to give us consent to hold and process personal data provided.

Holding and processing of this data is a business necessity, without your consent we cannot accept your registration

Registration Form 2021-2022

Induction Information

Please complete this information with your child

My name is

My first
language is

People who live
in my house

My pets are

My friends are
called

My favourite
toys are

In my spare
time I enjoy

Clubs I attend

My Special Place
is

A picture of me

Registration Form 2021-2022

Privacy Statement

Background:

The General Data Protection Regulations ('GDPR') effective from 25th May 2018 replaced the Data Protection Act 1998 and gives extended rights to an individual regarding, amongst other things, the collection, use and retention of their personal data. The Wheat Patch Club must comply with these regulations.

Collection of personal data:

As registered members of The Wheat Patch Club, your personal data is collected through the annual members registration form.

We have a legitimate interest in holding and processing your personal data in order to run the club efficiently and to ensure the health, safety and welfare of children attending the club.

The Wheat Patch Club does not collect personal data from third-parties.

Use of personal data:

The Wheat Patch Club uses your personal data for the following purposes:

- For business necessity, to ensure that contact can be made with parents/carers in case of
 - emergency
 - to notify changes to the clubs operating conditions or working arrangements
 - to confirm late changes to child registration or attendance
 - to inform you of incidents affecting the health, safety & welfare of children. This will include incidences of Covid 19 affecting any child or staff member attending the club.
 - to inform you of safeguarding concerns
 - to inform you of behavioural concerns where the clubs behaviour policies require you to notified and/or for children to be collected
- For business administration, to distribute documentation including booking, confirmation and registration forms and for the management of payments.
- To enable the management of payments
- To produce summary reports, for staff reference, detailing children's individual medical needs, allergies and permissions - as provided through annual registration forms.
- To maintain records of attendance
- To provide details to the local authority if we have concerns over the safeguarding and welfare of children attending the club
- Key data, including bookings and contact details will be held electronically, to enable production of registers and facilitate direct contact as detailed above. Electronic data will only be stored on a dedicated, password protected, PC or on a dedicated phone.

With the exception of statutory reporting, which may include providing information to HMRC / Department for Work and Pensions to substantiate benefits claims and notification to Schools or Government agencies for Covid 19 Track and Trace purposes. We do not share personal data with any third parties or use it for any direct marketing activities.

Data held is adequate, relevant and limited to the purposes for which they are processed.

Registration Form 2021-2022

Privacy Statement

Giving Consent

To enable The Wheat Patch Club to meet its obligations under GDPR, your permission is required to hold and maintain these personal records. Registration forms circulated after GDPR regulations came into force, on May 25th 2018, request your consent to hold and use this data.

Right of Access

You have a right of access to your personal data held by The Wheat Patch Club; this can be provided on request by contacting the Manager in the first instance, or an appointed officer of the Wheat Patch management committee.

Retention of personal data

You have the 'right to be forgotten'. This means that you can withdraw your consent at any time by contacting an appointed officer of the Wheat Patch management committee.

The Wheat Patch Club will erase your personal data within one month of the request. The club shall retain a history of child attendance, your name and details as may be required to meet statutory requirements.

The 'right to be forgotten' would usually apply to members who have ceased using The Wheat Patch Club. Exercising this 'right' is incompatible with continued membership.

- I consent to The Wheat Patch Club holding and processing personal data as supplied by me and for the purposes outlined above.
- I confirm that I have the consent of the third parties named in the registration form for The Wheat Patch Club, to use their name and contact detail in the event of a serious incident.

Name (print):

Signature:

Date: