

Kids Kabin, Lord Deramore's out of school club registration form

Child's full name:		Preferred name (If different):		M / F/ Prefer not to specify	Date of Birth:		Year group:	
Medical details: Health care needs, any known allergies/food restrictions: A health care plan will be sent separately.					Other information:			

Emergency contact information: Please make sure we can contact someone in club hours in the event of an emergency.

Parent/Carer name and relationship to child:		Main Contact Number:		Work Number:	
Parent/Carer name and relationship to child:		Main Contact Number:		Work Number:	

Email address:	
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Home Address:	
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Different to parent Emergency contact name and relationship to child:		Main Contact Number:		Second Number:	
Different to parent Emergency contact name and relationship to child:		Main Contact Number:		Second Number:	

Please tick your requested days	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club:					
After School Club:					

Please delete and complete as appropriate:

I give consent for staff to give medical help to my child in case of an emergency. YES / NO

I consent to information being shared with Lord Deramore's Primary school. YES / NO

I give consent for photographs to taken of your child, to use within the setting. YES / NO

Please use this box to provide any additional information you feel Kids Kabin should be aware of:

Please read the information pack provided and sign below to confirm you have read, understand, and agree to the Terms and Conditions provided and adhere to the Home-school agreement.

Parent name: _____ **Parent signature:** _____ **Date:** _____

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Collection form

Name of Child/ren: _____

Please provide details of people you consent to collect your child/ren from Kids Kabin.

Full Name of person collecting:	Relationship to child:	Contact Number:	Other relevant information (e.g if a Parent of a child at kids kabin, please state which child's parent).	Sibling collection (Please sign consent if child under 16 years old)

Please use this box to add any other information regarding the collection of your child.

For safety and safeguarding, please provide a password to be used for first time collection or if staff need additional confirmation:

Password:

Please remember to inform staff by phone or email if your child will not be attending after school club, if school absence or collected from school. Staff will contact you if we do not know the whereabouts of your child. Please also inform staff if your child will be attending a club in school before coming to Kids Kabin.

Thank you.

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Lord Deramores Out of School Club

Privacy Notice

At Lord Deramore's Out of 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 our Club.

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
- engage a supplier to process data on our behalf (eg 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. 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: _____

** 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.*