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**Community Interest Company**

**Membership Form OfSTED No. EY388583**

**Password ………………………**

**Child’s Details**

Surname First Name Preferred Name DOB M/F

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Home Address Post Code

|  |  |
| --- | --- |
|  |  |

School Class Teacher

|  |  |  |
| --- | --- | --- |
|  |  |  |

Doctors Name Telephone Number

|  |  |
| --- | --- |
|  |  |
| Social Workers Name | Telephone Number |

Any special requirements i.e. medication/diet/allergies/personal needs/etc/

|  |
| --- |
|  |

**Parent/Carer**

NB – If different from person with Parental Responsibility, please give details on separate sheet.

Name Relationship to child

|  |  |
| --- | --- |
|  |  |

Address Post Code

|  |  |
| --- | --- |
|  |  |

**Telephone contacts**

Home Work

|  |  |
| --- | --- |
|  |  |

Mobile Alternate Contact (please state relationship to child)

|  |  |
| --- | --- |
|  |  |

Names and signatures of persons with authority to collect child

|  |  |
| --- | --- |
| Relationship to child | Signature |
| Relationship to child | Signature |
| Relationship to child | Signature |

Days After School Club Required

Mon Tue Wed Thur Fri All (Please circle)

From time to time the children will be involved in activities using a camera or video camera. This will be either for the purpose of keeping a record of an activity or for publicity or as part of a group activity. **At no time will recognisable photos or video clips be posted to our website.**

Please indicate for which category we have your permission:

|  |  |  |
| --- | --- | --- |
| **Actual Activity** | **Record keeping** | **Publicity** |
| **YES / NO**  Signed | **YES / NO**  Signed | **YES / NO**  Signed |

I will give one month’s **paid** notice of my intention to terminate this contract.

A cheque or postal order, made payable to Boni Kidz CIC, is attached.

(Bank details are available on request).

I have read the summary of the terms and conditions above and agree to abide by them.

…………………………………… ………………………………………… …………………...

Signed (Parent/Carer) Printed Date

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

Signed (Boni Kidz CIC) Printed Date

(I have seen required Documents ) A copy of the full ‘Terms & Conditions’ can be made available on request.

 **Community Interest Company**

**Password**…………………

Dear Head Teacher,

My child………………………………………….. of class …………………. will be collected by

Boni Kidz CIC and escorted to after school club on the walking bus on the following days:

**Mondays Tuesdays Wednesdays Thursdays Fridays** (please circle).

Signed …………………………………………………………….. Parent/Carer Date ……………...

**Summary of Terms & Conditions**

My child will be collected from school at 3.10pm**/**3.15pm and walked to St Boniface church hall. Providing suitable clothing and footwear remains the responsibility of the parent/carer.

I understand that Club fees are **payable monthly in advance** and are due on 30th of the preceding month. Payment can be made by cheque, postal order, standing order or bank transfer. (We also accept Child Care Vouchers.) Non payment of fees, or returned cheques, will lead to the exclusion of your child from Club. Teacher training days and public holidays will not be charged for.

**No refunds** will be issued for absences ***i.e. places booked must be paid for***.

Parents are required to inform the Manager if their child will not be present at Club. This ensures that the correct children are collected from school. (0797 7878 992).

I understand that the club closes at 5.45pm each evening, unless notified in advance, and that all children must be collected by that time. Parents/carers not collecting their children on time will be subject to a late fee of **five pounds** (**£5) for every 5 minutes** (or part of) thereafter. Persistent late collections will be assessed by the Manager and may lead to the exclusion of the child from the Club. ***If we have not heard from you after 30 minutes, Social Services will be contacted.***

I give permission for the staff of Boni Kidz to administer appropriate first aid and to seek professional medical help in the event of an emergency. The Club will **always** attempt to contact parents/carers.

I understand that under the terms of the Health & Safety policy, if any Staff Member of Boni Kidz is concerned about the safety and/or well being of any child in their care, or a child makes a disclosure of abuse, their concerns will be reported to the Department of Children’s Social Care and Health **&** OfSTED by the Manager.

I understand that my child will be expected to conduct him/her self in an appropriate manner and to follow the Club rules. The Manager reserves the right to suspend or exclude any child consistently disrupting the Club.

**Privacy notice**

In order for us to safely look after you child/children whilst in our care, we need to collect certain information from you (as requested above). This ensures we can keep your child/children safe knowing any medication/diet/allergies/personal needs and contact details in case of an emergency. All of this information is given to us by your signed consent.

We do not share any of this information with any third parties and your signed consent forms are kept securely with limited access to them. We delete your personal information after three years of your child leaving the club or when they leave primary school. After this point, we like to keep numbers of people who have attended but this is recorded without any names or addresses, just the total of children/young people who have attended. We may need to keep certain records, such as accident/incident reports for longer. For more information on our retention policies, please see our Manager.

If we have made a referral to an outside agency such as the social services (you would know if we did this), we keep the record for six years after we have last had contact with you.

Any changes made to this policy will be sent to you for your information.

Should you wish to view, amend, delete, limit use, share, object or limit profiling of your personal data, please contact our Manager on 07977 878 992. If you have any complaints or comments, please also direct these to our Manager.

Should you feel we have not dealt with your request properly, you can complain to the ICO through 0303 123 1113.