



**FUN4KIDZ**

**A place where people enjoy being together**

# Registration Forms

Main Office:

L30 Centre, Stonyfield, Netherton, Merseyside, L30 0QS

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*Company Ltd by Guarantee: 4201603 Registered Charity: 1091549*



Dear Parents/Carers

In this pack you will find all the forms required to register your child with Fun 4 Kidz.

We appreciate that this may seem a lot of forms however, we are required by Ofsted and our funders to collect certain information and most importantly the more information we have the better we will be able to ensure we provide the appropriate care for your child.

Please use the checklist below to ensure all forms have been completed. If you require any assistance, or require this pack in large print, please do not hesitate to contact us. Forms can be returned to the club or to the main office.

**Once again we welcome you and your child to Fun 4 Kidz!**

**Please tick to indicate you have fully completed and returned the following forms:**

- Registration Form (*both sides*)
- Children's Registration Form
- Consent Form
- Photograph/Video Consent
- Parent/Carer Contract
- Privacy Notice
- Afterschool Club Fee Agreement (*if applicable*)
- Breakfast Club Fee Agreement (*if applicable*)
- Equal Opportunities Monitoring Form

**Office Use Only:**

Received by Fun 4 Kidz: Date: ..... Signature:.....

All forms completed as required: Yes No

Place confirmed: Date: ..... Signature: .....

Comments:

Tick if EYFS child



## Registration Form

**Child's Details**

**Date of Registration:**

First name:	Surname:	What s/he likes to be called:
Date of birth:	Current age:	First language:
School attended:	Class Teacher:	Year group:

**Parent/Guardian details**

Title:	First name:	Surname	Title:	First name:	Surname
Relationship to Child:			Relationship to Child:		
Home address:			Home address (if different):		
Postcode:			Postcode:		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does this person have legal responsibility? Yes / No			Does this person have legal responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No <i>(If yes, please provide details overleaf.)</i>					
Does anyone else have legal responsibility for this child? Yes / No <i>(If yes, please provide details overleaf.)</i>					
Name(s) of adults authorised to collect child from club:					
Name(s) of any adults <b>not</b> authorised to collect child from club: <i>(If this person is the parent of the child the legal document stating they are not permitted access must be shown to the club)</i>					

**Emergency Contact Details** (please provide details of two people we can contact if we are unable to get hold of you)

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Please sign to confirm you have consent from this individual for Fun 4 Kidz to store this data:		
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Please sign to confirm you have consent from this individual for Fun 4 Kidz to store this data:		

**Please note that your child will not be allowed to leave the premises unless accompanied by a named person over 16 years.**

**Child's Doctor**

Name of Doctor:	
Address:	Telephone:

**About your child**

Please detail any medical conditions your child has: (continue overleaf if necessary)
Does your child have an Education & Health Care Plan? Yes / No Is your child registered disabled? Yes / No
Please detail any medical conditions and/or any additional/specific needs your child has: (continue overleaf if necessary)
Please detail any allergies/ dietary requirements / food allergies: (continue overleaf if necessary)
Other information: (e.g. if your child requires additional assistance with specific tasks, needs specific assistance with an area of their development etc)

**Signature of Parent/Carer**

**Date:**

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All information will be kept confidential in line with our **Data Protection Policy** and our **Privacy Notice**.



## Children's Registration Form

We would like to find out all about you so that we can help to make sure you enjoy coming to your club and have lots of fun!

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Names and ages of any brothers and sisters: \_\_\_\_\_

Names of friends: \_\_\_\_\_

Name of pet or favourite kind of pet: \_\_\_\_\_

Favourite food: \_\_\_\_\_

Food you dislike: \_\_\_\_\_

Favourite toy/game/activity: \_\_\_\_\_

Favourite sport: \_\_\_\_\_

Favourite TV programme/film: \_\_\_\_\_

Things that upset or frighten you: \_\_\_\_\_

Things that you would like to do in our club: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you.

We look forward to meeting you and welcoming you to our club.



## Consent Form

### Child's Details

First name:	Surname:	Date of Birth:
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	Yes	No	Signature
I consent to my child being given First Aid in the event of an accident <i>(If an accident occurs whilst your child is at the club, parents/carers will be informed as soon as possible alongside the accident being recorded. You will be required to sign this document)</i>			
In the unlikely event of an emergency I consent for my child to be escorted to hospital and for necessary treatment to be undertaken <i>(Fun 4 Kidz will contact you immediately should this situation arise)</i>			
I give permission for Fun 4 Kidz staff to assist my child in applying sun cream <i>(We request that parents/carers provide sun cream, that is clearly labelled with their child's name)</i>			
I give permission for my child to have face paints applied as part of the range of activities provided in the club			
I give permission for my child to be taken out by the club, during club hours, to the local park, library etc <i>(Individual consent forms will be issues for day trips during the holiday club)</i>			
I give permission for my child to travel locally on Fun 4 Kidz mini-bus			
I give permission for my email address to be used by Fun 4 Kidz to contact me regarding my child and for monthly fee statements to be sent			
I give permission for my email address to be used by Fun 4 Kidz to send newsletters, questionnaires and updates about the setting/organisation			

Please be advised that you can withdraw any of the above consent at any-time by putting your request in writing and forwarding to Fun 4 Kidz head office.

**Signature of Parent/Carer**

**Date:**

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*All information will be kept confidential in line with our **Data Protection Policy** and our **Privacy Notice**.*



## Photograph/Video Consent

### Child's Details

First name:	Surname:	Date of Birth:
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The use of photographs/videos is an important developmental tool which is widely used in play and educational settings for recording, sharing and displaying activities that your children have undertaken. At Fun 4 Kidz we would never knowingly publish an image of your child without your consent.

I grant permission for images of my child to be used for the following purposes:  
(Please tick for consent)

- Electronic and printed displays and exhibitions at the Club (eg photos of activities)
- Observation and assessment
- Club records of my child
- To accompany staff or student coursework
- Fun 4 Kidz website
- Fun 4 Kidz promotional material
- Local newspaper or magazine
- Monitoring reports for funders

I understand that personal details or names of any child in a photograph will never be given in such a way that would allow them to be individually identified.

I understand that this image will NOT be used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for the child or their parent or carer.

I understand that there will be no payment for my child's participation.

Please be advised that you can withdraw any of the above consent at any-time by putting your request in writing and forwarding to Fun 4 Kidz head office.

Signature of Parent/Carer

Date:

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All information will be kept confidential in line with our **Data Protection Policy** and our **Privacy Notice**.



## Parent/Carer Contract

Child's name \_\_\_\_\_

Parent or carer's name \_\_\_\_\_

· I consent for my child to attend Fun 4 Kidz. I understand that the club has policies and procedures and parent/carers guidelines (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.

I understand that Fun 4 Kidz is a play setting and that whilst my child is there Fun 4 Kidz is legally responsible for him/her.

My child will be provided with a snack and drink whilst at the club unless otherwise requested.

Once my child arrives at Fun 4 Kidz he/she will be in the care of Fun 4 Kidz until collected and signed out by an authorised person.

I will notify the club before 2.00pm if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session if prior notice is not given.

I will pre-book my child into the club, where possible on a termly basis and will pay promptly for all booked sessions, in line with my fee agreement, whether my child attends or not (eg due to illness or holidays), unless I have given prior notice of cancellation. (All cancellations must be received by 2.00pm on the day of attendance)

It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).

I accept that my child may take part in messy activities while at Fun 4 Kidz. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.

I understand that the club has a set closing time. If, due to unforeseen circumstances, I am going to be late, I will contact Fun 4 Kidz head office/club as soon as possible.

If I do not collect my child by the given closure time I will pay any additional costs that may be incurred.

If I do not collect my child within 30 minutes of the closing time, and the club has been unable to reach me or any of my emergency contacts, I understand that Fun 4 Kidz will follow its **Uncollected Children Policy** and contact Social Care.

Whilst Fun 4 Kidz tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.

I have read the club's **Behaviour Management Policy** and agree to its terms.

If there are any accidents or incidents at Fun 4 Kidz involving my child, I will be informed.

If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member



of staff from Fun 4 Kidz will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Consent Form**.

▫ Information held by Fun 4 Kidz regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.

▫ I understand that aggressive and abusive behaviour towards staff will not be tolerated.

▫ I agree that I will not use a camera, mobile phone or other mobile device on club premises.

I have read and **understood** the above terms and conditions and I agree to abide by them.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Privacy Notice

This notice explains what personal data (information) we hold about you and your child/ren, how we collect it, and how we use and may share information about you and your child/ren during your child/ren's time at Fun 4 Kidz and after they have left. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you and your child/ren.

### Who collects the information?

At Fun 4 Kidz we respect the privacy of the children attending our settings and the privacy of their parents or carers. Fun 4 Kidz is a 'data controller' and gathers and uses certain personal information. 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.

### Data protection principles

We record, process and keep personal information about you and your child/ren in accordance with Article 6 of the General Data Protection Regulation (GDPR, May 2018)

Any information that you provide is kept secure. Data that is no longer required is erased after your child/ren has ceased attending Fun 4 Kidz.

It is a requirement of our registration with the Information Commissioners Office (ICO) to provide you with information about the details we keep about you and your child/ren.

This requirement applies to information we collect in relation to:

- Online data processing
- Paper data processing

### Records we hold about you and your child/ren:

#### *Developmental records (for children within the EYFS) including:*

- Information from you
- Details about your child/ren's learning and development
- Observations of your child/ren's learning
- Regular progress summaries

#### **Personal records including:**

- Personal details required by the statutory frameworks
- Contractual details including attendance registers and fees information
- Emergency details including your contact details and records of your child/ren's health and care needs
- Safeguarding and child protection records

- Any records required to support your child/ren such as shared information from other agencies and professionals

### **Why we collect this information and how we use it**

We hold this information about you and your child/ren to allow the organisation to comply with the Early Years Foundation Stage (EYFS 2017) and the Childcare Register (2016). Some of the data we process relates to the Early Years Inspection Handbook (2016). Most of the information we collect about you and your child is statutory; when information is optional we will let you know that you have a choice whether to share it with us or not.

This information is used to ensure that we are able to meet the needs of your child/ren whilst in our care

To keep your child/ren safe (food allergies, emergency contact details etc)

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/ren, Fun 4 Kidz and other relevant news, and also so that we can communicate with you regarding payment of our fees

### **How we collect the information**

Before your child/ren starts to attend a Fun 4 Kidz provision you will be required to complete a registration form. We will also then request that you complete an update of details form annually or as and when your personal details change.

We may request additional information from other agencies and professionals who may also be supporting your child/ren, to ensure we are able to meet your child/ren's needs, however we will always seek your permission before this information is requested.

We may also request you provide additional personal information, from time to time, but will always outline the reason for this and obtain your consent for the information to be use appropriately and stored if necessary.

### **How we may share your information**

We are required to ensure the information we collect about you and your child/ren is treated confidentially and only shared when there is a need for it to be shared, ideally with your permission in advance of sharing, for example:

- with other settings or agencies involved in your child/ren's care – we are required to do this by the EYFS
- have a safeguarding concern about your child/ren
- are required to by government bodies or law enforcement agencies
- when requested, your invoices and payments with HMRC and tax credits

### **Your rights to correct and access your information and to ask for it to be erased**

Under the GDPR we are required to keep data about you and your child/ren up-to-date and to ensure it is accurate. We will do this regularly and ask that you also keep us up-to-date with any changes to personal details. You have the right to ask to see the data that we have about yourself or your child/ren, 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/ren if we do not have sufficient information about them
- even after your child/ren 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.

## **How long we keep your data**

We do need to retain certain types of data (such as records of complaints, accidents, and attendance), but we delete as much personal data as we can as soon as possible. Please see Fun 4 Kidz Retention Policy for further details

## **Where information may be held**

### **Online data processing**

Computer and laptop security includes regularly updated antivirus software and secure password protection (regularly changed).

**Electronic equipment** – we have computers within our head office and portable laptops which are used for business purposes. Information is stored on the computer and accessed through the computer and Microsoft OneDrive on laptops.

**Visiting Fun 4 Kidz website** – Fun 4 Kidz does not collect or use internet log information or details of visitor behaviour patterns. Our website may contain links to other websites: we cannot be held responsible for links that do not work or the accuracy of the information contained in the websites.

**Emails** – Fun 4 Kidz use Microsoft 365 to process emails. A copy of your email address is kept on the computer within Fun 4 Kidz head office to allow us to process emails quickly. We do not gather statistics or monitor any information.

**Text messages** – Fun 4 Kidz use business mobile phones within each setting, to make and receive calls, and to send and receive texts. We may keep a copy of your mobile phone number on the phone to be able to contact you quickly.

### **Paper data processing**

Paper documents relating to you and your child/stored within locked cupboards in the setting and within Fun 4 Kidz head office.

Paper data includes:

- Registration forms
- Attendance registers
- Your child's learning and development information (if applicable)
- Documents for HMRC including receipts and fee payment forms
- Safeguarding forms relating to your child's health and safety
- Emergency contact details

Please see Fun 4 Kidz Data Audit for full details

## **How we delete your data**

Online deletion – files held in relation to child/ren and their families on the computer are deleted when no longer required using CCleaner.

Paper deletion – files held in paper format, including photos of children, are either handed to parents when the child leaves or confidentially destroyed when no longer required.

## **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **How you can make a complaint**

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:

Ofsted – [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) – 0300 123 1231

Piccadilly Gate, Store Street, Manchester M1 2WD

The Information Commissioner’s Office (ICO). <https://ico.org.uk/for-organisations/report-a-breach/>

**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.**

Parent/ Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Child/ren’s Name: \_\_\_\_\_ Club: \_\_\_\_\_



## Breakfast Club Fee Agreement between Parent/Carer and Fun 4 Kidz

Name of Child/ren: .....

Parent/Carer Email Address : .....

School Attended: .....

Childcare to start on: ...../...../.....

Days: Mon / Tue / Wed / Thur / Fri (*Circle as appropriate*)

### Fees

Date/day fees will be paid ..... monthly in advance

Breakfast Club £ ..... per day      £ ..... per week

A minimum of one day per week must be booked. Days booked must be paid for regardless of whether or not your child/ren attends, unless they are off school unwell, and all fees must be paid in advance or your child's place will be closed in the club.

If you require to close your child's place in the Breakfast Club two weeks' notice must be given.

A half termly statement will be emailed to you detailing your fee account.

Fun 4 Kidz accept all childcare vouchers, payments through the Tax Free Childcare scheme or payments can be made via standing order:

Account Name: Fun 4 Kidz

Bank: Natwest

Account Number: 17230187

Sort Code: 60 20 23

Data Protection: I agree to information regarding fees being held on computer for accounting purposes only.

Signed: .....(Parent/Carer)

Parent/Carer's Name: .....

Date: ...../...../.....



## Afterschool Club Fee Agreement between Parent/Carer and Fun 4 Kidz

Name of Child/ren: .....

Parent/Carer Email Address : .....

School Attended: .....

Childcare to start on: ...../...../.....

Days: Mon / Tue / Wed / Thur / Fri (*Circle as appropriate*)

### Fees

Date/day fees will be paid ..... monthly in advance

Afterschool Club £ ..... per day      £ ..... per week

A minimum of one day per week must be booked. Days booked must be paid for regardless of whether or not your child/ren attends, unless they are off school unwell, and all fees must be paid in advance or your child's place will be closed in the club.

If you require to close your child's place in the Afterschool Club two weeks' notice must be given.

A half termly statement will be emailed to you detailing your fee account.

Fun 4 Kidz accept all childcare vouchers, payments through the Tax Free Childcare scheme or payments can be made via standing order:

Account Name: Fun 4 Kidz

Bank: Natwest

Account Number: 17230187

Sort Code: 60 20 23

Data Protection: I agree to information regarding fees being held on computer for accounting purposes only.

Signed: .....(Parent/Carer)

Parent/Carer's Name: .....

Date: ...../...../.....



## Equal Opportunities Monitoring Form

As part of the criteria for receiving funding and to ensure our services are reaching the whole community, our organisation needs to monitor the following areas of our service users.

Please note, all information received is treated with the strictest confidence.

1. Number of children attending Fun 4 Kidz: .....

2. What club(s) will your child (ren) be attending?

Breakfast Club  Afterschool Club  Holiday Club

3. Are you employed?

Full Time  Part time  Unemployed

Other (Please State): .....

4. Who funds your childcare costs?

Self  Child Care Tax Credits

College  Social Services

Employer  Employment Agency

Other (Please State): .....

5. Are you in receipt of benefits related free school meals?

Yes  No

6. Has accessing Fun 4 Kidz enabled you to?

Begin to work  Return to work  Stay in work  Extend working hours

Take up training  Continue training  Support family  Have time to self

Thank you for completing this form.