

HOLIDAY ENROLMENT CONTRACT 2020/21



Funclubs Ltd

Caring and fun for your children

email: holidays@funclubs.co.uk

Tel: 07718 335 368

Managed by: Funclubs Ltd

Co Reg No: 8823396

The relationship between a child's parents and a setting is crucial to the child's well-being. The welfare, safety and protection of your child are at the heart of everything we do. To enable us to make the best provision for your child we are officially required to ask for information to be provided to us. Please understand that there are sound reasons why we are required to ask these questions. We want to help your child to keep safe, it is not just that we are being curious. Thank you for your co-operation.

Child's Current Full Name			
Also Known As			
Date of Birth		Gender	
1st Language		2nd Language	
School			

Child's Current Address			Post Code	
Any Previous Address			Post Code	
Home Telephone Number				
Email of Main Contact for Family login				
Additional Email for Family Login (if required)				

Details of Parents/Carers & Emergency Contacts

	Main contact with parental responsibility	Additional Emergency Contact	Additional Emergency Contact
Name(s)			
Relationship			
Parental Responsibility?			
Address (if different from above)			
Home Tel			
Work Tel			
Mobile			

Please confirm below whom you authorise to collect your child and in addition supply a password for use in the event that an unauthorised person is required to collect your child. If you wish for an unauthorised person to collect your child we do insist that you let us know in advance and that the named person brings some form of photo ID to prove their identity.

I understand that it is my responsibility to have obtained consent from all emergency contacts to supply their personal information. AGREE

Authorised Names (in addition to those given in Contacts)	
Password	

Health & Welfare Information

Any known allergies/illnesses	
Any additional needs/cultural /dietary requirements	

Note: If medication is required ie. Inhaler/epi-pen/piriton etc., this must be available at Funclub at all times the child attends. We are unable to use medication provided to school. An additional care plan must be completed. Please see the manager for further information.

Child's Doctor's Name	
Doctor's Address	
Doctor's Phone Number	

Please give details below of any of the following factors that may be relevant to your child:

Names, roles and contact details of any professionals who have contact with your child or family	
Any relevant court orders in place including those which affect any person's access to the child (e.g. residence order, contact order, care order, injunction etc.) Is there any information from these orders that our setting needs to be aware of which will help us to care for your child?	
Any child protection plan which your child is subject to?	
Any other factors which may impact on the safety and welfare of the child?	

Safeguarding Children Statement: Please note that if we have any concerns about your child's development, welfare or safety, we will speak to you immediately. We are required to keep records of these concerns, and when we feel it necessary the advice of other professionals will be sought (in accordance with our Safeguarding Children Policy and Procedures). All matters will be dealt with in consultation with parents / carers and in the strictest confidence.

Session/Booking and Invoicing Details

Booking/Payment Terms: A written booking request must be made via email. The place will only be confirmed once payment has been received. Holiday sessions are non-refundable but maybe swapped for other days in the same holiday if there is availability.

Invoices and correspondence will be made via email and Family.

Invoices will be issued via email and are payable in advance of attendance. Additional sessions are paid for at time of booking or on receipt of invoice. Failure to pay on time will result in a late payment fee of £5 per child per week overdue, and your child's place may be withdrawn.

Bill Payer Name(s)	
Bill Payer Email	

Please tick each statement to agree or highlight any permissions not acceptable to you and bring these to the managers attention for further information: **Updates to policy and permissions will be updated and issued via Family and it is important to regularly check your account.**

First Aid: We occasionally have to administer first aid to the children, please delete any preparations you do not wish us to use on your child: Sun Cream (min. factor 30)/Antiseptic Wipes/Micropore Tape/Plasters/Cold Compresses.	Agree	
Emergency Medical Permission: I confirm that in case of emergency, club staff may involve Emergency Services i.e. Ambulance, A & E Department. (We will always aim to contact you first, but should we have trouble contacting you, this would allow us to start treatment immediately).	Agree	
Photographs: I confirm that photos may be taken of my child. Photos will only be used for Funclub displays onsite and on Family where other Funclub parents may view. Photos will not be publicly published without further consent.	Agree	
Outings & Excursions: I confirm that my child may participate in Outings & Excursions by transport or on foot on an on-going basis.	Agree	
Data Protection: I give permission for the Funclub to store my information electronically and/or on paper for up to 21 years for the sole use of the club administration & the club legal requirements. I will keep the club informed of our most up-to-date information at all times.	Agree	
Sharing Information with other Professionals: I give permission for the club to seek or share any relevant information pertaining to the care of the child with other professionals involved with the child and/or family.	Agree	
I allow Funclub staff to access further medical information or care plans which are kept for use at St Peters, Rossett Acre, Oatlands, Richard Taylor or Pannal Funclubs or schools during term-time.	Agree	

I confirm that the above information is correct and that I have read fully this form. I understand that a full set of Funclub policies and procedures is available at any time for me to refer to and I agree to comply with the terms and conditions set out therein.

	Signed	Printed	Date
Parent/Carer 1			
Parent/Carer 2			
For Funclub			

GENERAL DATA PROTECTION REGULATIONS 2018

We are required by law to keep certain information regarding you and your child for statutory and for business purposes. We will not keep any more information than necessary. This information is kept securely on our premises in locked cabinets and only accessed by the Management Team key holders. We will only use your (including your child's) personal information to provide a childcare service to you.

We keep your information so you can receive important updates, invoices, information regarding your child and Funclub by email and Family. We will keep your information secure and will not share it except if required by law to do so. We will not retain information any longer than the legally required timescales. (For more information please contact your manager).

By signing this form you understand the need for us to continue holding and processing your data, and to us sending you information. Should you wish to view your child's file, please see our Access in Information Policy and Confidentiality & Data Protection Policy.