Registration form

GPDR

Information on this form will be shared with the staff members who will be working at the holiday club on the days your child is attending. This is to ensure the staff members are aware of each child’s information to maximise their time with us and also contact a parent should we need to. The information may also be shared with Happy Healthy Holidays (HHH) in order to access reduce fees for holiday club costings.

The following sections will provide information specially about your child which will assist us in ensuring your child’s safety and the safety of others attending. This information will be shared with staff members who are working on the days your child is attending.

**IF YOU HAVE ANY PROBLEMS WITH THIS PLEASE CONTACT:**

[Hello@sentre.club](mailto:Hello@sentre.club)

**Please tick the box to confirm that you have read this statement**

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| Parent name (main point of contact): | Child’s name: |
| Address: | Date of birth: |
| Post code: | Child’s gender: |
| Contact number: |  |
| Email address: |  |

**EMERGENCY CONTACTS (different to parent details stated above)**

|  |  |
| --- | --- |
| NAME: | NAME: |
| RELATIONSHIP WITH CHILD: | RELATIONSHIP WITH CHILD: |
| CONTACT NUMBER: | CONTACT NUMBER: |
| ADDRESS: | ADDRESS: |

**GPDR**

By providing the emergency contact listed above you are here by confirming that you have sought consent from the individuals for their personal data to be given to us and for us to contact them should we not be able to contact yourself.

**Your child’s time at SENtre. Please tick the appropriate answer related to your child. Please provide additional information where appropriate.**

|  |  |  |
| --- | --- | --- |
| Is your child: | YES | NO (Provide details below) |
| Toilet trained? |  |  |

|  |  |  |
| --- | --- | --- |
| Can your child | YES | NO (Provide details below) |
| Eat independently? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Is your child: | Verbal | Pre-verbal | Non - verbal |
|  |  |  |  |

**Any other communication information. How do they communicate?**

|  |  |  |
| --- | --- | --- |
| Does your child have behaviours? | YES | NO (Provide details below) |
| Hitting self |  |  |
| Hitting/Kicking others |  |  |
| Pulling hair |  |  |
| Striping clothes |  |  |
| Throwing |  |  |
| Pinching/Scratching |  |  |
| Biting |  |  |
| Screaming |  |  |

**Please state any other:**

|  |  |  |
| --- | --- | --- |
| Does your child have any allergies? Please tick beside those below |  |  |
| Fish | Cereals (Gluten) | Eggs |
| Peanuts | Celery | Sesame |
| Other nuts | Mustard | Other: |
| Milk | Crustaceans | Other: |
| Soya | Lupin Flour | Other: |
| Molluscs | Sulphites | Other: |

**Please note any other dietary requirements?**

|  |  |  |
| --- | --- | --- |
| Does your child have any medical conditions? | Yes: Please state below: | No |
| Will we have to administer any medication? | Yes: Please state below: | No |

**Other please state:**

|  |  |
| --- | --- |
| We use physical play. Please tick to let us know you are **NOT HAPPY** for us to play with your child in the following way: |  |
| Tickles | Spinning children around |
| Picking children up | Providing sensory massages to feet, hands, back or face |
| Piggyback rides | Holding hands while walking |

**PHOTOGRAPY**

**From time to time the company may use photos and videos of the sessions that are taking place to share on our social media, flyers and website.**

**PLEASE TICK THIS BOX IS YOU DO NOT WISH FOR YOUR CHILD TO BE INCLUDED IN OUR MARKETING.**

OTHER INFORMATION: What does your child like? Dislike etc

What days would you like to book? Please check the website for dates available www.sentre.club

Things you need to know – Service agreement

* You must sign your children in and out daily.
* If you are running late when dropping your child off or picking them up, please call 07733295035. If you are more than 20 minutes late picking them up, you will be charged for the full hour.
* We will not allow anyone else other that the parent we have been liaising with to pick your children up. You must inform us that someone else is picking them up, stating their name and relationship to the child. The individual must also state a password to confirm their identity. The password must be provided when you arrive in the morning.
* If they are with us for a full day, please provide them with an alternative lunch from ours. We have access to microwaves if the food requires warming up. We will not be cooking any food or using the oven for any food. Please provide instruction with the food if necessary.
* Please provide your child with a change of clothes should we need to change them.
* Please label anything that belongs to them, so we can ensure they do not lose them. Any personal items brought to the centre are brought at your own risk to damage or being lost.
* All of our staff are DBS checked feel free to ask for DBS number if you wish to check this.
* All of our staff are aware of child protection rules and understand that it is their duty to express any concerns regarding any children to their manager. Any concerned will be escalated to our DSL. [Hello@sentre.club](mailto:Hello@sentre.club) subject title DSL
* If your child is unwell on the day they are booked into the holiday club we do not provide refund, however we will offer another slot if one is available or a space during another holiday. If your child has vomited they must not attend the club for 48 hours.
* Please ensure that you inform us if your child has any challenging behaviour as they may be provided with a 1:1. We also would like all parents to understand we may have children who have challenging behaviours we address behaviours in line with our behavioural policy. Please let me know if you have any questions regarding this.
* The daily routine will be quite similar to that in school. The children will have time outside and have activities such as arts, crafts and messy play, role play, puzzles, soft play/wacky warehouse, construction.
* Feel free to stay at the venue. There is a drinks area with a TV, you are more than welcome to stay but no parents are allowed in the room while the club is taking place.
* If you have any concerns, please contact hello@sentre.club

**DISCLOUSURE**

**Please sign below to confirm that all of the information above is correct and that you have disclosed all information that would help us to ensure your child’s safety and wellbeing. By signing this you also confirm that you understand our GPDR statements. This also confirms you have read through the ‘things you need to know’ and understand the statements.**

**NAME:**

**SIGNATURE:**

**DATE:**