

Manager to complete

Staff member taking booking: \_\_\_\_\_

|                   |      |      |
|-------------------|------|------|
| Method of payment | Cash | BACS |
| Deposit received  | Cash | BACS |

**Extra Time @ Clockhouse Holiday Club  
June 2021 Child Booking Form**

|                                     |                      |                       |
|-------------------------------------|----------------------|-----------------------|
| <b>Child's Name</b> _____           | <b>Age</b> _____     | <b>D.O.B</b> _____    |
| <b>Parent / Carer Name</b> _____    | <b>Tel No:</b> _____ |                       |
| <b>Name of child's school</b> _____ |                      |                       |
| <b>Home address</b> _____           |                      |                       |
|                                     |                      | <b>Postcode</b> _____ |
| <b>Email</b> _____                  |                      |                       |

|  |                      |
|--|----------------------|
| <b>Details of an alternative contact</b>   |                      |
| Name _____   | Contact Number _____ |
| Relationship to child _____  |                      |
| <b>Medical / Health information</b>  |                      |
| Does your child have any health issues (including asthma, special educational needs or physical disabilities)? <b>Yes / No</b> |                      |
| _____  |                      |
| Does your child have any dietary requirements or allergies? <b>Yes / No</b>  |                      |
| _____  |                      |

|  |                 |
|--|-----------------|
| <b>Permission: I give permission for</b>                         |                 |
| My child to attend all outings and trips on the days they attend | <b>Yes / No</b> |
| My child to have their face painted                              | <b>Yes / No</b> |
| My child to have their photograph taken                          | <b>Yes / No</b> |
| Parent/Carer Signature _____                                     | Date _____      |

|  |            |
|--|------------|
| <b>Emergency Medical Treatment:</b> In the event that my child requires immediate medical treatment, I hereby authorise the Manager, or a delegated member of staff, to consent to emergency medical treatment on my behalf. |            |
| Parent / Carer Signature _____   | Date _____ |

**Please note:** Essex After School Club operates a 'pay and play' policy and all fees for the week are to be paid in advance on the first morning your child attends the Club. You will be charged for all days booked even if your child does not attend.

**Your deposit will be deducted from the last day that your child attends**

**We are open from Tuesday 1<sup>st</sup> June to Friday 4<sup>th</sup> June 2021**

|                                      | Mon 31 <sup>st</sup> | Tues 1 <sup>st</sup> | Weds 2 <sup>nd</sup> | Thurs 3 <sup>rd</sup> | Fri 4 <sup>th</sup> |
|--------------------------------------|----------------------|----------------------|----------------------|-----------------------|---------------------|
| 7.30am - 6.00pm<br>£30 per day       | Closed               |                      |                      |                       |                     |
| 9.00am – 3.00pm<br>£18.00 per day    | Closed               |                      |                      |                       |                     |
| Please tick the sessions you require |                      |                      |                      |                       |                     |

### Privacy Notice

At Essex After School Clubs 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 partnership 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 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 take online bookings, or 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 (*such as records of complaints, accidents, and attendance*)
- 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: \_\_\_\_\_