

Tick if EYFS child

Badger Club

Fee paid

Registration Form

Child's Details

Date of Registration:

First name:	Surname:	What s/he likes to be called:
Date of birth and current age:	School attended:	Name of key person:
	First language:	

Parent/Guardian details

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
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 anyone else have parental responsibility for this child? Yes / No <i>(If yes, please provide details overleaf.)</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:
Name:	Telephone number:	Mobile number:

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

Registered charity 1175264

Address:	Relationship to the child:
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Names of Persons Authorised to collect your child (including contact numbers):

A password system is used in the event of an unauthorised person collecting your child; please write your chosen word below:

Disclosure of confidential information: I give my consent for information about my child known by Badger Club to be shared with the school when it relates to the safety and wellbeing of my child

I hereby consent for my child to take up a place at this Club, according to the terms and conditions set out in its policies and procedures. I have understood the expectations and obligations relating to both myself, and the Club, and agree to abide by them.

I understand that persistently late, or non-payment of fees will jeopardise my child's continued attendance at the Club.

I confirm that the information given above is correct, and I agree to contact the Manager as soon as any of the details change.

Signature of Parent/Carer

Date:

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Medical Form

Child's name:	Date of birth:
Doctor:	
Doctor's address:	
Doctor's telephone:	
Does your child or the child in your care have any known medical conditions or additional needs? (Please list)	
Please detail any medical needs your child has/medication taken: (please provide full details, if medication is needed an additional medication consent form will need to be completed)	
Does your child have any known allergies? (an Allergy Management Plan will be put in place where required)	
Does your child have any dietary requirements?	
Any other information relevant to your child's health	
Parent/Carer emergency contact telephone numbers:	

Parent's signature _____ Date _____

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Regular sessions Booking Form

BREAKFAST CLUB

Child's name:

Requested start date:

All sessions start at 7:45 am until start of school day.

Fees per session: £4.15 per child

(Please tick the sessions that you require below)

	Breakfast Club session
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

AFTER SCHOOL CLUB

All sessions start at 3.15 pm to 5:45 pm.

Fees per session: £8.00

(Please tick the sessions that you require below)

	After School Club
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Please book my child in for the days and times indicated above. I will let you know in advance if my child will not be attending a booked session. I understand that the Club cannot give refunds for any sessions that I have booked but which my child does not attend. I understand that on busy days, I would have to be placed on the waiting list.

Parent's signature:Date:

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Badger Club - Privacy Notice

At Long Furlong Badger Club 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 contract 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 our 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* so can't delete everything immediately.

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: _____

Name: _____

** We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*

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

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