



Any other relevant information?

**Section Three: Emergency Contact information**

Mobile Phone number of Mother/Caregiver:

Mobile Phone number of Father/Caregiver:

Contact in case of emergency

Name:

Relationship to Child:

Phone number (Home/work):

Mobile Phone number:

**Section Four: Consent for Photographs**

I do/do not (please circle) give permission for photographs/video footage of my child to be taken to be used in *publicity leaflets, posters or flyers; or for display at a school, play scheme*

*or at The African Community School including its website and publications. They may also be used in related newspapers or magazines and to funders.*

I do/do not (please circle) give permission for photographs/video footage of my child to be taken by local media (newspapers, Teachers TV etc).

Signed:

Relationship to child:

Date:

**Opening times and weeks**

Choose the one suited for you

8am – 5.30pm

9am – 4.30pm

Week 1

Week 2

Week 3

Week 4

**Section Six: Collection of Child**

Please TICK which of the following applies to your child:

My child has permission to make their own way home each day

My child will be collected at 4.30pm or 5.30pm each day. They will be collected by:

----- (Please state name and relationship to child)

**Section Seven: Booking and Fees**

To book your child a place for 2 weeks on the play scheme, you must pay in full at the time of booking. To book over 2 weeks, you must pay half of the fees upfront at the time of booking and the remaining half on your child's first day of play scheme. Sorry but we cannot accept bookings for less than 1 week.

Fees must be paid in full. Please note that we are unable to make refunds on places that have been booked even if your child is unable to attend the play scheme. **A late fee of £3 for every five minutes** will be charged if your child is not picked up by 4.30pm or 5.30pm.

**Section Eight: Payment methods**

We can accept payment by cash or cheque only.

**Section Nine: Trips and outing**

We sometimes take children out locally, for example to a park in the area. *For other trips you will be given a separate consent form. There may be an additional cost for other trips and they will be booked on a first come first served basis.*

I do/do not (please circle) give permission for my child to go on local outings.

**Section Ten: Concessionary fee application** *(This is not required for full fee payers)*

These statements must be completed by the parent / career at the time of registration.

I confirm that I am receiving Income Support at present and that my family does not receive any other income.

If my circumstances change I will inform the play scheme / The African Community School immediately.

- I understand that if I do not inform the African Community School holiday play scheme of any changes of circumstances, my children's place at the play scheme will be lost.
- Proof of concessionary status provided and seen / photocopy taken of evidence.

**Section Eleven: Lost or damaged property**

We will take no responsibility for the lost or damaged property including mobile phones. Handheld computer games and other electrical equipment will not be allowed at the play scheme.

**Declaration by the Parent /Career**

*Signing this sheet forms a contract between the parent /career and the African Community School*

I agree to comply with the requirements of the African Community School.

- I declare that all information is correct and agree to all authorisations indicated by a tick above.
- I will notify the Senior Play Worker / African Community School of any changes to the information given.
- I will collect my child by 4.30pm or 5.30pm at the latest at the end of the day.
- In the event of a late pick up, I understand there is a **£3 late fee for every 5 minutes** after 4.30 or 5.30pm.
- I understand that my child's place may be withdrawn if I do not follow the agreed procedures.
- I understand that I have reserved a place for my child and **fees cannot be refunded** if I do not take up the place.

Name		Signature		Date	
------	--	-----------	--	------	--

For The African Community School

Name		Signature		Date	
------	--	-----------	--	------	--

<p><b>Ethnic group:</b></p> <p>White</p> <p><input type="checkbox"/> British                      <input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other White Background</p> <p>(please write in).....</p> <p>Mixed</p> <p><input type="checkbox"/> White &amp; Black Caribbean</p> <p><input type="checkbox"/> White &amp; Black African    <input type="checkbox"/> White &amp; Asian</p> <p><input type="checkbox"/> Any other Mixed Background</p> <p>(please write in).....</p> <p>Asian or Asian British</p> <p><input type="checkbox"/> Indian        <input type="checkbox"/> Pakistani    <input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Any other Asian Background</p> <p>(please write in).....</p>	<p>Black or Black British</p> <p><input type="checkbox"/> Caribbean            <input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black Background</p> <p>(please write in)</p> <p>.....</p> <p>Chinese</p> <p><input type="checkbox"/> Chinese</p> <p>Other Ethnic Group</p> <p><input type="checkbox"/> Any other Ethnic Background</p> <p>(please write in)</p> <p>.....</p> <p>Gender:</p> <p><input type="checkbox"/> Male                      <input type="checkbox"/> Female</p>
---	--

Does your child have a disability or any special needs? Yes ( )        No ( )

If you answer "Yes" to the above question above, please let us know about any.

**Advertisement:**

Staff at center ( )    Hackney Learning Trust site ( )    Leaflet/Poster ( )

ACS Website ( )    Friend/Word of Mouth ( )    Social Media -E.g. ; Facebook, Twitter etc.

Library (please state) \_\_\_\_\_

**How we use your personal information:**

African Community School complies with all relevant data protection legislation. The personal information you supplied on this form will be retained by African Community School. In addition to the information we collect in this form, we may also collect certain personal information about your child from their school with your/your child's prior permission. We will use the personal information that we collect (a) to provide your child with our educational services; (b) to manage participation in our programmes; (c) to monitor the effectiveness of our programmes; (d) for the purposes of communicating with you or your child about our programme; (e) for our own record-keeping purposes.

The information will also be passed to our funders when requires and, when needed, the Hackney Learning Trust, including the Local Authority and with the DfE to meet legal responsibilities under the funding contract, Children and Learning Act 2009.

Your information will be securely destroyed after it is no longer required for these purposes. Your information may be shared with third parties for education and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: <https://www.gov.uk/help/privacy-policy>

**Declaration –**

I have read and consent to African Community School retaining and sharing the information supplied on this form in accordance with the 'how we use your personal information' section above.

**Signature:**

**Date:**

**Print name:**

**Relationship to child:**