

Ealing Play Service

After School Club

Child Registration Form 2019/2020

Parent's Surname:

Child's Surname:

(if Different)

Client Number:

If you do not have an Ealing client number, please leave blank

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September 2019 – July 2020

Play Service

THANK YOU FOR REQUESTING AN APPLICATION FORM FOR A PLACE AT A PLAY SERVICE AFTER SCHOOL CLUB.

Places at each site are limited and will be allocated on a first come first served basis.

Please ensure that **ALL** sections of this application are fully completed and that all information given is accurate, as any gaps will cause a delay in processing.

ONCE YOU HAVE FULLY COMPLETED THIS FORM, PLEASE RETURN TO:

London Borough of Ealing
 Play Service – After School Club
 Perceval House,
 2nd Floor Green SW13
 14/16 Uxbridge Road
 Ealing
 W5 2HL
 Telephone: 020 8825 8205

OR EMAIL A SIGNED SCANNED COPY OF THE COMPLETED FORM TO: playservice@ealing.gov.uk

SECTION 1: BOOKING INFORMATION VENUE

Please select your required After School Club (ASC):

No.	Venue	Area	Please Tick
1	Acton Park Children's Centre ASC Collection from East Acton & Derwentwater Primary Schools	Acton	
2	Dormers Wells ASC Collection from Dormers Wells Junior, Infant & Allenby Primary	Southall	
3	Limetrees Children's Centre ASC Collection from St Raphael's Primary School	Northolt	

Days Required: Please select the days you require your child to attend the after school club (Minimum 2 days)

1st Child

Child in Full Time School Yes No

All Week	Monday	Tuesday	Wednesday	Thursday	Friday

2nd Child

Child in Full Time School Yes No

All Week	Monday	Tuesday	Wednesday	Thursday	Friday

Start Date:

**SECTION 2: CHILD REGISTRATION
CHILD(S) DETAILS:**

1 st Child's Full Name		Date of Birth	Age
Language spoken at home		Gender (Please Circle)	
		Male	Female
Does your child have any allergies? (If yes please give details)			
Who has parental responsibility?		Who does the child currently live with?	
Does your child have any dietary requirements? (If yes, please give details)		Does your child take any medication? (If yes, you must inform the Play Leader when you register your child at the scheme & you must complete a medication form)	
Does your child have any specific needs, disability or challenging behaviour? (Please give as much detail as possible so that we can ensure that we fully meet your child's needs. Please attach additional information if required)			
School attending:	Year:	Class:	

2 nd Child's Full Name		Date of Birth	Age
Language spoken at home		Gender (Please Circle)	
		Male	Female
Does your child have any allergies? (If yes please give details)			
Who has parental responsibility?		Who does the child currently live with?	
Does your child have any dietary requirements? (If yes, please give details)		Does your child take any medication? (If yes, you must inform the Play Leader when you register your child at the scheme & you must complete a medication form)	
Does your child have any specific needs, disability or challenging behaviour? (Please give as much detail as possible so that we can ensure that we fully meet your child's needs. Please attach additional information if required)			
School attending:	Year:	Class:	

SECTION 3: PARENT/CARER'S DETAILS
3(a): PARENTS/CARER'S DETAILS

Parent/Carer (1) Full Name:		Parent/Carer (2) Full Name:	
Date of Birth:		Date of Birth:	
Gender:		Gender:	
Male	Female	Male	Female
Do you have a disability or special need?		Do you have a disability or special need?	
Employment Status:		Employment Status:	
Student		Student	
Unemployed		Unemployed	
Employed		Employed	
looking after family		looking after family	
Relationship to the child:		Relationship to the child:	
Child 1	Child 2	Child 1	Child 2
Full Address:		Full Address:	
Home Tel:		Home Tel:	
Work Tel:		Work Tel:	
Mobile Tel:		Mobile Tel:	
Email:		Email:	

Please provide a **clearly written** email address which will be used for all correspondences.

3(b): EMERGENCY CONTACT

In the event, we are unable to contact you please provide an alternative:

Full Name:	
Relationship to the child:	
Address	
Home Tel:	
Work Tel:	
Mobile Tel:	

3(c): COLLECTION DETAILS

Name of designated person to collect child/ren (1)	
Full Name:	
Relationship to the child:	

Name of designated person to collect child/ren (2)	
Full Name:	
Relationship to the child:	

3(d): FAMILY GP DETAILS

Doctor	
Doctors Address	
Doctors Contact Details	

SECTION 4: ETHNICITY DATA

Ethnic Background		Parent / Carer 1	Parent / Carer 2	Child 1	Child 2
Asian or Asian British	Indian				
	Pakistani				
	Bangladeshi				
	Chinese				
	Japanese				
	Asian Other				
Black or Black British	Caribbean				
	African				
	Somalian				
	Ghanaian				
	Nigerian				
	African Asian				
	Other				
Mixed	White & Asian				
	White & Black African				
	White & Black Caribbean				
	Mixed Other				
Other Ethnic Group	Traveller of Irish Heritage				
	Gypsy/Roma				
	Arab				
	Afghan				
	Iraqi				
	Iranian				
	Latin/South/Central American				
	Other Ethnicity				
White	British				
	Irish				
	Eastern European				
	Western European				
	Other				

SECTION 5: TERMS AND CONDITIONS

When registering your child/children with Ealing Play Service you are agreeing to the following terms & conditions:

GENERAL PRACTICE

1. The ASC closes at 6:00pm and all children must be collected by this time. If not collected a late collection fee will be applied. See Payment & Fees (7)
2. Play Service will make every effort to contact you (parent(s)/carer) or your emergency contact. However, a failure to make contact and non-collection of a child(ren) will result in the ASC calling Social Services.
3. Children will only be collected from school on the days agreed at the time of registration.
4. Any request to modify a child's days of attendance must be requested by email, giving one weeks' notice and sent to playservice@ealing.gov.uk. Additional days are to be paid **immediately**.
5. Half a terms notice in writing is required to terminate or reduce the number of days a child(ren) attends the ASC.
6. The minimum booking: two days per week per child.
7. Parent(s)/carers must ensure that the Senior Play Leader on site is informed in advance if there is to be any change of nominated person(s) collecting my child(ren) and a password must be given.
8. By signing this application, parent/carers agree to Play Service staff administering first aid and/or taking the child to hospital for medical attention.
9. While a child is in the care of the ASC, the Play Service has responsibility for their welfare and may seek advice from other agencies.
10. Parent(s)/carers must inform Play Service by email if any contact details change on their children's registration form.
11. Policies and procedures for the after school club are available to view on request.
12. ASC may take children on local trips.

PAYMENTS AND FEES

1. The fee for the ASC is £9.00 per child per session.
2. Invoice must be paid in full and received by the due date on the invoice. Invoices will be issued on a half termly basis, approximately two weeks prior to the **first day of the half term**.
3. If payment is not received by the due date, **a late payment fee of £20.00 will be charged**.
4. Payment options are available – Please telephone 020 8825 8205 or email playservice@ealing.gov.uk prior to the invoice due date to arrange.
5. If a child is not collected by 6:00pm, a late payment slip will be issued and fee of £20 incurred per part of each half hour late to cover staff costs.
6. Fees will not be refunded due to sickness or school trips.
7. If payment is not received, your child(rens) place will be withdrawn with a minimum of five working days' notice, at the sole discretion of Play Service Management. Parent(s)/Carers will still be liable for outstanding fees and information will be passed to the Council's Debtors Section for recovery.
8. If a child leaves a Play Service after school club, they will not be able to return until all outstanding fees are paid.
9. If for any reason the bank returns a cheque it will incur a £20.00 fee and payment must be made immediately by credit or debit card.
10. If you wish to pay by childcare vouchers, please contact the office first for instructions.
11. Staff on site are unable to deal with payments, therefore no payments are to be made to the ASC.
12. Children can only attend After School Club from Reception to Year 6.

Safeguarding/Child Protection Statement

Ealing Councils Child Protection Policy & Procedures guide the staff at all times, if they have any concerns for a child's welfare or safety staff may contact London Borough of Ealing's Children's Services.

SECTION 6: SHARING INFORMATION & PRIVACY NOTICE

SECTION 6(a): Sharing Information

Information submitted to the Play Service is to provide childcare, family support and advice to improve services for families. Information which is provided will be held securely and only accessed by staff providing those services. The Play Service may share information with collaborating organisations/centre's, the Local Authority and the DfE for those purpose(s) in accordance with the London Borough of Ealing Information Sharing Protocol. The Play Service will only keep my information for as long as necessary for that purpose. The Play service shall comply fully with its obligation under the General Data Protection Regulations and the Data Protection Bill 2018.

SECTION 6(b): PRIVACY NOTICE

The right to be informed

Under the General Data Protection Regulations (GDPR) and Data Protection Bill 2018 an individual has the right to be informed. This means that we have to provide "fair processing information" usually through a privacy notice. This addresses the need to be transparent as to how we use personal data.

This Play Service privacy notice is in addition to the Ealing Council Privacy Notice and information about the types of personal data that we may collect about you when you contact us. It also explains what we will do with that data and how we will keep it safe.

Privacy notice – Play Service

What are LA's legal basis for processing personal data?

Contract:

The legal basis is a contract with you as you are entering into a financial agreement with Ealing for a Play Service place.

For other services that we provide we collect and process your data with your agreement. When you agree, you can change your mind and withdraw that consent.

What kind of information does Ealing Council have about me?

We hold the information you provide to us on our after school club application form, you request additional support through an Early Help Assessment and Plan, or if we make a referral to another service to provide additional support on your behalf. We also hold information which we share with you that shows how well your child is developing and learning and how our services have helped children and families.

This information is provided to us by you and shared with your consent.

What do you do with information about me?

Your information is required to register your child and family with London Borough of Ealing's Play Service and Children's Centre's, which record attendance at our services and enable personalised services to be provided to your child and family.

We would need to collect and process personal information for adults and children such as name, date of birth, address, gender, and special category information such as ethnicity, disability and / or special educational needs, and religion (optional). Further information that may be required are whether you are in receipt of benefits, marital status, employment status, country of birth and language spoken at home and if are you registered with a GP, if so, the GP's name and address. We also hold information on the Children Centre services you and your family attend.

We may contact you to carry out a survey or promote a service or a public health campaign. If we do this, we will ask your consent to be involved. We may also share if you are registered with an Ealing Children's Centre with Ealing Early Start Health Visiting Service

How do I know the information about me is kept safely?

All the information we collect is stored securely on our IT systems and manual filing systems. We have strict procedures for the way this is done. Any and all information about you is treated as confidential and with respect. There are also clear rules and guidance about storing, recording and sharing information which staff receive training on.

We take information sharing very seriously. Appropriate council and health staff are DBS (Disclosure and Barring Service) checked. Any member of staff who is found to be breaking the rules will be dealt with through appropriate disciplinary procedures.

Are the records confidential?

All Ealing Council employees including Early Years staff have a duty of care in accordance with our Data Protection policy. This includes respecting that right to confidentiality. When Children's Centre services are provided on the Council's behalf by another organisation their staff have a duty to protect your information according to the Data Protection legislation.

For how long are records held?

There are different rules for different documents and/or information kept by the council. We are required by law to keep records for varying lengths of time depending on individual circumstances.

Don't you need my permission to keep and share information about me?

We need your written agreement (consent) to share information about you. When we need to share information, we will ask for this from you directly or on behalf of a child for whom you have responsibility.

Although your information is confidential, we may have to share information about you/your family without your permission. These reasons are:

- To protect you from harm, neglect, abuse or significant threat
- When you may need urgent medical treatment
- To prevent or detect a crime
- To comply with a legal obligation

You can have your details updated by contacting Play Service at playservice@ealing.gov.uk or

Telephoning: 020 8825 8205

We will always do our best to tell you if we have to share information about you/your family under these circumstances, unless doing so puts you/your family in danger.

Are there any laws applicable in the processing and protection of my information?

There are a number of laws which allow for the protection, collection and processing of your personal information for this purpose, such as:

- The General Data Protection Regulations and *The Data Protection Bill 2018*
- Children's Act 2004.
- Childcare Act 2006 as amended Section 9 of the Apprenticeships, Skills, Children and Learning Act 2009.
- The Common Law Duty of Confidence.
- The Human Rights Act 1998.
- Framework for the inspection of services for children in need of help and protection, children looked after and care leavers.
- NHS Guidelines - Caldicott Principles, which govern the sharing of patient identifiable information.

Can I see the information you have collected about me/my family?

Yes, you can request a copy of the information held. This is called a subject access request under the *Data Protection Bill 2018* and General Data Protection Regulations which contain certain rights of individuals and their personal data. For more information regarding your rights, please see the LA's corporate Privacy Notice at https://www.ealing.gov.uk/info/201045/data_protection/1420/privacy_statement

Who should I contact if I want further information or to complain about the use of my personal information?

The Council's Data Protection Officer is Mrs. L. Cox, whom you can contact on: dataprotection@ealing.gov.uk or telephone 0208 825 5124 during office hours.

Contact details are required for the following reasons:

We send invoices to you by post so we need your address.

We need your telephone number so that we can contact you.

We need your e-mail address so that we can contact you regarding your play service place.

By signing this application (contract) you are agreeing for London Borough of Ealing – Play Service holding your details. Without your signature(s) we will not be able to process your application.

Parent / Carer 1

Signed:	
Full Name:	
Date:	

Parent / Carer 2

Signed:	
Full Name:	
Date:	

You have the right to ask for a copy of the information we hold about you / your child(ren) on our records. This request needs to be in writing to Play Service.

Payment Options – please indicate.

Option 1 By Card; On Line or Telephone
Once you have been issued your invoice you can make a payment online by visiting: https://www.civicaepay.co.uk/EALING/webpay_public/webpay/default.aspx?Fund=18 Please be aware that the reference number is your invoice number. Kindly forward successful payment receipts to playservice@ealing.gov.uk To pay by card over the telephone contact Play Service on 020 8825 8205 once you have received your invoice.
Option 2 Cheque - I enclose a cheque / postal order
Please make cheques payable to the London Borough of Ealing and write your child/children's name and client (400....) number on the back. Please note post-dated cheques are not accepted.
Option 3 Childcare Vouchers
Please ensure you quote under reference column your client number 400 . . . and contact the Play Service Office Please forward successful payment receipts to playservice@ealing.gov.uk
Option 4 - Part Payment/Payment Play
50% 1 st payment then 50% 2 nd payment. First payment due on invoice due date and the second payment as arranged. Prior agreement with Play Service must be made to use this option. Please email: playservice@ealing.gov.uk