

## YMCA Thames Gateway Children's Services – Holiday Club Booking Form

Please provide the following information so we can register your child with the YMCA Children's Services department. Please write clearly and in black or blue ink.

### Child's details

First name(s)	Surname
Preferred name	Date of birth
Address	Main telephone
Postcode	Email address
Gender <b>male</b> <b>female</b> <small>(please delete as appropriate)</small>	Collection Password

People authorised to collect child from YMCA or be contacted in emergency, including parents or carers. These emergency contacts must live locally and be over 16 years old.

### 1<sup>st</sup> Contact

Name
Relationship to child
Mobile
Work / daytime telephone
Parental responsibility <small>(please tick if this contact does have parental responsibility)</small>

### 2<sup>nd</sup> Contact

Name
Relationship to child
Mobile
Work / daytime telephone
Parental responsibility <small>(please tick if this contact does have parental responsibility)</small>

### Health & Needs

Does your child have any special needs or disability?  
**yes** **no**  
(please delete as appropriate)

If **yes**, what additional support will your child require?  
(please use a separate piece of paper if required)

Does your child take regular medication?  
**yes** **no**  
(please delete as appropriate, a separate form will need to be completed)

If **yes**, please provide details

Does your child have any known allergies or dietary requirements?  
**yes** **no**  
(please delete as appropriate)

If **yes**, please provide details  
(please use a separate piece of paper if required)

Any other information about your child which you think may be relevant?

### Consents

Please tick below if you give your consent

In the event of an accident, I give my full consent for a trained member of staff to apply first aid to my child.	<input type="checkbox"/>
In case of emergency, I give permission for the staff to seek necessary emergency medical advice or treatment. (Please note that we will contact you immediately).	<input type="checkbox"/>
I consent to my child being photographed / videoed during the childcare activity for the purposes of general records or for the press or the website.	<input type="checkbox"/>
I give permission for a member of YMCA Thames Gateway staff to apply sun cream when my child needs it. I understand that I will supply and clearly label the sun cream beforehand.	<input type="checkbox"/>

Booking	Monday	Tuesday	Wednesday	Thursday	Friday
w/c 31/05/21					

Price per child per day: **£34.99**  
**ADHOC (less than 48hrs notice): £36.99**  
**Cancellation fee: £20** (if cancelled less than 2 weeks prior to attendance)  
 AM Session (8am-12pm): £18 (includes a substantial snack)  
 PM Session (1pm-5pm): £18 (includes a substantial snack)

All payments must be cleared prior to your child's attendance on our holiday club. If payment is not cleared then your child will not be allowed to attend. To secure space a £10 per day of £5 per half day deposit must be paid. If you pay via vouchers then proof of voucher payment must be shown.

Please write in the above boxes either AM, PM or Full day on the days that you require

**How did you hear about us?**

YMCA Thames Gateway treats personal data collected during the registration process in accordance with its data protection policy and its rules on governance and information security. Information about how your data is used and the basis for processing your data is provided in YMCA Thames Gateway's privacy notice available at [www.ymcatg.org/privacy-notice-childcare/](http://www.ymcatg.org/privacy-notice-childcare/). For more information contact us on 01708 766211 or [qualitychildcare@ymcatg.org](mailto:qualitychildcare@ymcatg.org).

We ask that you keep us informed of any changes to the details contained in this registration form. Periodically we may ask you to confirm your details for our records. We will continue to contact you for up to one year from your booking about upcoming Holiday Clubs or for feedback on our programmes.

I give consent for YMCA Thames Gateway to contact me with marketing information on YMCA services, events and opportunities.  
 Please tick below if you give your consent

By email		By phone		By post	
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Name

Signature

Relationship to child

Date

**TERMS AND CONDITIONS:**

**BOOKINGS**

- All children must be registered before they can attend; Holiday Club places are booked and paid for in advance. No child shall be allowed to attend holiday club until full payment has been made and confirmation of place will be confirmed via telephone or email
- Full payment must be paid prior to your child's attendance. There is no refund for unused pre-booked sessions. These sessions are non-transferable. If payment is not cleared then the child will not be allowed to attend.
- We are registered with Ofsted and can accept most childcare vouchers.
- A packed lunch is required each day in a clearly named bag unless stated otherwise on our planner
- All booking forms which are received, that are then cancelled will still be chargeable

**REGISTRATION**

- Registration is between 8am and 8.45am.** Any child that arrives after 8:45am may not be accepted in holiday club and may be sent home.

**DROPPING CHILDREN OFF**

- Children **MUST** be brought into the sports hall by a parent/carer and not left in the corridor or to walk in from the car park.
- Registration is strictly from 8am, please **DO NOT** drop your children off any earlier or leave them unattended.
- All children must be signed in on our registers with the name of a person, printed clearly, who shall be picking them up

**COLLECTION OF CHILDREN**

- Children must be signed out by their parent or authorised named person. Children will only be allowed to leave the premises with an authorised , as indicated on their registration form, we will ask you for a password
- There is a late collection fee of £5 per 15 minutes, or part thereof, from 6pm for every child collected after their booked session. This fee will be charged and payment will be due immediately and must be before next session.

**VALUABLES**

- Precious and valuable items should not be brought to Holiday Club. The YMCA accepts no responsibility for the loss of any item. Clothing and bags should be labelled with the child's name. YMCA Thames Gateway is not liable for damaged clothing during activities or lost items.
- NO** mobile phones or electrical devices should be brought into holiday club, these are strictly prohibited and shall be taken until the end of the day should a child have one with them
- All spending money should be given in a clearly named envelope. YMCA Thames Gateway accepts no responsibility for the loss of any money

**BEHAVIOUR MANAGEMENT**

Our aim is to provide a safe and happy environment for all children. We want your children to have a good time, but we expect them to be responsible and courteous to each other and to the staff.

**ILLNESS**

Children who are ill or have been ill should not attend. Children who have an illness or sickness must not return to holiday until after 48hours have passed. No refund can be made in the case of illness.

**ALLERGIES**

Some children that attend our holiday club have a severe allergy to nuts. We ask parents/ carers that you **DO NOT** pack any form of Nuts into your child's packed lunch

**FURTHER INFORMATION**

Sun Cream- Staff will only apply sun cream to the legs, arms and face. Sun Cream must be provided by the parent and children cannot share this. Children will need to carry their own sun cream in their bag

Full information regarding the Holiday Club including policies & procedures, can be accessed by visiting our website: [www.ymcatg.org](http://www.ymcatg.org)