



Multi Activity Week Registration Form

Personal Details

Childs Name.....	Known As
Date of Birth.....	Male or Female.....
Parent/Guardian Name.....	Tel No.....
Address.....	Mobile No.....
.....	Work No.....
Religion.....	Language Spoken.....
School Attended.....	Ethnicity.....
COLLECTION PASSWORD.....	

Emergency Contacts

Please give details of any other person who may collect the child in an emergency should either parents or carer be unavailable

(1) Name..... Relationship to child.....
Home Phone No..... Work Phone No.....
Mobile No.....

(2) Name..... Relationship to child.....
Home Phone No..... Work Phone. No.....
Mobile No.....

Medical Information

Doctors Name..... Telephone
No.....

Please give your child's immunisation details to the best of your ability
.....

Is your Child on any medication Yes No
If Yes please give details
.....
.....

Does your child have any allergies i.e. plasters, foods or drink.
.....

Medical Information
.....
..... i.e. existing illness, previous illness, has undergone major surgery.

Messy Play Permission

On a regular basis the children will have the opportunity to use a variety of messy equipment. This can range from paint, glue and many more. For your child to use the messy equipment you must give your permission.

I agree for my child to have his/her face painted.

Yes

No

I agree for my child to participate in messy play sessions.

Yes

No

Signed.....

Date.....

Photograph Permission

Your child's photography may be used in students college work or for promotional purposes.

I agree to my child being involved in any promotional photographs.

Yes

No

Signed..... Date.....

Outing Permission

I give permission for Romford YMCA Children's Services staff to take my child on local outings, and do off site activities.

I give permission for my child to travel in the appropriate transport of a minibus and a coach Signed.....Date.....

Romford YMCA is responsible for the health and safety and care of your child except when they are involved in a specialist off site activity; i.e. swimming, outdoor pursuits, ice skating etc.

Declaration

I understood policies and procedures of Romford YMCA children's services are available on request, I agree to adhere to them. If any of the above information changes I will inform the Children's services department at Romford YMCA in writing.

I have filled this registration sheet to the best of my knowledge and agree to inform the Children's services department of any changes.

I give permission, if required, for the Children's services staff to seek medical advice or give emergency treatment to my child.

Signed.....Date.....

Name.....

Where did you hear about our service?.....

All our staff are checked and vetted by the Criminal Records Bureau, and receive initial and on-going training to ensure they are able to provide the highest possible level of care for your child.

A programme of activities will be given to you when you register, this may change due to weather conditions or booking availability at the chosen venues.

Security is our utmost priority – the Romford YMCA building has a dedicated entrance for childcare, which can only be accessed with security code supplied only to parents with children booked on the programme. You will receive a letter to inform you about the password.

We need a password supplied by you above in personal information. You should only give this pass word to persons who are authorised to collect your child. When you collect your child you will be asked for the password. If for whatever reason you feel your password needs changing, please speak to the Children’s Services Manager.

Your receipt is confirmation that your child has been booked onto the specified holiday programme (as per your request) Confirmation of activities are sent out in the post 2 days prior to each programme. Activities for those who book late are subject to availability. Bookings can only be made at the reception desk of Romford YMCA, please do not post any forms to us.

Payments

Payments can be made at reception with credit/debit card, cheque or cash. A Guarantee Card will be needed when payment is made. Once a booking has been made a refund cannot be given.

Late Collection of Children after 6pm.

Parents are reminded that if they should be late for any reason, they should contact us at the earliest possible time in order that we can provide adequate provision and re-assure the child. If we have been contacted in this way, we will make every effort to care for the child until the parent/guardian arrives. A charge of £5.00 per child per 15 minutes or part of 15 minutes after 6pm will apply.

Romford YMCA, is not responsible for any loss or damage to property.

BOOKING DETAILS FOR (full name of child):

Fees for weekly booking

8.30am to 6pm = £120 per week

10am to 4pm = £100 per week

Week commencing 25th August, we will operate for 4 days 26.08.08 to 29.08.08

Week 6 charge - 8.30 to 6pm = £100 per week

10am to 4pm = £80 per week

Required Days 8.30am-6pm or 10am to 4pm (weekly bookings)

Please indicate which dates your child requires to attend the Multi Activity Week
Please tick relevant boxes. To get the weekly booking rate full weeks need to be booked

<u>Times</u>	<u>Week 1</u> <u>21.07.08</u> <u>to</u> <u>25.07.08</u>	<u>Week 2</u> <u>28.07.08</u> <u>to</u> <u>01.08.08</u>	<u>Week 3</u> <u>04.08.08</u> <u>to</u> <u>08.08.08</u>	<u>Week4</u> <u>11.08.08</u> <u>to</u> <u>15.08.08</u>	<u>Week 5</u> <u>18.08.08</u> <u>to</u> <u>22.08.08</u>	<u>Week 6</u> <u>26.08.08</u> <u>to</u> <u>29.08.08</u>	<u>Total</u>
<u>8.30am to 6pm</u>							
<u>10am to 4pm</u>							

Fees for daily booking
8.30 to 6pm = £27 per day

Required Days 8.30 to 6pm (daily bookings)

Please indicate which dates your child requires to attend the Multi Activity Week
Please tick relevant boxes. You can book single days

Monday 21 st July	Tuesday 22 nd July	Wednesday 23 rd July	Thursday 24 th July	Friday 25 th July
Monday 28 th July	Tuesday 29 th July	Wednesday 30 th July	Thursday 31 st July	Friday 1 st August
Monday 4 th August	Tuesday 5 th August	Wednesday 6 th August	Thursday 7 th August	Friday 8 th August
Monday 11 th August	Tuesday 12 th August	Wednesday 13 th August	Thursday 14 th August	Friday 15 th August
Monday 18 th August	Tuesday 19 th August	Wednesday 20 th August	Thursday 21 st August	Friday 22 nd August
Monday 25 th August	Tuesday 26 th August	Wednesday 27 th August	Thursday 28 th August	Friday 29 th August
BANK HOLIDAY				

Week dates	Paid weekly amounts (£120 or £100)	Receipt Number	Paid daily amounts (£27 per day booked)	Receipt number
Week 1 <u>21.07.08 to 25.07.08</u>	£		£	
Week 2 <u>28.07.08 to 01.08.08</u>	£		£	
Week 3 <u>04.08.08 to 08.08.08</u>	£		£	
Week 4 <u>11.08.08 to 15.08.08</u>	£		£	
Week 5 <u>18.08.08 to 22.08.08</u>	£		£	
Week 6 <u>26.08.08 to 29.08.08</u>	£		£	
TOTAL PAID	£		£	

booking taken by: _____ **Date:** _____