

Holiday Club Enrolment Form 2026

(STAFF – if completion over the phone complete the **bold and underlined** section only and place in the folder for parent/carer to complete and sign)

Child's details

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

Please provide details of who has **Parental Responsibility** for this child.

Name	Name
Relationship to child	Relationship to child
Mobile	Mobile
Work / daytime telephone	Work / daytime telephone
Please state any legal reason to why this named person cannot collect the child e.g. Court Ruling. Proof maybe required.	

People authorised to be contacted in emergency. These emergency contacts must live locally and be over 18 years old.

1st Emergency Contact

Name
Relationship to child
Mobile
Work / daytime telephone

2nd Emergency Contact

Name
Relationship to child
Mobile
Work / daytime telephone

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 say YES or NO to the questions below (a yes will give Maidstone YMCA 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.

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).

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.

I give permission for a member of Maidstone YMCA staff to apply sun cream when my child needs it. I understand that I will supply and clearly label the sun cream beforehand.

I give consent for Maidstone YMCA to contact me with marketing information on our services, events and opportunities.

By email

By phone

By post

How did you hear about us?

Maidstone YMCA treats personal data collected during the registration process in accordance with its data protection policy and its rules on governance and information security. For more information about how your data is used and the basis for processing your data contact us on 01622 749404 or help@maidstoneymca.org.uk

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.

Name

Signature

Relationship to child

Date

Holiday Club Terms and Conditions

BOOKINGS

1. 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.
2. 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.
3. We are registered with Ofsted and can accept most childcare vouchers. Our Ofsted number is EY419802.
4. A packed lunch is required each day in a clearly named bag unless stated otherwise on our planner. We have a café on site that can provide snacks and lunch.
5. Booking that are cancelled will still be chargeable. However, we will defer the date.

REGISTRATION

1. **Registration is between 8.30am and 9.00am.** Unless registered for Breakfast Club which starts at **8.00am**

DROPPING CHILDREN OFF

1. Children **MUST** be brought into the Pre-School by a parent/carer and not left in the reception/café or to walk in from the car park.
2. Registration is strictly from 8.45am, please **DO NOT** drop your children off any earlier or leave them unattended.
3. All children must be signed.
4. Any medical requirements must be reported.
5. Any existing injury must be reported.

COLLECTION OF CHILDREN

1. Children must be signed out by their parent or authorised person. Children will only be allowed to leave the premises, as indicated on their registration form, a password.
2. 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

1. 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. Maidstone YMCA is not liable for damaged clothing during activities or lost items.
2. **NO** mobile phones or electrical devices should be brought into holiday club. These are strictly prohibited.
3. All spending money should be given in a clearly named envelope/wallet and be kept with the child's belongings. Maidstone YMCA 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 48 hours have passed. No refund can be made in the case of illness, however, we will defer the date, where possible.

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.