**Fun Days Easter Holiday Playscheme 2024**

Matthews Community Hall 12 Margravine Road, Hammersmith, W6 8HN Tel: *0787 331 4417/8*

Email: lorna.jackson@aol.co.uk or fundays4kids@aol.co.uk

**BOOKING FORM**

**Complete all sections of the form 2. Complete one form per child 3. Please pay in advance**

**Playscheme dates – Tuesday 2nd April 2024 – Friday 12th April 2024**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week 1****When would you like your child to attend?** | **Please tick the standard 9am-5pm****days you require.** | **Standard 9.00am-5.00pm** | **Please tick the breakfast sessions you require 8-9am** | **Breakfast session 8-9am** |
| Monday 1st April | CLOSED | CLOSED | CLOSED | CLOSED |
| Tuesday 2nd April  |  | £25.00 for 1 day |  | £5.00 for 1 day |
| Wednesday 3rd April  |  | £50.00 for 2 days |  | £10.00 for 2 days |
| Thursday 4th April |  | £75.00 for 3 days |  | £15.00 for 3 days |
| Friday 5th April  |  | £100.00 for 4 days |  | £20.00 for 4 days |
| Amount enclosed: |  | £ |  | £ |

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| **Week 2** **When would you like your child to attend?** | **Please tick the standard 9am-5pm****days you require.** | **Standard 9.00am-5.00pm** | **Please tick the breakfast sessions you require 8-9am** | **Breakfast session 8-9am** |
| Monday 8th April |  | £25.00 for 1 day |  | £5.00 for 1 day |
| Tuesday 9th April |  | £50.00 for 2 days |  | £10.00 for 2 days |
| Wednesday 10th April |  | £75.00 for 3 days |  | £15.00 for 3 days |
| Thursday 11th April |  | £100.00 for 4 days |  | £20.00 for 4 days |
| Friday 12th April |  | £125.00 for 5 days |  | £25.00 for 5 days |
| Amount enclosed: |  | £ |  | £ |

**How to book**

Completeyour applicationform and email it in as soon as possible as bookings are on a first come first serve basis.

**Bookings are not confirmed until payment is received**.

You can pay via online banking. Our banking information is **Fun Days Holiday Playscheme**, **NatWest**, Bank sort code: **60-22-16** account number: **67023029.**

Once we have received payment, we will issue you with a confirmation email. Please let us know about any changes immediately so that we can update our records.

**Payments & Refunds**

**Please note we cannot be held responsible for changes in a child’s circumstances, which might prevent attendance. Many of our activities are booked and paid for in advance and as such should your child not attend on a planned trip day you will still be liable to pay for the activity fee and the standard daily rate for childcare.**

**A refund will only be issued if your child has a severe injury that prevents them from attending or an illness that is contagious. A doctor’s certificate will be required. If your child is unable to attend on the day, please let us know asap.**

**Contactless signing in and out**

Our staff will sign children in and out on a parent’s behalf. All parents dropping off/collecting will be respectfully asked to not enter the building unless invited to do so by staff.

**IMPORTANT- LATE FINE**

If you collect your child later than the hours for which you have booked, you will be charged a fee of £8.00 for every 15 minutes or part thereof for the first 15 minutes. This then rises to £10 for each consecutive 15 minutes or part thereof.

**Medical Interventions**

In the event that my child is involved in a serious incident whilst at the club or is very unwell with possible signs of covid, I expect the Manager or a delegated member of staff, to contact me immediately on the emergency contact number provided.

In the event that my child requires immediate medical treatment before I will be able to get to the club, I hereby authorise the Manager or a delegated member of staff, to consent to accompany my child to hospital.

**Signature:**

**Relationship to Child: Date:**

Please note that this form cannot be accepted for registration without a signature.

**Further Information**

Do you agree to your child being taken away from site under supervision, to visit places within walking distance?

(Local parks, local shops, local pet shop)

 Yes\_\_\_\_\_No\_\_\_\_\_\_

Are you willing for your child to have his/her photograph taken, which may be used in news items, social media or publicity? Yes\_\_\_\_\_No\_\_\_\_\_

If your child has Social Service Support please give Social Workers Name, team and Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give details of further information about your child, that is not previously covered e.g., Court Orders or Challenging behaviour. This information is very important as we are best able to provide for your child when we have the correct information about them. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Child and Family details**

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| **To help us, please tick all that apply to you.** |
| Borough resident: Yes No  |
| Have you used a holiday Playscheme before? Yes No If yes which one?  |
| First Name of child:  |
| Surname of child:  |
| Male: Female: Date of Birth: Age: |

 **Main contact for child**

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| --- |
| Parent’s Title: First Name: Surname: |
| Address and postcode:   |
| Main Contact person: Phone number:  |
| Email address:  |
| Parent work details including telephone contact number:   |
| Name of person to collect your child: Emergency contact name and telephone number (relationship to child):   |

 **Additional Contact details in case of emergency – REQUIRED INFORMATION**

|  |
| --- |
| Second Contact person: phone number:   |
| Relationship to child: (parent, aunt etc): |
| Email address:   |
| Work details including telephone contact number:    |

**Medical details**

|  |
| --- |
| Does your child have a physical disability or special educational need that may require us to offer special support? Yes\_\_\_\_\_ No\_\_\_\_\_ Please give details. |
| Does your child have a special diet? Yes\_\_\_\_\_ No\_\_\_\_\_ Please give details. |
| Does your child have a known medical condition? Yes\_\_\_\_\_ No\_\_\_\_\_  Please give details. |
| Does your child have any allergies? Yes\_\_\_\_\_ No\_\_\_\_\_ Please give details. |
| Is it necessary for your child to be given medication during Playscheme hours?  Yes\_\_\_\_\_ No\_\_\_\_\_If you have answered YES, please ask for and complete a Playscheme Medical Record Form. |
| Doctor’s Name: |
| Doctor’s Address:  |
| Doctor’s Telephone Number:  |
| Any other relevant medical information (i.e.: Allergies, family medical history etc.): |

**Expectations**

**What you and your child can expect from us:**

* *Your child will have fun, make friends and learn through play.*
* *We will provide a varied and action-packed programme, which considers the local culture and needs of the children.*
* *Staff will be friendly, caring and helpful.*
* *We will keep your child safe and secure and we will inform you if your child is not well.*
* *In an emergency we will first try to contact you and then the emergency contacts you have given us.*
* *We will work with you if there are any problems to do with your child’s behaviour.*

**What we can expect from you and your child:**

* *You must make sure your child is registered with a member of staff by* ***9.00am*** *and signed out of the Playscheme by staff on collection.*
* ***If your child is sick and unable to attend, will be arriving late or early, or will be collected by someone else, you need to let us know.***
* ***Please do not send your child to the Playscheme if they are sick.***
* ***Please make sure we have all the relevant details about you and your child, and you tell us about any changes.***
* *Your child will need to bring a healthy packed lunch including an adequate supply of drinks each day.*
* *Please work with us if there are any problems with your child’s behaviour.*
* *You must collect your child by 5pm. It’s a long day for both your child and the staff and everyone needs to go home. There is always someone here until all the children have gone home but if you are late you will incur a fine.*

**Safety at our Playscheme**

A parent/carer must register the child with a member of staff at the beginning of each day. Your child must be signed out by a staff member at the end of each day. **Children may not be left at schemes they have not been booked into. Staff will treat this as an abandoned child and contact social services.**

**Children with specific needs:** We like to encourage children with specific needs to come to our Playscheme and we may be able to offer extra support if necessary. Please contact us for more information. You must provide details of your child’s specific needs in order that an appropriate decision can be made.

**Packed Lunches:** Don’t forget to give your child a well-balanced packed lunch, as they need lots of energy to have fun days at the Playscheme. Although we store packed lunches in a cool area, we do not have refrigerators. We suggest that you either send your child’s lunch in a cooler bag/box or place an ice block inside their lunchbox. We ask you not to include any **nut products, fizzy drinks or sweets** in the packed lunch, for health and safety reasons.

**Trips:** Please note that we may ask you to arrive earlier, or we may return later than expected on some trip days. We will text you if this is the case or arrange for a note to be put on the door informing you of our expected arrival time.

**Security**: in the event of an emergency occurring during one of our visits, we have adapted travel plans and have pre-arranged alternative travel routes available.

All staff will carry their groups contact details and a copy of these will remain on site. Trips may be cancelled if we receive advice that we believe increases our risk levels. All children will wear hi-vis jackets and a safety wrist band. Please feel free to discuss any concerns you may have, about any of our trips, with a member of staff.

**Scooters and bikes – we have limited storage space for scooters and bikes.**

***We look forward to meeting you. If you have any further enquiries, please give us a call or drop us a line in an email. Our contact details are on the top of the application form.***

**Lorna Jackson – Playscheme Manager**