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|  | | | | | | | | | | | **Your annual registration form will be returned to you if not fully completed** | | | | | | | | | | |
| Please indicate the playscheme site you wish to use, if you wish to use more than one site, include each.  For further information go to [www.cam.ac.uk/playscheme](http://www.cam.ac.uk/playscheme) | | | | | | | | | | |
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| University of Cambridge  Holiday Playscheme  Annual Registration 2015 | | | | | | | | | | |
|  | | | | | |  | | | | |
| Playscheme ID Number | | | | |
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| **Registering user details – The registered user must have legal parental responsibility for all children on form** | | | | | | | | | | | | | | | | | | | | | |
| Parent/Carer Surname | | | | | | Forename | | | | | | | Title | | University of Cambridge Payroll Number\* (\*if applicable) | | | | | | |
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| Please tick one parent/carer type and supply evidence (photocopy of student/staff card) if applicable | | | | | | | | | | | | | | | | | | | | | |
| CU Staff | CU Student | | Cambridge Assessment | | | | | St Mary’s School users | | | | | | CUP | | | | College Staff/CTO’s | | | General Public |
| Work Address | | | | | Home Address | | | | | | | | Contact Details | | | | | | | | |
|  | | | | |  | | | | | | | | Email | |  | | | | | | |
| Home Phone | |  | | | | | | |
| Mobile | |  | | | | | | |
| Work Phone | |  | | | | | | |
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| Please supply contact details of the **other adults** who can collect from Playscheme or be contacted in an emergency | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | Relationship to Child | | | | | Contact Number | | | | | | | | | | Legal Responsibility (Y/N) | | |
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| **Child/ren’s Details** | | | | | | | | | | | | | | | | | | | | | |
| Child Surname | | Forename | | | | | Gender | | | DOB | | Ethnicity | | | | First Language | | | | Allergies/ Dietary | |
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| Please supply any additional information regarding your child/ren, their behavioural/medical needs or preferences: | | | | | | | | | | | | | | | | | | | | | |
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| **Class or form teacher and school details** | | | | | | | | | | | | | | | | | | | | | |
| Name of Teacher | | | School | | | | | | | | | Contact Detail | | | | | | | | | |
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| **Declaration of Consent:** |
| **By submitting this form you are agreeing to the following terms and conditions:**  1). When registering with the University of Cambridge Holiday Playscheme (UCHP) you are stating legal parental responsibility for all children named on this registration, and hereby consent for them to attend and to participate to the fullest extent of the child/ren’s wishes in all activities and games offered by UCHP.  2). In addition, registration provides agreement from all parties to adhere to all UCHP policies and procedures [available from [www.admin.cam.ac.uk/univ/childcare/playscheme](http://www.admin.cam.ac.uk/univ/childcare/playscheme) or by contacting the Childcare Office], and the expectations and obligations therein.  3). UCHP has a duty to report and share information connected to a suspected child abuse or neglect case with all concerned organisations and practitioners associated with child/ren. This may include schools and family doctors.  4). UCHP will administer appropriate first aid as required and seek any necessary emergency medical advice. In the event that a child is involved in a serious accident, UCHP will authorise any emergency medical treatment in the absence of the registered user or other parent/carers.  5). UCHP accepts no responsibility for injury caused (other than by their own negligence) and accepts no responsibility for damage to or loss of personal items brought to Playscheme.  6). UCHP is duty bound to collaborate with all services involved with child/ren’s education and care.  7). Children up to the age of 11 years will be shown U and PG certificated films. Children aged 11 and over may also be shown films of rated 12 or 12A. If you do not find this acceptable at Playscheme, please indicate which certification is acceptable in the box at the foot of this table.  *\*Full* [*Policies*](http://www.admin.cam.ac.uk/univ/childcare/playscheme/policy/)*, as well as further detail in the ‘Playscheme Guide’ are online available at* [*www.admin.cam.ac.uk/univ/childcare/playscheme*](http://www.admin.cam.ac.uk/univ/childcare/playscheme) *or by contacting the Childcare Office*.  . |

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| **Permissions**  In the section below you are signing to give the child/ren detailed on this registration specific permission to take part in aspects of UCHP not otherwise covered in the above consent. |
| I give permission for the child/ren named on this registration to attend all advertised off-site trips and outings (including Over 11’s trips), swimming trips children aged 8 and over and any impromptu trips scheduled during a Playscheme.  Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_ |
| I give permission for the University of Cambridge Holiday Playscheme to use photographs of the child/ren named on this registration for publicity.  Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_ |
| If you wish to register with UCHP, but do not wish to consent to a particular aspect, please detail below any specific objections, exemptions or concerns. UCHP may contact you in order to discuss these to best ensure we are able to best accommodate the needs and preferences of users. |
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Office use only

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| Date Received | Date Processed | Initial |
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