

**Annual Registration Form 2018**

Your 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 <a href="http://www.childcare.admin.cam.ac.uk/playscheme">www.childcare.admin.cam.ac.uk/playscheme</a>	
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**Registering user details – The registered user must have legal parental responsibility for all children on form**

Surname	Forenames	Title	University of Cambridge Payroll Number (if applicable)

Please tick one parent/carer type and supply evidence (photocopy of student/staff card) if applicable

CU Staff	CU Student	Cambridge Assessment	CUP	College Staff/CTO	Venue Employee	Venue Parent	General Public

Work Address	Home Address	Contact Details	
		Email	
		Home Phone	
	Parent address (if different to Home)	Mobile	
		Work Phone	

**Please supply contact details of other adults who can collect from Playscheme or be contacted in an emergency**

Name	Relationship to Child	Contact Number	Legal Responsibility (Y/N)

**Children's Details**

Only children born on or before the 31 August 2013 may attend the February, Easter, May and Summer Playschemes 2018. Children born between 1 September 2013 and 31 August 2014 may attend the October Playscheme 2018. Children are not able to attend after their 16<sup>th</sup> birthday.

Child Surname	Forenames	Gender	Date of Birth	Ethnicity	First Language

Please supply any additional information regarding your children. This could include behavioural, medical or learning needs, language and communication skills, dietary requirements or allergies. The more information that you provide, the better we will be able to prepare for your child's arrival.

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Please supply details about the schools your child/children attend

Child name	Name of teacher	Name of school

### 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 (UHP) 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 UHP.
  - 2). In addition, registration provides agreement from all parties to adhere to all UHP policies and procedures [available from [www.childcare.admin.cam.ac.uk/playscheme](http://www.childcare.admin.cam.ac.uk/playscheme) or by contacting the Childcare Office], and the expectations and obligations therein.
  - 3). UHP 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 children. This may include schools and family doctors.
  - 4). UHP 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, UHP will authorise any emergency medical treatment in the absence of the registered user or other parent/carers.
  - 5). UHP 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). UHP is duty bound to collaborate with all services involved with children'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.
  - 8). UHP will take and display photos of your children on site for the purposes of creating displays and supporting staff training.
  - 9). Children may not use their mobile phone or other internet enabled or electronic devices at Playscheme unless informed they may do so and if they are supervised. Over 11s may use electronic devices under supervision in the 'Over 11s Room'.
- \*Full policies, as well as further detail are online available at [www.childcare.admin.cam.ac.uk/playscheme](http://www.childcare.admin.cam.ac.uk/playscheme) or by contacting the Childcare Office.*

### Safeguarding

UHP has a duty to safeguard your child against harm. As a result, it is important for us to be kept informed of any changes in circumstances that might support us in doing so. If there is any information that will help us then please email it to [vicky.cornwell@admin.cam.ac.uk](mailto:vicky.cornwell@admin.cam.ac.uk)

Do you 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? (Please circle, tick or delete as appropriate)	<b>YES</b>	<b>NO</b>
Do you give permission for the University of Cambridge Holiday Playscheme to use photographs of the child/ren named on this registration for publicity? Please note that UHP will take and display photos of your children on site for the purposes of creating displays and supporting staff training. (Please circle, tick or delete as appropriate)	<b>YES</b>	<b>NO</b>

If you wish to register with UHP, but do not wish to consent to a particular aspect, please detail below any specific objections, exemptions or concerns. UHP may contact you in order to discuss these to best ensure we are able to best accommodate the needs and preferences of users.

<b>Please sign to confirm that the information on this form is correct and that you agree to the terms and conditions outlined above.</b>	<b>Signature</b>	<b>Date</b>

**Please return your completed form to the University of Cambridge Holiday Playscheme to the postal address or email address below.**

UHP, Childcare Office, 21 Trumpington Street, Cambridge, CB2 1QA. [playscheme@admin.cam.ac.uk](mailto:playscheme@admin.cam.ac.uk)

#### Data Protection

The University of Cambridge is a data controller as defined by the Data Protection Act 1998. The data provided on this form will be treated in strictest confidence and will only be disclosed to staff of the University and UHP. It will be used only for the purpose of Playscheme provision and will not be disclosed to others.

#### Office use only

Date Received	Date Processed	Initial