



## Online **Booking Form**

If you would like your child to attend Foundation for Fun - Holiday Club, you will need to fill in this form. All parts of the form need to be filled in, which might take you about 10-15 minutes.

### 1. Child's details

Please note your child must be aged between 11 and 17 years old to attend Foundation for Fun - Holiday Club.  
**We cannot accept children who are younger than 11 or older than 17.**

Child's Name & surname      Address of child      Date of Birth of child      Child's School

### 2. Contact details of parent/carer/trusted adult

Name and address of parents/carers of at least two people who can be contacted in an emergency or if your child is unwell. These people must be contactable throughout the holiday club sessions.

**IF YOU DO NOT PROVIDE TWO DIFFERENT CONTACTS, YOUR CHILD WILL NOT BE ALLOWED TO TAKE PART IN THE HOLIDAY CLUB.**

Name of emergency contact      Address of emergency contact      Contact Number/s      Relationship to child (Family member, carer, family friend, etc.)

# Online **Booking Form**

## 3. Medical, dietary and other needs

Please give details of any medical conditions, allergies and dietary needs, for each of your children who are attending (e.g. inhaler, vegan, halal etc). Please indicate if your child is allergic to sunscreen.

### **Please note staff cannot give medication to your child.**

If your child has any other needs, including social, emotional and behavioural, or there is something we should know regarding your child, please mention it here so we can make sure that your child has the best possible experience at Foundation for Fun - Holiday Club.

Child's Name  
& surname

Medical, Allergies,  
and Dietary Needs

Social, Emotional and  
Behavioural Needs

## 4. Your Feedback, data sharing and consent

We will ask you for feedback on how the holiday club has benefitted you, your child and your family. We may use your quotes (never with any names) in our funding bids and for publicity.

All information shared with us will be carefully handled in line with Data Protection & Information Handling policies.

We would like to publicise what we do at Foundation for Fun - Holiday Club. To do this we would like to use images taken during the programme. Images may be used for press and media, including newspapers, TV and radio, advertisements, brochures and promotional leaflets, websites and social media, and promotional posters.

Statement

Tick to consent

Initials

Date

I agree that you can share any important information about my child with the staff delivering Foundations holiday club, to keep my child safe and well.

I agree that you can use any feedback from surveys from myself or my child in publicity and funding bids. (We will not use any names in these quotes)

I give Foundation for Fun - Holiday Club, Stockport Homes Group and its subcontractors the right to use the film or photography of the children listed on this form

Please state names and DOB of children you are giving film and photography permission for

Names of Other Household Members

Date of Birth

# Online **Booking Form**

## 5. Data Protection

We are collecting this information in order to deliver a service to you and your children. The information will be processed in line with the General Data Protection Regulation and the Data Protection Act 2018.

The data will not be shared with any other companies / agencies unless there is a legal reason to do so. The data will be stored in line with our retention policies and kept secure at all times.

More information, including your individual rights, can be found in the Stockport Homes' Privacy Notice which is available here: <https://www.stockporthomes.org/privacy-policy/>

## 6. Session Sign Up

Please tell us below which sessions you want to sign your child/children up for. If you are signing up more than one child, please write all their names in the box.

Please also tell us how your child will be arriving/leaving the sessions, e.g. walking, parent/carer pick up. This information is only for our records. If your child decides to leave the session early, we are not responsible for their welfare once they leave. We will inform you if your child leaves a session early, this may be through a phone call or text message.

### **Bridgehall Community Centre**

Session

Name of Child/Children

Details on how your child will arrive/leave sessions

<b>Thursday 17th February</b>
<b>Friday 18th February</b>

## 7. Behaviour Policy

Foundations Holiday club aims to provide a safe environment for all the young people who attend, where children can develop self-esteem and confidence.

If your child behaves in a way which is unacceptable, the following steps will be taken:

1. We will speak to your child individually to get an understanding of the incident, we will try to re-engage your child in the activity taking place
2. If your child does not want to re-engage with the activity, there will be an opportunity for some time to reflect and calm down in a quiet space, as well as speaking through the incident with a member of staff (if that is what they want to do)
3. If the unacceptable behaviour continues, your child may not be able to continue with the activity, but will still be allowed to stay in the session
4. If the unacceptable behaviour does not stop, your child may be asked to leave the session. If this was to happen you will be informed and it will be agreed between the session leads, yourself and your child whether it is appropriate for your child to attend the next session.

Sending a child home is always our last option, and we will always work with your child to try to sort out any problems.

Please tick, initial and date below to confirm that you understand and agree to the behaviour policy terms, and have also read these policies to your child:

Initials

Date

I understand

# Online **Booking Form**

## 8. Free School Meal Entitlement and other Eligibilities

Foundations will be funding places for children accessing free school meals. We will also be funding spaces for children who fall in any of the below categories:

- Children assessed as being in need
- Looked-after children
- Children with an EHC plan (education, health and care)
- Children assessed as otherwise vulnerable
- Children living in areas of high deprivation
- Children with behavioural, emotional and social needs
- Family is experiencing financial hardship due to COVID-19

**Please answer the question's below:**

**Yes      No**

Does your child access benefits-related free school meals?

If you answered no to the question above, do you believe your child should have access to this provision for free because they meet one of the other criteria listed above?

If you are unsure whether your child is eligible for a free space at Foundation for Fun - Holiday Club and would like to speak further about the eligibility criteria listed above, please contact **Molly.Bradley@stockporthomes.org** in confidence.

For more information on Free School Meals and how to claim them if you think you are eligible, please visit this address: **<https://www.stockport.gov.uk/free-school-meals>**