

February Holiday Play Scheme Application Form

Monday 13 February – Friday 17 February 2012

Children's Service

Thank you for applying to attend a Play Service Play Scheme. Please note that all places are allocated on a first come first served basis, the last day for receipt of applications is **Wednesday 8 February 2012**.

Applications received after this date **WILL NOT** be processed.

Please ensure that **all** sections of this application are fully completed and that all information given is accurate, as any gaps will cause a delay in processing.

Section 1: Child Registration Form

1a.) Child's Details: Please complete each section in full.

Full Name of the Child	DOB	Age	Please provide any information relating to special needs	Please provide information of any health problems including any allergies or medication

Additional Health Information

1b.) Family GP Details: Please complete each section in full.

Doctors Address

Doctors Contact Details

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Section 2: Booking Information:

2a.) Venue:

Please tick your **1st** choice and an alternative **2nd** choice in case of unavailability:

Venue	Age Range	1st Choice	2nd Choice
St Vincent Primary School (Acton)	(5-12Years)		
Hobayne Primary School (Hanwell)	(5-12 Years)		
St Gregory's Primary school (Ealing)	(5-12 Years)		

2b.) Weekly cost: £65 per week for the 1st child, £60 for any subsequent children. Daily rate: £15 per day (minimum of 2 days a week).

Weeks	Mon 13th	Tues 14th	Wed 15th	Thurs 16th	Fri 17th	No. of days	All Week
Week 1							

***Please circle the number of days required if booking daily and tick all week if a full week is required.**

2c.) Payment Options: Please indicate your required choice of payment:

I enclose a cheque / postal order for the amount of: £

*Please make cheques payable to the **London Borough of Ealing** and write your child's/children's name and preferred play scheme on the back. Please note post dated cheques **will not** be accepted. OR

I am paying by debit or credit card for the amount of: £

*Please do not provide your card details on this form. We will contact you for your card details upon receipt of the application form.

2d.) Have you used Ealing Council Play Schemes previously? Yes No

2e.) If the above answer is "NO" and you will like to be added to our mailing list for future play schemes please provide an address below where the application forms can be sent to.

Address

Section 3 Parent/Carer's Details:

3a.) Parents/Carer's Details:

This **must be** completed by the person with "parental" responsibility or who is the legal guardian for the child/children.

Parent/Carers Full Name:
Address
Postcode:
Home Tel:
Work Tel:
Mobile Tel:
Email:

3b.) Emergency Contact:

In the event we are unable to contact you please provide an alternative contact.

Contact Name for Emergency Use

Relationship to the child

Emergency Contact Home Number

Emergency Contact Mobile Number

3c.) Collection Details:

Please complete each section in full.

Name of designated person to collect child/ren (1)

Contact Numbers

Relationship to child

Name of designated person to collect child/ren (2)

Contact Numbers

Relationship to child

3d.) If you wish your children to make their own way home (without an adult) please include their required time of departure and sign here:

Time of Departure
Signature of Permission

Ethnicity

Choose one section then tick the appropriate box to indicate your child's ethnic background

Section A - White:

- White British White Irish Traveller of Irish Heritage
 White Eastern European White Western European Gypsy/Roma White Other

Section B - Mixed/Dual Background:

- White & Asian White & Black African White & Black Caribbean Other Mixed background

Section C - Asian or Asian British:

- Bangladeshi Indian Pakistani African Asian Other Asian background

Section D - Black or Black British:

- Nigerian Somalian Ghanaian Caribbean Other Black African Other Black background

Section E - Chinese or Other Ethnicity:

- Chinese Afghan Iranian Iraqi
 Japanese Latin/South/Central American Arab Other Any Other Ethnic Group

Section 4 Consent:

Please read the information below and sign and date the form where indicated:

- If my child requires urgent medical attention and it is not possible to contact me, I agree to staff taking my child/children to hospital.
- In case of lateness where my child has not been collected no contact made after 1 hour, I understand that it is the manager's duty to follow the settings "late collections policy and procedure" and to inform Social Services and that the care of my child will be transferred to them and lateness fees will apply.
- I understand my application will not be processed without the attached Terms and Conditions signed.
- I agree to my child attending trips within the borough of Ealing and expect to be notified of trips outside of the borough.
- I have read, signed and understood the Terms and Conditions.

Signed:

Date:

Please ensure every section of this form is completed along with the terms and conditions and return to:

London Borough of Ealing
Play Service - Play Schemes
Centre for Early Years Childcare and Play
25a Laurel Gardens
Hanwell
W7 3JG

FOR OFFICE USE ONLY:

Monies Received? Yes No Receipt Number:

Scheme Offered
Special Needs? Yes No

To register your child to an Ealing Play Service Holiday Play scheme, you must agree to the Terms & Conditions below.

I understand the following:

This form must be completed by the person with “parental” responsibility or legal guardian of the child/children.

- The scheme runs from 8:30am until 5:45pm and children must be collected by this time. If my child is not collected on time extra staff and caretaker costs will be payable and I will have to pay a lateness fee of £20 per part of each half hour late.
- The fee for this scheme is £65.00 per week for the first child and £60.00 for any subsequent sibling attending a full week unless stated otherwise.
- My application form will only be processed when Play Service has received full payment for the number of days my child/children will be attending.
- Children are registered for a minimum of two days in any given week at £15.00 per day, per child.
- If my application form is received after the closing date it will be returned back to me.
- Post-dated cheques are not accepted.
- There will be no credits or refunds issued for absences through sickness, school trips, special classes etc.
- Credits or funds will only be issued if the scheme is cancelled or closed.
- My child will only attend the scheme on the dates booked and paid for at the time of registration.
- All cancellations must be made two weeks before the start of the scheme to guarantee full refund. If I cancel after this time Play Service is not obligated to refund me.
- If I choose to terminate my child's place during the scheme Play Service will not refund me.
- I cannot change the days of my child's attendance to the scheme without having agreed it with Play Service and its Play Leaders.
- For safety I or the person bringing or collecting my child/children will always sign in and out.
- I agree to my child/children participating in activities organized by staff.
- No payments are to be made directly to the site unless I have been instructed to do so by Play Service after the closing date for application forms in the case there are availabilities.
- Ealing Council has the right to exclude or refuse any person before or during the play scheme if in its judgment that person is not compatible with the general enjoyment and well being of the play scheme.

Name of child/children
Name of Parent/Carer
Signed
Date