**Montserrat Children’s Society Inc. (Registered not for profit Company)**

Our Safeguarding Policy and Procedures state that all children should be formally registered by their parent/carer before they are accepted on the programme, and that children should be aged 4-7 years. If children have any special needs please state these on the registration form below to enable the staff to care safely and provide a positive experience for all children.

Please complete the form below and return back to the school by 30th June.

**Registration Form 2019**

**Name of Child**: ……………………………………………… **DOB**: ………………… **Age**: ……….

**Name of Parent/Carer: ………………………………………………………………………………**

**Contact details of Parent/Carer: ……..………………………………………………………….**

**Emergency contact:** If the parent/carer is unable to be contacted please state the name and contact details of the person who should be contacted in the unlikely event of an emergency.

………………………………………………………………………………………………………………………..

*(Whilst every attempt would be made to contact parents/carers in the event of an emergency, we shall ensure that your child is taken to casualty for treatment should this be needed).*

**Does the child have any weaknesses/areas of difficulty that staff should be aware of? Yes/No. Please explain below.**

**………………………………………………………………………………………………………………..…**

**…………………………………………………………………………………………………………………...**

**……………………………………………………………………………………………………………………**

**Does the child need additional help at school to enable reading/writing?**

**Yes/No. Please explain their needs here.**

**……………………………………………………………………………………………………………………**

**……………………………………………………………………………………………………………………..**

**Can the child use the toilet independently? Yes/No.**

**Please provide any suggestions below to guide staff members.**

**…………………………………………………………………………………………………………………….**

**Are there any food allergies or medications to be aware of? Please explain below with helpful suggestions for the staff.**

**…………………………………………………………………………………………………………………....**

**……………………………………………………………………………………………………………...........**

**Committee members may take photos of children registered on the programme throughout the summer for the MCS website and Facebook pages. If you DO NOT wish for your child to be a part of any photo please tick the following box:**

**“I do not wish my child to be in photos”.**

**Signed Parent/Carer: ………………………………………………………………………………….**

**Important General Information**

**Please retain the information below to enable the smooth running of the summer school.**

**Dates:** The summer play scheme runs from 8am to 4.30pm, from Monday July 15th to Friday August 23rd 2019 for children aged 4-7 years.

**Special Needs:**

If children have any special needs staff should be advised on the above form before the scheme begins to enable safe and positive caring.

**Transport:**

Children can be collected by bus as long as a responsible person brings the child to the bus to hand them over to the escort and is available to collect the child from the same place at the end of the day. The same escort will act on both legs of the journey.

**Details of this transport route and schedule will be provided before the start of the summer school**

**Daily Cost for the scheme:** This year will be free so no fees will be charged. However, parents will be ask to make donations for certain activities such as the school’s party.

**Lunch /other requirements:**

Meals will be provided for 4 days each week, so you will be required to send packed lunches for only one day in the week. The day will be communicated to you beforehand. Children should come with snacks, including a drink, water and a sun hat each day.

**Safeguarding children:**

If children are brought to the playgroup by their parents/carer please ask them to sign their name in the daily register next to that of the child. If someone else has been asked to drop off the child, please ask them to print their name next to that of the child.

If someone else is collecting the child please advise the office beforehand.

**Montserrat Children’s Society**

**2019**