

# TUNNEL PLAYCENTRE REGISTRATION FORM

No:	Fam:
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Child's Full Name.....

Address.....

..... Postcode.....

Date of Birth..... Age..... Ethnicity.....

Name of Parent/Guardian/Carer.....

Telephone Numbers: Home..... Work.....

Mobile.....

Emergency Contact: Number.....Name.....

School Attended by Child.....

**IF YOU OR YOUR CHILDS' DETAILS CHANGE IT IS YOUR RESPONSIBILITY TO INFORM US  
IMMEDIATELY**

Name of Doctor.....Telephone No.....

Address of Doctor.....

Does your child have any known medical conditions? .....

Any additional information.....

*Please provide details of any learning difficulties, diet or health issues, allergies, medication, religion, etc or anything that you feel may affect your child attending/enjoying our Playcentre. Please do not hesitate to contact staff; all matters will be treated in the strictest confidence.*

## BEHAVIOURAL STATEMENT

### OUR COMMITMENT

- We strive to provide programmes that are stimulating and whenever possible, match the development age of the child.
- Children will be treated with respect and whenever possible, not exposed to verbal or physical abuse.
- We welcome parents//carers to the Playcentre at any time and would appreciate their input and views.
- We will endeavour to inform parents/carers of any behavioural issues and enlist the support of parents/carers in addressing those issues.
- If there is continued unwanted behaviour, staff may refer your child to other professionals to support parent/carers and your child in changing this unwanted behaviour.

### YOUR COMMITMENT

- We encourage your child to show respect at all times to other children, staff and the equipment they use.
- Physical and/or verbal abuse towards another child or staff member will be addressed immediately and could result in your child spending time away from the Playcentre.
- In the event of an exclusion period, parents/carers are expected to work with staff to put together relevant actions for their child to aid in their return to the Playcentre.

**PLEASE TAKE SOME TIME TO READ THESE POINTS OVER WITH YOUR CHILD AND ENSURE THAT  
HE OR SHE UNDERSTANDS WHAT IS EXPECTED OF THEM**

**Child Signature**

## OPEN ACCESS POLICY STATEMENT

Peterborough City Council recognise that children have the right to have good access to good quality play and recreational opportunities and are committed to taking positive steps to ensure that this is the case. This Playcentre is provided by the Children's Services Department at Peterborough City Council for children between their 5th (and in school year 1) and their 14<sup>th</sup> birthday. Qualified play staff organise daily programmes of activities, providing materials and equipment for your child to access throughout the year.

The playcentre is run as an open access scheme, we offer play opportunities that can only ensure a minimum of 2 staff members are present on site. This may mean that your child could be unsupervised whilst on site and participating in the Playcentre's activities and during their time at the playcentre. Children cannot be confined to the Playcentre or its grounds or prevented from coming or going as they please. We are also not able to escort your children home. There may be occasions where the Playcentre must close earlier than advertised or children are asked to leave through bad behaviour. The Playcentre staff will make every effort to contact parents/carers to collect children. It is your responsibility to ensure we have correct and up to date contact details.

### PLEASE REMEMBER THE PLAY OPPORTUNITY IS NOT A CARE SCHEME

**OPEN ACCESS** – Our service aims to be child centred, friendly, safe and fun so that children can play regardless of race, sex, religion, cultural background, physical and mental abilities. There is no cost for our service except for occasional trips or special projects.

If your child wishes to use the playcentre you will need to sign a registration form, providing details that may be used in an emergency. You may also be asked to provide proof of age such as a birth certificate. Any information will be kept in the strictest confidence. This will then allow your child to use the Playcentre as much as they like.

**CHILDREN 5 (& in school year 1) TO 13 YEARS** – We must emphasise that we are not providing sessional care. We believe that children can be particularly vulnerable and strongly recommend that you take every precaution to ensure their wellbeing before, after and during the session.

**CHILDREN UNDER 5 (or not in school year 1)** – We welcome children under the age of five (or not yet in school year 1) years if they are accompanied at all times by a parent, guardian, carer or a responsible adult over the age of 18 years.

**Parents/Guardians/Carers that stay with their children at the Playcentre remain responsible for them whatever their age.**

**\*\*\*I Agree / Disagree for the Playcentre to use images of my child for publicity\*\*\***

**I have read and accepted the conditions stated in this form, including the behavioural statement, and I understand the open access policy. I agree for my child to receive any emergency medical treatment or advice, as necessary, during the play session. If the centre staff have concerns about a child's welfare they must report these concerns to the appropriate agency (Children Act 1989).**

**The Playcentre is an open access site where precautions are taken to ensure the equipment and activities are safe, but which still carry an element of risk in their use.**

Signature of Parent/Guardian/Carer.....

Print name..... Date.....

Please comment on how you got to know about the Playcentre.....

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### THANK YOU FOR REGISTERING YOUR CHILD



Peterborough City Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the eight principles of the Act. Further information relating to your rights under the Data Protection Act can be sent to you on request.