

CHILDREN'S ACTIVITIES

REGISTRATION FORM

ESSEX
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CHILD DETAILS

Child's Name:		Child's Surname:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date Of Birth:	
Address and Post Code:			
Name of Child's School:			
Course (please enter sport & time)			

PARENTS/GUARDIAN DETAILS

First Name:		Surname:	
Telephone:		Mobile:	
E-mail Address:		Booking Type: Are you a:	<input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Public
Student/Staff PRID: (if known)			

EMERGENCY CONTACT (provide second contact, different from above)

First Name:		Surname:	
Telephone:		Mobile:	
Email Address:			

MEDICAL INFORMATION

Does your child have a disability, medical condition, allergies, dietary needs, ADHD, history of difficult behaviour or any other issue we need to be aware of. This information will allow us to discuss the child's needs with the parents/carers ahead of the activities and make reasonable adjustment to our programme where possible.

<input type="checkbox"/> Yes	If Yes, please include further details to assist us here:
<input type="checkbox"/> No	
Specific Medication Requirements	

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MARKETING

Essex Sport would like to promote its children activity sport offering and encourage others to use our services. We would like to take photographs of the activities we offer and publish them in the form of posters/flyers and on social media such as Facebook/Twitter/Instagram. Please let us know if you agree for the images of your child to be taken and processed for the purpose described above. The images will be stored and processed for the period of 12 months and then permanently destroyed.

PHOTOGRAPH PERMISSION	Yes	No
I give permission for my child to be included in promotional photographs	<input type="checkbox"/>	<input type="checkbox"/>

Essex Sport would like to keep you updated with information about our courses, timetable updates and other news. Please tick the following boxes to confirm that you would like to receive information about Essex Sport.

<input type="checkbox"/> Phone	<input type="checkbox"/> Mail	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text
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HOW DID YOU HEAR ABOUT US

<input type="checkbox"/> Member Referral	<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Referral from School	<input type="checkbox"/> Online - University Website	<input type="checkbox"/> E-mail campaign
<input type="checkbox"/> Online – (Search engines)	<input type="checkbox"/> Online other	<input type="checkbox"/> Advert.....	
<input type="checkbox"/> Promotion (where):	<input type="checkbox"/> Other (please state):		

DATA PROTECTION

You and your child's information will be used for the variety of purposes as described below. This information will not be used to make automated decisions about you.

Essex Sport is committed to protection of your rights and privacy in line with the General Data Protection Regulation (GDPR) 25 May 2018. I acknowledge that CHUMS is run by Essex Sport, which is part of UECS, a wholly owned subsidiary of the University of Essex. The University is registered as a data controller under GDPR, including sensitive personal data under DPA, and 'special categories of data' under the GDPR ("Personal Data"), provided on this form may be processed by Essex Sport for the following purposes: processing of your application, administration of children activities, record-keeping and compilation of statistics. Information produced for statistical purposes will be anonymised and will not identify you or the child as an individual. Our legal basis for processing the information you provide is contract and consent. All data is stored on the University network and will be held for no longer than 12 months. We may disclose certain information to ambulance/police/social services in the case of a safeguarding issue or emergency.

If you have any questions about how University of Essex processes your personal data you can contact the University's Data Protection Officer at dpo@essex.ac.uk. The University of Essex Data Protection Policy is available at <https://www.essex.ac.uk/disclaimer/website-privacy-and-cookies-policy>

PARENT/GUARDIAN SIGNATURE

With my signature below, I acknowledge that I have read the Terms and Conditions (next page of this form), understand them and agree to abide by them. I give permission for my child to participate in the activities I subsequently book. I confirm that the above information is correct, and if any details change I will inform Essex Sport at the earliest opportunity at screcpt@essex.ac.uk.

Parent/Guardian Name:	
Signature:	
Date:	

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TERMS AND CONDITIONS

GENERAL

Bookings & Payment

1. Responsibility for the details of the bookings and for payments lies with the account owner/parent making the booking
2. Acceptance of our Terms & Conditions means that you are liable for full payment of the booking. You will not receive a refund or credit for any part of your payment under any circumstances, unless you meet our cancellation/refund policy below.
3. Full payment is regarded as acceptance of our booking terms and conditions.
4. Places will be reserved on a first come, first served basis. No booking will be fully confirmed until a full payment is received and all children's registration has been completed. This includes bookings which are to be paid through childcare vouchers.

Cancellations and Refunds

5. All payments made are **non-refundable**. We will only accept cancellations 10 days before the course or camp is due to start.

For CHUMS, final date for cancellation of booking for 2019-2020 are as follows:

- Christmas CHUMS – **Friday 13th December 2019**
 - Easter CHUMS – **Friday 27th March 2020**
 - Summer CHUMS – **Friday 17th July 2020**
6. We cannot offer refunds or credit for any part of your payment under any circumstances after this date, including illness during camp.
 7. If you received an early bird offer discount, we don't allow any swapping of days or weeks. This also applies to swapping individual days within week bookings which have a discount applied. For any other swapping requests after the dates above, this will be at the discretion of the camp manager.
 8. In exceptional circumstances, we may offer refunds due to severe ill health or injury at the Sports Development Manager's discretion. An official medical note from a medically qualified practitioner will be requested.
 9. We reserve the right to cancel the camp, course or session at any time, due to a lack of numbers making the session non-viable.
 10. We reserve the right to refuse acceptance for applicants on any course, session or holiday camp.

Medical and special educational needs

11. You are obliged to notify the centre of any pre-existing medical conditions or special educational needs your child may be experiencing, accompanied with any medication that may be relevant. If full information about medical or physical conditions, or behavioural matters are not provided at the time of registration it may result in your child being excluded from activities with no refunds provided. You will be required to complete a Medication Authorisation form for any medication left on site during your child's visit.

Behaviour & Conduct

12. Children enrolled are under Essex Sport's care; therefore they must abide by our behavioural code of conduct which can be found at the Sports Centre Reception and will be sent in your information pack.
13. Fighting, stealing, swearing, discrimination, bullying or any abusive behaviour by your child towards staff or fellow children will not be tolerated and will always be challenged by Essex Sport staff. This will result in immediate expulsion (**non-refundable**) and exclusion from future activities. In the event of this happening, the named emergency contact will be informed and expected to collect the child immediately.

Clothing & Personal Items

14. As this is a sports based session, any child not in correct clothing will not be allowed to take part (e.g. tracksuit bottoms, trainers/plimsolls etc.). **Jeans and shoes are not permitted.**
15. Please ensure your child(ren) is wearing appropriate clothing for the time of the year. Some of the activities will be outside therefore please bring wet weather clothing or a change of clothes is advisable. In the summer, we recommend bringing sun lotion and plenty of water.
16. Essex Sport will not accept any liability for the loss or damage of any personal items brought to the centre. We advise all property is marked clearly with full name of child.

Content, Timing and Delivery

17. It may be necessary, for reasons beyond our control, to change the content, timing and delivery of our children activities (Holiday Camp, Children Courses or Birthday Parties). When possible, advanced notice will be given through e-mail and an alternative, credit or voucher may be offered if we are unable to offer the full weeks.

Safeguarding and Child Protection

18. Essex Sport staff have a duty to respond if they suspect a child in their care may be suffering from abuse, or if a child makes a disclosure about abuse. All such concerns are dealt with by our designated safeguarding led with appropriate action taken.
19. All lead instructors are DBS checked, with all student instructors vetted and interviewed.

Health and Safety

20. A qualified first aider is on site at all times during Sports Centre opening times. All lead instructors and camp playworkers are also required to attend a first aid course.
21. In the case of emergency, the first aider will take appropriate action and contact the parent/guardian directly. By agreeing to these terms and conditions you are giving us permission for us to seek medical advice and/or treatment in an emergency and in the event that you cannot be contacted.
22. It is accepted by the parent/guardian that when taking part in sports there may be injuries. The Sports Centre will be sure to take the appropriate steps and measures to make activities safe, but, this is sometimes beyond our control.

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CHILDREN COURSES (WEEKEND & AFTER SCHOOL ACTIVITY)

Course Bookings

1. All sport courses are run on a block booking basis by academic year, usually from 8-12 weeks with a week break during half-term holidays.

Supervision & Lateness

2. All activities are scheduled to start on time as advertised on our leaflets and/or website. Any lateness may result in being denied entry. No refund or replacement session will be offered.
3. For all activities which last under 2 hours in duration, children attending should not be left unsupervised at the venue and must have a responsible adult (parent/guardian) accompanying them within the Essex Sport facilities for the duration of the activity. . If you are using other Essex Sport facilities, such as the gym, please make sure the coach is informed in case of an emergency.
4. Furthermore, please do not be late to collect your child as the Centre does not have the staff or facility to look after unaccompanied children. If repeated, a late stay fee may be charged.

CHUMS & HALF-TERM HOLIDAY CAMPS

CHUMS Drop off and Collection Process

Our Standard daily times are:

DROP OFF: 8:30am – 9:00am

COLLECTION: 5.00pm-5.15pm

1. No child can be dropped off before 8:30am. We do not have the staff available, so parents/guardians must wait with their child until 8.30am when registration opens.
2. All children must be picked up by 5.15pm. A late stay fee may be charged if it is any later or we are not notified in advance.
3. All children are not allowed to leave the site until their designated collector arrives. All children must be signed out at collection. Every effort will be made to contact the parent/guardian or emergency contact prior to contacting social services if this occurs.
4. Fines must be paid in full before your child's next attendance. Non-payment of fines will result in your child being refused from attending forthcoming camp dates.
5. If a different person will be collecting your child or if the child has been given permission to make their own arrangements for getting home (walk, bike, bus or taxi), we will require a signed letter or e-mail confirming arrangements to chums@essex.ac.uk

Lunch Time

6. CHUMS do not provide catering provision. Please supply a packed lunch and plenty of water for your child(ren) as well as plenty of snacks for breaks.
7. Please be aware we cannot allow you to join your child in the break room for lunch due to safeguarding regulations. If you wish to see your child during the break this must be arranged during the morning drop off process

Attendance

8. If a child is not attending a scheduled day on camp, parents/carers must telephone the Sports Centre Reception to allow us to update records on 01206 873250, or alternatively email chums@essex.ac.uk

Toilet Training

9. If you are booked on 'Mini-CHUMS', we ask that children attending camp have been toilet-trained. If a child is still in nappies, he/she is unsuitable for camp activities, and we will ask that the child is not booked onto camp.
10. CHUMS understands that accidents can happen, and suggests that younger children bring a change of clothes. CHUMS may ask parents to remove a child who soils persistently – in which case no refund will be given.

Climbing (BMS Participation Statement)

11. Climbing can often take place during the CHUMS week for the Junior group and anyone over 8 years of age. Climbing is a potentially dangerous activity and could result in serious personal injury. By agreeing to the terms and conditions, you are confirming permission for your children to take part in climbing and related activities.
12. If you do not wish for your child to take part in climbing. Please let us know on the day or by e-mailing chums@essex.ac.uk

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