The University of Nottingham Playscheme

Booking Form

**Please read the ‘University of Nottingham Playscheme Contract’ and Childcare Services Booklet for Playscheme Covid Information (and if a staff member of the University the Tax scheme booklet) before completing and submitting this booking form. Please note that you are agreeing to our terms and conditions as stated in the contract and Booklet for Playscheme Covid Information when you sign and submit this booking form. If you have any queries please do not hesitate to contact the Playcentre Manager before submitting the form.**

**Personal Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Child’s name: |  | | | |
| Date of birth: |  | Gender: |  | |
| Town and country of birth: |  | Ethnic origin: |  | |
| Religion: |  | First language: |  | |
| Doctors name and address: |  | | | |
| Describe any medications your child requires: |  | | | |
| Describe any additional needs your child has: |  | | | |
| Describe any allergies/ intolerances your child has: |  | | | Where an allergy or intolerance is identified please complete an Allergy Form. |
| Describe what we need to do if your child has an allergic reaction as detailed above: |  | | |
| Does your child have any dietary requirements? Please state  (may be due to religious/ personal preferences) |  | | |
| Parents ID number: | Staff | Student | Tick if community | |
| Parent/Carer name: |  | | | |
| Home address: |  | | | |
| Contact numbers: | Home | Work | Mobile | |
| Email: |  | | | |
| Partners name: |  | | | |
| Home address: |  | | | |
| Contact numbers: | Home | Work | Mobile | |
| Email: |  | | | |
| Where legal guardian is different to those above please state name, address, email and contact telephone numbers below: | | | | |
|  | | | | |

**Collections and Emergency Contacts:**

|  |  |
| --- | --- |
| **I give permission for the following person to collect my child:** | |
| Full name: |  |
| Full address: |  |
| Contact details: |  |
| **I give permission for the following person to collect my child:** | |
| Full name: |  |
| Full address: |  |
| Contact details: |  |

|  |  |
| --- | --- |
| **I give permission to the Playcentre to contact this person in an emergency where you have been unable to contact me/us:** | |
| Full name: |  |
| Full address: |  |
| Contact details: |  |
| **I give permission to the Playcentre to contact this person in an emergency where you have been unable to contact me/us:** | |
| Full name: |  |
| Full address: |  |
| Contact details: |  |

**Permissions and Consent:** (Please sign in the appropriate boxes)

|  |  |  |
| --- | --- | --- |
|  | I do give my consent | I do not give my consent |
| Outings |  |  |
| Photographs |  |  |
| Emergency Medical Treatment |  |  |

**Declarations:**

|  |  |
| --- | --- |
| I confirm that I have read The University of Nottingham Playscheme contracts and welcome booklet. The information provided is, to the best of my knowledge, complete and correct. I understand that this information may be verified and that any significant discrepancy may result in this contract being cancelled | |
| Parent Signature |  |
| Print Name |  |
| Date |  |

**Disclaimer:** The University of Nottingham has made every effort to ensure that the information in the Playscheme Contract and Welcome Booklet was accurate when published. Please note however, that the nature of the content means that it is subject to change from time to time and you should therefore consider the information to be guiding rather than definitive.

**Sessions required (please tick):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **April 2022** | | | | **AM** | **PM** |
| Monday | | 4th | |  |  |
| Tuesday | | 5th | |  |  |
| Wednesday | 6th | |  | |  |
| Thursday | | 7th | |  |  |
| Friday | | 8th | |  |  |
|  | |  | |  |  |
| Monday | | 11th | |  |  |
| Tuesday | | 12th | |  |  |
| Wednesday | | 13th | |  |  |
| Thursday | | 14th | |  |  |
| Friday | | 15th | | Closed - Bank Holiday | Closed - Bank Holiday |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **May –June 2022** | | | | **AM** | **PM** |
| Monday | | 30th | |  |  |
| Tuesday | | 31st | |  |  |
| Wednesday | 1st | |  | |  |
| Thursday | | 2nd | | Closed - Bank Holiday | Closed - Bank Holiday |
| Friday | | 3rd | | Closed - Bank Holiday | Closed - Bank Holiday |

|  |  |  |  |
| --- | --- | --- | --- |
| **July 2022** | | **AM** | **PM** |
| Monday - Thursday | 25th | Closed – term time | Closed – term time |
| Friday | 29th |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payment:** | **Cost per session**  **Aug 2021 to July 2022** | **Number sessions booked** | **Total cost** | **Payment method**  **(cheq, cash, childcare vouchers, tax scheme, credit from 2021/2022)** |
| Staff, community and student (no subsidy) | £19.10 |  |  |  |
| Student with subsidy\* | £15.28 |  |  |  |

\*In order to qualify for the subsidised student rate you must meet the criteria outlined in the student subsidy application and you will need to submit a completed student subsidy application with your booking form. If you do not meet the criteria then you will be charged the staff/community/student rate (no subsidy).

**Payment for sessions is due in advance of each Playscheme. Childcare vouchers must be presented in advance of the Playscheme. You may wish to check availability before booking. Booked sessions (specified date and session) will be treated as ‘used’ sessions whether or not your child attends. Once booked, sessions cannot be changed, refunded or transferred.**

**Submitting Playscheme Booking Forms**

Playscheme booking forms must be submitted by email to Childcare Services:

[childcareservices@nottingham.ac.uk](mailto:childcareservices@nottingham.ac.uk)

Forms not submitted to Childcare Services may not be processed and upheld.

**Data protection: All information held will be maintained in accordance with the General Data Protection Regulations (GDPR) and childcare regulations. Information and supporting documentation supplied by you and gathered by Childcare Services staff will be treated confidentially and maintained in accordance with the provisions GDPR. This information is used for the purpose of Childcare Services administration (for example, children’s registers, diet lists, fee spreadsheets). We will not share your personal information with any third party, except with your explicit permission or as required to do so by law.**