

# St. Paul’s Community Development Trust

## Holiday Playscheme Booking Form – Summer 2018

Opening Times: 1pm – 3.30pm (Registration from 12.30)

Tel: 0121 464 1888 Costs: £4 per child per day

**Name of child/children \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Parent/Carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tick days required – please tick**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week beginning** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Amount due** |
| **July 23rd** |  |  |  |  |  |  |
| **July 30th** |  |  |  |  |  |  |
| **August 6th** |  |  |  |  |  |  |
| **August 13th** |  |  |  |  |  |  |

### Total amount paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rect. No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* *Once the holidays have started fees are payable for booked places even if your child does not attend. We can alter part-time days within the week if notice is given.*
* *Before the start of the holidays cancellations are acceptable if 2 weeks’ notice is given.*

I understand and agree to these terms: Parent’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: [the.nest@stpaulstrust.org.uk](mailto:the.nest@stpaulstrust.org.uk) or post to: St. Paul’s Playcare scheme, C/O St. Paul’s Trust, 73 Hertford Street, Balsall Heath, Birmingham, B12 8NJ

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Office use

Registration form completed Yes/No

Copy of booking form given to Parent/Carer Yes/No Member of staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referral yes/No School Social Worker Family Support Mencap Other

Concession applied Yes/No

Signed privacy Notice on reverse?

**Consent to processing and Privacy Notice**

We understand the importance of maintaining your privacy, keeping your personal information secure and complying with data protection laws. We are the data controller of any personal information you provide to us. By providing your personal information to us, you acknowledge that we may use it in the ways set out in this privacy policy. We may provide you with further notices highlighting certain uses we wish to make of your personal information.

We only collect and store your information where we have a lawful grounds and legitimate reasons to do so. The primary lawful purpose for processing the data contained in this agreement are in order for us to **take steps at your request to prior to entering, processing is necessary for the performance of a contract that you are party to, your informed and unambiguous consent** to the processing of the data contained in this contract.

We also rely upon your **explicit consent, compliance with a legal obligation** which is placed upon us by regulatory authorities, for instance OFSTED and when it is deemed essential to protect your **vital interests or those of another person** where safeguarding concerns may arise.

We will need to share some of the information within this form with our staff for the purpose of fulfilling our contract with you. We never share your data outside our organisation for marketing purposes, however, we may contact you using your preferred methods to update you on any events or activities that are upcoming.

We retain the information held on this form for a minimum of 1 years once you have provided notice of your intent to terminate this agreement. However, we may be required to retain certain data for longer periods which are prescribed by regulatory and legal bodies, for example OFSTED. Once the required retention periods have been reach we will ensure the data contained in this agreement is disposed of securely.

A complete copy of our Privacy Policy is available on our website at [www.stpaulstrust.org.uk](http://www.stpaulstrust.org.uk).

I give my consent to St Pauls Community Development Trust collecting and processing the data contained in this agreement

**Signed**: ………………………………………………**Date**: ……………………………………………………