

## The University of Nottingham Playscheme Booking Form

**Please read 'The University of Nottingham Playscheme Contract' and Welcome Booklet (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 welcome booklet 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 AI-1, AI-2 or AI-3 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.

Office Use Only Received:

Payment:

Processed:

**Sessions required (please tick):**

July 2019 (part of 2018/2019 tax year and fee structure)		AM	PM
Thursday	25 <sup>th</sup>		
Friday	26 <sup>th</sup>		
Monday	29 <sup>th</sup>		
Tuesday	30 <sup>th</sup>		
Wednesday	31 <sup>st</sup>		

August 2019 (part of 2019/2020 tax year and fee structure)		AM	PM
Thursday	1 <sup>st</sup>		
Friday	2 <sup>nd</sup>		
Monday	5 <sup>th</sup>		
Tuesday	6 <sup>th</sup>		
Wednesday	7 <sup>th</sup>		
Thursday	8 <sup>th</sup>		
Friday	9 <sup>th</sup>		
Monday	12 <sup>th</sup>		
Tuesday	13 <sup>th</sup>		
Wednesday	14 <sup>th</sup>		
Thursday	15 <sup>th</sup>		
Friday	16 <sup>th</sup>		
Monday	19 <sup>th</sup>		
Tuesday	20 <sup>th</sup>		
Wednesday	21 <sup>st</sup>		
Thursday	22 <sup>nd</sup>		
Friday	23 <sup>rd</sup>		
Monday	26 <sup>th</sup>	CLOSED	
Tuesday	27 <sup>th</sup>		
Wednesday	28 <sup>th</sup>		
Thursday	29 <sup>th</sup>		
Friday	30 <sup>th</sup>	CLOSED (IN SERVICE DAY)	

October 2019		AM	PM
Monday	21 <sup>st</sup>		
Tuesday	22 <sup>nd</sup>		
Wednesday	23 <sup>rd</sup>		
Thursday	24 <sup>th</sup>		
Friday	25 <sup>th</sup>		
Monday	28 <sup>th</sup>		
Tuesday	29 <sup>th</sup>		
Wednesday	30 <sup>th</sup>		
Thursday	31 <sup>st</sup>		
Friday	1 <sup>st</sup>		

January 2020		AM	PM
Friday	3 <sup>rd</sup>		

February 2020		AM	PM
Monday	17 <sup>th</sup>		
Tuesday	18 <sup>th</sup>		
Wednesday	19 <sup>th</sup>		
Thursday	20 <sup>th</sup>		
Friday	21 <sup>st</sup>		

April 2020		AM	PM
Monday	6 <sup>th</sup>		
Tuesday	7 <sup>th</sup>		
Wednesday	8 <sup>th</sup>		
Thursday	9 <sup>th</sup>		
Friday	10 <sup>th</sup>	CLOSED	
Monday	13 <sup>th</sup>	CLOSED	
Tuesday	14 <sup>th</sup>		
Wednesday	15 <sup>th</sup>		
Thursday	16 <sup>th</sup>		
Friday	17 <sup>th</sup>		

May 2020		AM	PM
Monday	25 <sup>th</sup>	CLOSED	
Tuesday	26 <sup>th</sup>		
Wednesday	27 <sup>th</sup>		
Thursday	28 <sup>th</sup>		
Friday	29 <sup>th</sup>		

July 2020		AM	PM
Monday	27 <sup>th</sup>		
Tuesday	28 <sup>th</sup>		
Wednesday	29 <sup>th</sup>		
Thursday	30 <sup>th</sup>		
Friday	31 <sup>st</sup>		
For August 2020 Playscheme please see booking form 2020/2021 which will be released June/July 2020			

Payment:	Cost per session Aug 2019 to July 2020	Number sessions booked	Total cost	Payment method (cheq, cash, childcare vouchers, tax scheme)
Staff, community and student (no subsidy)	£18.00			
Student with subsidy*	£14.11			

\*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.**