

## Booking and Registration

It is our policy to provide our child care facility to all children, including those with additional needs or disabilities.

To make a reservation on JC Club 4 kids for your child or for more information contact Jack on **07541 847794** .

There needs to be a minimum of 10 children booked on a day for it to run. In the unlikely event that there are not enough children booked on we will contact you within 7 days of that class taking place to cancel your place.

When your child has been booked onto an activity day you will be asked to fill in a registration form on their behalf. This is an OFSTED requirement and will need to be updated annually. If there are any changes to your circumstances within those 12 months it is your responsibility to inform the team and make changes to your registration form.

The registration form requires information on the child and the parent/carer as well as emergency contact details and disclaimers to certain requests.

The parent/carer is required to pass on the registration form to a member of staff where all the important details such as medical conditions and allergies will be highlighted.

The registration forms are then filed in a locked cabinet and filed alphabetically. All the information is kept confidential and secure in line with data protection laws