



Summer Film School Enrolment Form, please complete and return the following forms:

Child/Teenager's Full Name

Date of Birth

Religion

Sex

Home Address

Post Code..... Tel (inc. STD code).....

Parent or Guardian's Full Name

Address (if different from above)

.....

Mobile

Home Tel

Work Tel.....

Emergency Contact Full Name

Address (if different from above)

.....

Mobile

Home Tel Work Tel

Child/Teenager's Medical History

Child/Teenager's Doctor's Name

Tel. No. (inc STD code)

Address

.....

Any relevant illnesses or medical history including any allergies or medicines currently prescribed ...

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.....

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Any special dietary requirements

.....

Procedure for dealing with unacceptable behaviour

Unacceptable behaviour within this context includes any form of deliberately hurting others, destroying equipment, offensive comments, verbal bullying and swearing.

Any unacceptable behaviour by a child will be dealt with by staff in the following ways:

- A gentle explanation to the child/teenager as to why the behaviour was unacceptable.
- If unacceptable behaviour persists, the child/teenager will be reminded why the behaviour is not acceptable.
- If behaviour continues a member of staff will remove the child/teenager from the current activity for a short calming down period.
- Parents will be informed if we feel that a child's behaviour is particularly worrying.
- Staff and parents will work together to promote good behaviour.
- If a child/teenager's serious inappropriate behaviour continues, the parents will be sent a letter expressing that if the behaviour does not improve, the child will be asked to leave the scheme.

We will follow these procedures in a way that is appropriate to the maturity of the child/teenager and the behaviour patterns in question.

Accidents

In the event of a child/teenager having an accident we will contact the parents immediately if judged necessary. A range of contact numbers must be provided on enrolment. Any change of number [particularly mobile phones] or address must be provided as soon as possible. All accidents are recorded in an Accident Book.

Illness and Medicines

If your child/teenager appears to be ill, we will contact you and ask you to take your child/teenager home. We will only administer medicines prescribed by a doctor. In the case of sickness or diarrhoea, child/teenager should remain away from the scheme for a period of 24 hours. It is important that children/teenagers remain away from the sessions during the contagious period of any illness such as chicken pox, conjunctivitis, etc.

PARENTS' AGREEMENT

Amount payable: £60.

- I understand that I must ensure that Green Lane Centre is informed of any changes to the information I have given on this enrolment form (eg; change of address, Tel numbers, etc).
- I agree to my child/teenager being seen by a doctor in an emergency and receiving emergency treatment if necessary.
- I understand that Green Lane Centre will not administer medicines to any child/teenager without a doctor's prescription.
- I agree to my child/teenager being taken out of the centre, locally, if necessary for the purposes of the Summer Film School.
- I understand that Green Lane Centre staff have the right to ask a child to leave if it becomes necessary due to inappropriate behaviour.
- I agree to the taking and public use of photographs and/or video footage of my child/teenager.
- * **I agree / I do not agree** to my child/teenager leaving the sessions to return home unaccompanied. (* Please delete as necessary)

Signed:

Name:

Relationship to child:

Date:

Any questions please telephone Green Lane Reception on 01947 602185
Please return completed forms along with a cheque for £60 made payable to:
'Coast & Moors Voluntary Action'

Summer Film School, Green Lane Centre, Green Lane, Whitby, YO22 4EH



Coast & Moors Voluntary Action provides a voice for the local voluntary and community sector and provides services to local voluntary and community groups in the Borough of Scarborough. It was formed in April 2007 through the merger of Scarborough District Council for Voluntary Service and Whitby & District Voluntary Action. Registered charity no.1061713 and company no. 3330062.