REGISTRATION POLICY – April 2016

INTRODUCTION

The purpose of Marble Hill Playcentres ("MHPC") Registration Policy is to provide a clear system for all users with regard to our registration process as well as an outline of the specific reasons for gathering this data.

We require new registrations for all new users and for previous users to update their details on an annual basis. There is also an expectation on the part of families to inform us of any relevant changes in circumstance or contact details.

Users cannot be permitted entry to the Playcentres until they have a registered for the season. This is to ensure we have all of the information required to care for users in case of emergency.

The registration form asks for details regarding the child/children's' behavioural/medical needs and preferences, as well as details of the adults involved in their life.

By registering with us, parents are providing consent for Marble Hill Playcentres to provide all necessary care and treatment to their child/children, and for the child/children to participate fully in all play opportunities and activities offered.

The registration form will detail any relevant information about the child/children that we should be aware of, as well as any contact details for the adults involved closest in the children's lives.

Completing the registration form is an acceptance of the terms and conditions set out by Marble Hill Playcentres.

THE PROCEDURE

All registrations must be completed using our secure online form found on our website and social media pages.

There is no exception to the online registration requirement as this ensures we have complete data sets in case of emergency and for the monitoring records required by our funders.

Users without internet access, or without the necessary skills or confidence, may complete forms online at the desk with the playworkers onsite that day.

Updated on 14.04.2016	By Kevin Stinton Playcentres Manager
Reviewed on 26.4.16	By Barbara Morton Marble Hill Playcentres Committee