



# ENROLMENT FORM

CHILDREN'S CLASSES AND WORKSHOPS UNDER 18  
NB Places must be booked in advance to ensure enrolment

Name:

Address:

Home number:

Emergency Contact No:

Doctor's Telephone No:

Date of Birth:

Age:

Parent's email address .....

Please give details of any allergies, illness, support needs, dietary needs, behavioral difficulties or special access requirements:

.....

Class registering for:

..... Age group.....

NB We will cancel classes and workshops if we do not meet minimum numbers.

I am happy for my under 8 year old to arrive and leave unaccompanied

I have nominated another adult to drop off/ collect my child.....

.....

I have paid the full amount.....

If you are booking by phone, we must receive your enrolment form & payment within 48 hours of receipt of this form or we will not be able to keep your place.

I am happy for my child to be photographed in the activity and this to be used for publicity purposes which includes web & print media

I am happy for my child's details to be added to Cornerstone's database

Signature of parent/guardian .....

Date.....

## **Cornerstone's Child Protection Standards**

**Cornerstone takes child protection very seriously and we operate a protection policy in line with South Oxfordshire District Council's children young people and vulnerable person's Safeguarding Policy. A full list of our child protection standards is available – please ask if you would like a copy.**

**Here we list the rights and responsibilities of Cornerstone and of children's parents/guardians. Please read this and signing the front of this document signifies your understanding and agreement with our standards of protecting your child.**

### **A Parent/guardian enrolling their child for an activity run by Cornerstone will:**

Be responsible for deciding whether their child can enter and/or leave our site unaccompanied and tell us this. NB We will not accept under 8 year olds arriving or leaving unaccompanied

'Hand over' your child to the receptionist before the start of the activity to log in to the register and must collect them at the end

Be responsible for your child on site before the published start time of an activity and after the published end time of the activity

Ask your child to wait on site for you to collect them

Raise any concerns you have about Cornerstone as a public building, with Cornerstone staff. Parents/guardians are welcome to remain on site whilst their child is in an activity. Parents/guardians **MUST** remain on site whilst their child is in an activity if that child is under 5 years old

### **Cornerstone will:**

Be 'in loco parentis' for your child from the published start time to the published end time of the activity. NB We are not 'in loco parentis' if your child comes to a show in the auditorium unaccompanied

CRB check all Cornerstone staff who may be present on the premises whilst your child is in an activity

Risk assess both the building and the activity and take the assessed precautions

Hold a register of all children in classes and a log book of incidents

Publish a code of conduct for children in classes and for tutors and monitor this