



Families InFocus (Essex)

Supporting families of children with disabilities and special needs

Dear Parent/Carer

SATURDAY ACTIVITY CLUB

Welcome to the Families InFocus (Essex) Saturday Activity Club.

The club runs most Saturdays from 3.30pm to 5.30pm at the Chelmsford Sports and Athletics Centre, Salerno Way, Chelmsford, CM1 2EH. To participate we ask for £2 per child, per session. This donation helps support the various activities at the club and we believe it represents fantastic value for money.

In order for us to provide your child and family with an effective service we require some personal information which we will store confidentially and process in accordance with the requirements of GDPR and the Data Protection Act 1998. Your personal information will not be released to a third party without your consent unless we have a duty by law to do so.

We ask that you complete the registration documentation in respect of all the children within the family who are likely to attend the club. Please complete all aspects of the form, even if they do not apply. Please write clearly in block capitals.

We would kindly remind you that you are responsible for the welfare of your children at all times whilst they participate in the activities during the session. Parents are required to supervise and stay with their children to ensure their children's safety. If you do encounter a problem, please can we request that you speak to the Saturday Activity Club Co-ordinator or Assistant Club Co-ordinator immediately so it can be resolved effectively and without delay.

The activity club is a fun, inclusive and safe environment. Any inappropriate behaviours (which might be interpreted as bullying and aggressive) against the staff, volunteers, parents and children will not be tolerated.

Please follow us on Facebook as we make announcements regarding the Activity Club on our page, for example: Special Themed Parties, sudden closures due to venue closure, etc., thank yous and post photos of our events. Our page is: <https://www.facebook.com/pages/Families-InfoFocus-Essex>. Also, if you have an email address, please be sure to print it clearly on your registration form as we often email our parent/carers about Activity Club events.

We look forward to seeing you at the club!

Families InFocus (Essex)

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