BiLingo Kids

**REGISTRATION FORM FOR UNDER-AGE (>18) STUDENTS**

Student’s Personal Details

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| Child’s Surname: | Child’s First Name: |
| Date of Birth: | Gender: |
| School year attending in September: | |

Parent / Guardian Personal Details

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| --- | --- |
| Number of Legal Guardians: | |
| Mother’s/ Tutor’s Name: | Father’s/ Tutor’s Name: |
| Mother’s/ Tutor’s Mobile No: | Father’s/ Tutor’s Mobile No: |
| Mother’s / Tutor’s Work /Home Contact No: | Father’s/ Tutor’s Work/Home Contact No: |
| Mother’s/ Tutor’s Home Address: | Father’s/ Tutor’s Home Address: |
| Mother’s/ Tutor’s E-mail Address: | Father’s/ Tutor’s E-mail Address: |
| Who does the child live with (Please tick): Mother □ Father □ Tutor□ | |

Designated persons to collect the student (other than parents)

|  |  |
| --- | --- |
| (1) Full Name: | (2) Full Name: |
| Relationship to child: | Relationship to child: |
| Tel No: | Tel No: |
| (3) Full Name: | (4) Full Name: |
| Relationship to child: | Relationship to child: |
| Tel No: | Tel No: |

Nominated emergency contact persons (other than parents)

|  |  |
| --- | --- |
| (1) Full Name: | (2) Full Name: |
| Relationship to child: | Relationship to child: |
| Tel No: | Tel No: |

**ADDITIONAL INFORMATION**

Does your child suffer from any hearing and/or speech difficulties? □ YES □ NO

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| If YES, Please state condition and provide details of any special requirements. |

Does your child suffer from any FOOD allergies/ FOOD INTOLERANCES/ NON-FOOD allergies/medical condition we should be aware of? □ YES □ NO

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| **If YES and your Child is over 12 years old:**  The aforementioned student shall always carry the medication or Epinephrine auto-injector with him/her and use it if necessary. The student understands the need for this medication and has been instructed in its use.    Parent’s/legal guardian’s name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **If YES and your Child is under 12 years old, and older if decided by the responsible person:**  *Bi Lingo Kids* has resolved that the mother, father, tutor or adult to whom the legal guardianship is delegated will be responsible for carrying the medication/injectable when the student attends class and will be present in the classroom or in an adjoining area should an emergency arise.  Parent’s/legal guardian’s name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of the person responsible for carrying the medication and waiting outside the classroom:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*Bi Lingo Kids* accepts no liability for adverse reactions to foods, non-food products or medical conditions.

Picture and video consent

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| I give my permission to *Bi Lingo Kids* to take photographs and record videos and audios of my child during the classes/workshops or any other event organized by the Centre. *Bi Lingo Kids* is authorized – with no time and space restrictions – to use these materials on newsletters, social media and other dissemination materials. |
| Signed:  Parent/Guardian |
| Signed:  Parent/Guardian |

**General Terms and Conditions**

* ***Bi Lingo Kids* offers Spanish classes. However, neither childcare services nor official education are provided by them. Due to the characteristics of our activity, we lack special skills and knowledge about children with special needs. Should the situation arise, we would need to carry out the necessary assessment and consultation with parents to evaluate every specific case and determine the procedure to follow.**
* Parents are obliged to provide full details of any medical condition that their child may have. This includes allergies, dietary constraints or temporary illness.
* For safety reasons, it is requested that only a Parent/Guardian or Designated Person can collect a child. It is imperative that names and details of anyone who is authorized by the parents to collect their child are clearly outlined on the child’s enrolment form. It is also required that parents contact us in advance (at info@bilingokids.co.uk) if anyone other than themselves are to collect their child/children, even if they are a Designated Person.
* Children must be handed over to and be picked up from the teacher at the center at all times. Under no circumstances will they be left unattended.
* It is the parents or guardian´s responsibility to be punctual at their collection times. If a student stays unattended after his/her class a charge of £45 will apply for the first 10min after the class end and £100 after 10min.
* Parents will not be allowed in the classroom during the sessions, but are welcome to speak to the teacher after the sessions.
* To prevent lost items, it is recommended that your child’s name is clearly marked on all clothing and personal belongings.
* Food is not permitted in class, a water bottle may be brought to class, please label your child´s water bottle.
* It is advisable that children do not bring any food with nuts. *Bi Lingo Kids* makes every attempt to identify ingredients that may cause allergic reactions for food allergies and control them. However, the risk of cross-contamination of foodstuffs remains and parents concerned with food allergies must be aware of these risks. *Bi Lingo Kids* accepts no liability for adverse reactions to foods consumed or items a child may come in contact with while at our premises.

**Fees & Commencement**

* Fees must be paid in full at registration and are not transferable to another person or another term.
* Only when full payment is received can an enrolment take place.
* No bookings taken in advance or deposits are accepted. Payment can only be made in full by credit or debit card (except American Express). Cheques are not accepted.
* Fees are reviewed on an annual basis. If any increases occur, it is from September of that given year. Any change in fees will be announced with at least one month’s notice.
* Fees do include books and materials. Complementary material if any will be handed out to the student by the teacher.
* *Bi Lingo Kids* reserves the right to substitute the teacher at any point, if the need arises.
* It is regretted that no allowance can be made for days/weeks lost due to unforeseen circumstances (snowstorms, red alerts, emergency drills...)
* Attendance is the student’s (or student’s parent’s) responsibility. We regret that it is not possible to make up a missed class by attending another session.
* Classes at the *Bi Lingo Kids* are occasionally used for teacher training purposes. This will always be under the supervision of your child´s Spanish teacher.
* Students and parents should consider their personal commitments and circumstances before enrolment as we regret that no fees are refundable once the course has started.
* No partial refund for classes can be granted for sessions not attended and no postponement can be allowed.
* Cancellations must be made in writing, enclosing the receipt, at least two working days before the beginning of the course and are subject to a 10% administration charge of the total course fee.
* Instituto Cervantes reserves the right to cancel a course at a short notice in the case of insufficient student numbers or unforeseen circumstances, in which case a full refund will be made.

I/We have read and accept the above terms and conditions in my/our capacity as guardian(s) of the child stated above:

Parent/Guardian Signature 1 X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Parent/Guardian Signature 2 X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

**DATA PROTECTION**

We remind you that your personal information will be processed by *Bi Lingo Kids* for the purpose of providing you with information on our activities, products and services. Thus, processing your personal data will be legalised by your consent. You can freely refuse to receive these communications without affecting any other contractual, commercial or professional relationship you may have with *Bi Lingo Kids*.

We also inform you that your data will be kept as long as you do not object to their processing for the aforesaid purposes. You may exercise your rights to access, rectification, erasure, opposition, data portability and restriction of processing. If such would be the case, please contact usat info@bilingokids.co.uk

**I expressly consent to receiving electronic communications and to be bound by the** **Privacy and Data Protection Policy**. Personal data given in the registration form will be registered in the data base of *Bi Lingo Kids***.**

**□ YES □ NO**

**Valid for 12 months from the date of signature**