

# WORKSHOP/ COURSE REGISTRATION FORM



This form should be completed by  
parent/guardian/accompanying adult - for all children under 16 attending.  
**About the child/young person – Please complete all sections.**

**NAME:**

In capitals

Male / Female

AGE:

Name of person COLLECTING child/young person? \_\_\_\_\_

**Medical conditions/allergies/medication? If yes, please supply details here:**

**Relevant Medical Details: State here** Continue overleaf if necessary, including details of any current medication. If none write NO in large letters here.

**Supervision & lunches** (some workshops/courses are all day and lunch supervision is included. Where children attend two separate workshops in one day - lunch supervision is available at a separate cost – via Box Office). Please decide and state your preferences:

Is the above name here during lunch? Yes / No      Is supervision required? Yes / No

Has a lunch supervision ticket been purchased and provided here today? Yes / No

If no but this *is* required please leave £2 with this form for staff to obtain a ticket for you.

Does the child have a packed lunch and a drink? Yes / No

Does the child have money and ability to purchase from ENCORE here? Yes / No

Have you pre-paid and ordered a child lunchbox from Encore today? Yes / No

Does young person have permission to be allowed out unsupervised for lunch? Yes / No

Is the child /young person aware of the arrangements made for lunch? Yes / No

Any special dietary requirements? Yes / No Please state overleaf:

**Contact Details:** It rarely happens, but we may need to call someone today.

Tel No. 1 : Adult to *collect* child Tel: \_\_\_\_\_

Tel No. 2: Adult *in case of an emergency* Tel: \_\_\_\_\_

Continued /2

## Publicity & photographs

Sometimes we use pictures of fun stuff, great artwork and family activities that happen here for future use in press releases, posters, brochures or our website etc. when promoting similar activities. Children are **never named or identified** and close ups are rarely used. We are unable to seek individual parental permission when images are used in future publicity so we need you to agree now – just in case.

Do you give permission for the above named **to be included** in any publicity Yes / No  
(When answered NO - children wear a plain coloured sticker so that staff are easily aware).

Further medical information – continuation sheet

**Please note – We do not administer any medication except in emergency situations.**

### Data Protection

The details on this paper form are held in a folder in Box Office for the purpose of this course or workshop only and are never shared. Forms will be disposed of responsibly and cannot be re-used for future workshops in case the details have changed.

FOR OFFICE USE

Medical details advised	Publicity Sticker issued	Handled by Staff member
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