

Nihongo Club Cambridge

Bar Hill Primary School

Gladeside, Bar Hill, Cambridge CB23 8DY

Registered charity number: 1136278

<https://nihongoclubcambridge.wixsite.com/nihongoclub>

Email: nihongoclubcambridge@gmail.com

Document for Registration Form

Welcome to Nihongo Club Cambridge and thank you for registering your child with us. We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

This document aims to provide you with an introduction to Nihongo Club Cambridge. This should be read alongside our Terms and Conditions for a full description of our services.

Nihongo Club Cambridge aims to:

- provide high quality care and education for children
- work in partnership with parents to help children to learn and develop
- add to the life and well-being of the local community
- offer children and their parents a service that promotes equality and values diversity.

Parents (referred to as 'you')

You are regarded as a club member of Nihongo Club Cambridge who have full participatory rights. These include a right to be:

- valued and respected
- kept informed
- consulted
- involved
- included at all levels

Parents' obligation to Nihongo Club Cambridge

- You are required to fully complete and return the Registration form to us before your child can start.
- You are required to inform us immediately of any changes to your contact details or other changes to the information on your child's Registration form.
- The Registration form includes medicine consent and emergency treatment authorisations which you are required to complete before your child attends.
- You are required to inform us of the identity of the person(s) who will be collecting your child. We will require proof of identity if a person collecting your child is not usually responsible. You should let us know in advance about these changes. If we are not reasonably satisfied that the person collecting your child is expected, we will not release your child into their care until we have checked with you.
- You are required to inform us immediately if you are not able to collect your child by the official collection time. You should make arrangements for an authorised person (recorded on your Registration form) to collect your child as soon as possible and confirm who they are. A late collection charge may be applied. Please refer to the current fee schedule for details. If you fail to collect your child by the official collection time and we have reason to be concerned about your child's welfare we will contact the local authority.
- You are required to inform us as far in advance as possible of any dates when your child will not be attending.
- You should read our policies provided for parents - available for you at the setting.

How parents take part in the setting

Nihongo Club Cambridge recognises parents as the first and most important educators of their children. We see ourselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making our setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with a teacher or the committee members
- sharing their own special interests with the children
- taking part in events and informal discussions about the lessons provided by the committee
- building friendships with other parents

Joining in

Nihongo Club Cambridge has a rota which parents can join if they would like to help at a Japanese seasonal event (termly event), Japanese bake sale etc. Helping at the event/sales enables parents to see what the Japanese culture is like and to join in helping the children to get the best out of their activities.

Policies

Nihongo Club Cambridge can explain our policies to you. Copies of which are available on the club website. Our policies help us to make sure that the service we provide is of high quality and that being a club member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

Nihongo Club Cambridge and parents work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling our setting to provide a quality service for its club members and the local community.

Changes to our policies

If we decide to change our policies, we will notify you by posting the changes on our homepage.

Information we hold about you and your child

Nihongo Club Cambridge has procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations as follows:

The data is [I/we] collect is:

1. processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
2. collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes
3. adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed
4. accurate and, where necessary, kept up-to-date
5. kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed
6. processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

When you register your child with us, we will provide you with Privacy Notice and Data Protection Policy that gives you further details of how we fulfil our obligations with regard to your data.

Fees

The registration fee is £20.00 per family. The lesson fee is £17 per 1-hour lesson and must be paid termly in advance. Fees remain payable even if your child is absent for a short period without notice. If your child will be absent for an extended period, please speak with your teacher or a committee member. Invoices for termly fees will be sent by email 1 to 2 weeks before the start of each term. Payment is due within 1 week after the first day of the new term. For more information, please refer to our Terms and Conditions.

Sibling discount

If a family has two children enrolled in JLC, Nihongo Club, or both, a 25% discount will be applied to the tuition fee for one of the children. If a family has three children enrolled, a 40% discount will be applied to the tuition fee for one of the children.

Nihongo Club Cambridge hopes that you and your child enjoy being club members and that you both find taking part in our activities interesting and stimulating. Our committee is always ready and willing to talk with you about your ideas, views or to respond to any questions.