

# Aiming High for Disabled Children

## Registration Pack

Funded by



Delivered by



Action  
for **ASD**

ACTION FOR AUTISTIC SPECTRUM DISORDERS

Please return completed registration forms to Action for ASD, Suite 7 Kings Mill,  
Queen St, Burnley, Lancs, BB10 2HX.

**Note to new members:**

This registration pack enables access to AHDC Family Chill Out sessions and ADHC Holiday Club sessions ONLY.

If you would like to access other sessions/activities provided by Action for ASD please complete an Action for ASD membership form.

If at any time you need extra space to provide details please use a separate sheet of paper

**Note to current Action for ASD members:**

New membership forms need to be completed from 20<sup>th</sup> May 2010. You must also register each person who attends the sessions, including all carers, children with an ASD and siblings. In order to make the registration process as simple as possible the forms for the Impact Group have been changed to the new 'Child with an ASD' registration form. Therefore it is only necessary to complete one form to be registered for all sessions provided by Action for ASD.

If you have any questions please contact the office on 01282 415 455.

If you would like to print off just the forms that you need in order to save resources, please refer to the table below.

<b>I want to access</b>	<b>Registration form to be completed</b>	<b>Page</b>
AHDC Family Chill Out Sessions only	Parent/Carer Information	pg 11
	Child with an ASD/Disability form	pg 12 - 15
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AHDC Holiday Club Sessions only	Parent/Carer Information	pg 11
	Child with an ASD/Disability form	pg 12 - 15
	Medical Form (if applicable)	p 17
Impact Group Sessions	Action for ASD Membership	available separately
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Family Sessions	Action for ASD Membership	available separately
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# AHDC Holiday Club

## Frequently Asked Questions

### **Who can attend the AHDC Holiday Club?**

The AHDC Holiday Club is for children aged 8 to 19 years with an Autism Spectrum Disorder.

### **What is the Holiday Club?**

The emphasis of the club is for the members to be able to relax, have fun and socialise in a safe, Autism/Asperger's Syndrome specific activity centre. The club is staffed by trained play support workers who are there to support and encourage the members to be themselves, make new friends, have fun and learn new skills.

### **What does the acronym AHDC stand for?**

Aiming High for Disabled Children. This is the name of the government project which is funded by Lancashire County Council and delivered by independent organisations such as Action for ASD.

### **Where are the AHDC sessions held?**

All AHDC sessions are held at Action for ASD's Autism Resource Centre.

### **Do we have to be an Action for ASD member to access the AHDC sessions?**

No, but you would need to become a member if your family wanted to access other services/activities provided by Action for ASD.

### **How do I become a member of Action for ASD? What other services/activities are available from Action for ASD?**

For further details visit [www.actionasd.org.uk](http://www.actionasd.org.uk) or phone the Action for ASD office to speak to a member of staff.

### **Is there a charge to attend the AHDC sessions?**

No, the sessions are funded by LCC. You can make a small donation if you wish. There is a donation bucket located on the reception desk. All donations go towards the running of the Charity.

### **How do I register for the AHDC sessions?**

You can request an AHDC application pack by phoning the Action for ASD office on 01282 415 455 or email [aiminghigh@actionasd.org.uk](mailto:aiminghigh@actionasd.org.uk) or go to [www.actionasd.org.uk](http://www.actionasd.org.uk) to download a PDF version. Once completed the registration form needs to be sent back to Action for ASD via post. Once processed, you will then be contacted by a member of staff.

### **My child is already a member of the Impact Group; do I need to register them again?**

If you registered your child before 21<sup>st</sup> May 2010, you will need to complete a new registration form.

### **Why can't I email the registration form?**

We need the declarations on the form to be signed. We cannot accept electronically scanned signatures. You can of course send a copy via email in order to speed up your application, but you will also need to send in a signed copy.

### **What happens to my child's personal information?**

Action for ASD will need to provide some basic information about your child to LCC for monitoring purposes. This will only include your child's name, date of birth, gender, ethnicity and district of residence.

All information provided will be stored securely in line with the Data Protection Act 1988. Your information will not be shared with any third parties other than LCC for monitoring purposes.

### **How will I know if my child has a place on the sessions I have booked?**

Once your child's registration and booking forms have been received a member of staff will contact you to confirm the session dates.

### **Will there be any changes to the session dates?**

The session dates set out on the booking form are confirmed and will not change. If at any point more AHDC sessions become available, you will be notified in advance.

### **What activities are available for my child during the sessions?**

The centre has many facilities including a large soft play area, bouncy castle, table tennis, pool table, large Thomas the Tank Engine train set, lego, numerous table top games and board games, Sensory room, Arts and Crafts room, library – including books, dvd's and videos, computers with internet access and Console room which includes PS2, PS3, Xbox 360 and Nintendo Wii.

**Are the session activities set out or does my child get to choose what they want to do?**

The primary focus of the session is to allow your child to relax, have fun and socialise with their peers. Therefore the sessions are focused on child centered planning. As each child's needs and communication levels will vary, each child will be encouraged to plan an individual session schedule. Each activity will have a time limit therefore children will be encouraged to participate in various activities, including group and individual activities. If you intend your child to attend a full week of sessions we will contact you to discuss planning a weekly schedule.

**Do you take the children out of the Autism Resource Centre?**

Yes, occasionally we hold out of centre activities. A risk assessment will be carried out before any activity takes place and parents will be informed prior to the event. Parents will need to complete a consent form before any child is permitted on any out of centre activities.

**How many children will/can attend the AHDC sessions?**

This may vary but will not exceed 10 members.

**How many staff members are present during the AHDC sessions?**

6 members of staff work during each session. Minimum staff to child ratio is 3:5. During the booking process your child will be allocated a key worker. Your child's name will be listed under their key worker. The list of key workers will be displayed at the reception area.

**What if I need to speak to a member of staff? Who do I speak to?**

You can speak to your child's key worker or the session supervisor. If you need to speak to someone prior to the session, please contact the office.

**What is a key worker?**

A key worker is the member of staff that will supervise/work with your child on that particular session.

**Can I book my child onto all the sessions available?**

Yes, although we cannot guarantee that your child will be allocated a place on every session. This will depend on the demand for the sessions, although we will always try to accommodate your needs.

**Does my child need to attend every session?**

You do not need to book onto each session. But your child must attend the sessions that you have booked them onto. As the sessions are limited to 10 members, it is important that you inform Action for ASD as soon as possible if your child will not be able to attend a session, as this will enable a child on the waiting list to attend the session.

**What if I forget the session dates?**

The AHDC registration form includes details of the Aiming High Text Alert System. A text message will be sent to you reminding you of the session dates and times your child is booked onto.

**What happens if my child keeps missing their sessions?**

If your child does not attend more than three sessions without prior notification, we will allocate your child's remaining session to another member on the waiting list. You will be able to re-book further sessions but places may not be available, this will depend on the waiting list.

**Do you have any more questions? Need a registration/booking form? Contact:**

Action for ASD: 01282 415 455 or email: [aiminghigh@actionasd.org.uk](mailto:aiminghigh@actionasd.org.uk)

Forms are available to download in PDF from [www.actionasd.org.uk](http://www.actionasd.org.uk)

# AHDC Family Chill Out Sessions

## Frequently Asked Questions

### **Who can attend the AHDC Family Chill Out sessions?**

The AHDC Chill Out sessions are for families who have a child, aged up to 19 years with an Autism Spectrum Disorder.

### **What is the Holiday Club?**

It is an opportunity for the whole family, including siblings to relax, have fun and meet other families in an Autism specific play centre. The focus of the session is to enable the whole family to relax. Therefore there is a high staff: child ratio to provide supervision for the children so parents are able to have some time to 'Chill out'.

### **How many children will/can attend the AHDC sessions?**

This may vary but will not exceed 10 members.

### **How many staff members are present during the AHDC Chill Out sessions?**

9 members of staff work during each session. This is to ensure adequate supervision of all children, including siblings.

### **Can I leave my children?**

No, during the Chill Out sessions parents/carers must stay within the ARC.

### **Where are the AHDC sessions held?**

All AHDC sessions are held at Action for ASD's Autism Resource Centre.

### **Do we have to be an Action for ASD member to access the AHDC sessions?**

No, but you would need to become a member if your family wanted to access other services/activities provided by Action for ASD.

### **Is there a charge to attend the AHDC Family Chill Out sessions?**

No, the sessions are funded by LCC. You can make a small donation if you wish. There is a donation bucket located on the reception desk. All donations go towards the running of the Charity.

### **How do I register for the AHDC sessions?**

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### **Do you have any more questions? Need a registration/booking form? Contact:**

Action for ASD: 01282 415 455 or email: [aiminghigh@actionasd.org.uk](mailto:aiminghigh@actionasd.org.uk)

Forms are available to download in PDF from [www.actionasd.org.uk](http://www.actionasd.org.uk)

# Aiming High for Disabled Children Holiday Club Booking Form

Name: \_\_\_\_\_

Please indicate the sessions you would like to book. Please complete a separate form for each child.

<b>AHDC Half Term Holiday Club</b>			Please tick
Tuesday	1st June 2010	1pm -4pm	
Wednesday	2nd June 2010	9.30am - 12.30pm	
Wednesday	2nd June 2010	1pm -4pm	
Thursday	3rd June 2010	1pm -4pm	
Friday	4th June 2010	1pm -4pm	

<b>AHDC Summer Holiday Club</b>			Please tick
Monday	26th July 2010	1pm -4pm	
Tuesday	27th July 2010	1pm -4pm	
Wednesday	28th July 2010	9.30am - 12.30pm	
Wednesday	28th July 2010	1pm -4pm	
Thursday	29th July 2010	1pm -4pm	
Friday	30th July 2010	1pm -4pm	

Monday	2nd August 2010	1pm -4pm	
Tuesday	3rd August 2010	1pm -4pm	
Wednesday	4th August 2010	9.30am - 12.30pm	
Wednesday	4th August 2010	1pm -4pm	
Thursday	5th August 2010	1pm -4pm	
Friday	6th August 2010	1pm -4pm	

Monday	9th August 2010	1pm -4pm	
Tuesday	10th August 2010	1pm -4pm	
Wednesday	11th August 2010	9.30am - 12.30pm	
Wednesday	11th August 2010	1pm -4pm	
Thursday	12th August 2010	1pm -4pm	
Friday	13th August 2010	1pm -4pm	

Monday	16th August 2010	1pm -4pm	
Tuesday	17th August 2010	1pm -4pm	
Wednesday	18th August 2010	9.30am - 12.30pm	
Wednesday	18th August 2010	1pm -4pm	
Thursday	19th August 2010	1pm -4pm	
Friday	20th August 2010	1pm -4pm	

Monday	23rd August 2010	1pm -4pm	
Tuesday	24th August 2010	1pm -4pm	
Wednesday	25th August 2010	9.30am - 12.30pm	
Wednesday	25th August 2010	1pm -4pm	
Thursday	26th August 2010	1pm -4pm	
Friday	27th August 2010	1pm -4pm	

**AHDC Half Term Holiday Club**

Please tick

Monday	25th October 2010	1pm -4pm	
Tuesday	26th October 2010	1pm -4pm	
Wednesday	27th October 2010	1pm -4pm	
Thursday	28th October 2010	1pm -4pm	
Friday	29th October 2010	1pm -4pm	

**AHDC Half Term Holiday Club**

Please tick

Monday	21st February 2011	1pm -4pm	
Tuesday	22nd February 2011	1pm -4pm	
Wednesday	23rd February 2011	1pm -4pm	
Thursday	24th February 2011	1pm -4pm	
Friday	25th February 2011	1pm -4pm	

**Declaration** to be signed by parent/primary care giver

I agree to inform Action for ASD at the earliest opportunity if my child is unable to attend a session.

I understand that if my child does not attend two sessions without prior notification given to Action for ASD, my child's remaining sessions will be allocated to another member from the waiting list.

**Signed:** \_\_\_\_\_

**Please print:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Photographic consent**

At various times throughout the sessions photographs and videos are taken. Photographs and video clips are used for the future promotion of events, to record evidence for our funders, in the local press, on Action for ASD's notice boards and for use on the official Action for ASD website. To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer the questions below, then sign and date where indicated. Your signature below will be taken as confirmation that you give permission for such photographs/videos to be taken.

1. May we use your child's photograph in Action for ASD's printed publications that we produce for promotional purposes or on our notice boards? YES/NO
2. May we use your child's image on the official Action for ASD's website? YES/NO
3. May we record your child's image on video? YES/NO

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# AHDC Family Chill Out Session Booking Form

Name: \_\_\_\_\_

(Full name of registered carer)

Please indicate the sessions you would like to book.

			please tick	No of Children with an ASD	No of siblings
Friday	4th June 2010	10.30am - 12.30pm			
Saturday	19th June 2010	10.30am - 12.30pm			
Saturday	17th July 2010	10.30am - 12.30pm			
Thursday	29th July 2010	10.30am - 12.30pm			
Thursday	19th August 2010	10.30am - 12.30pm			
Saturday	18th September 2010	10.30am - 12.30pm			
Saturday	16th October 2010	10.30am - 12.30pm			
Saturday	20th November 2010	10.30am - 12.30pm			
Saturday	18th December 2010	10.30am - 12.30pm			
Saturday	22nd January 2011	10.30am - 12.30pm			
Saturday	19th February 2011	10.30am - 12.30pm			
Saturday	19th March 2011	10.30am - 12.30pm			

**Declaration** to be signed by parent/primary care giver

I agree to inform Action for ASD at the earliest opportunity if my family is unable to attend a session.

I understand that if my family does not attend two sessions without prior notification given to Action for ASD, my family's remaining sessions will be allocated to another family member from the waiting list.

**Signed:** \_\_\_\_\_

**Please print:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Photographic consent

At various times throughout the sessions photographs and videos are taken. Photographs and video clips are used for the future promotion of events, to record evidence for our funders, in the local press, on Action for ASD's notice boards and for use on the official Action for ASD website. To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your family for promotional purposes. Please answer the questions below, then sign and date where indicated. Your signature below will be taken as confirmation that you give permission for such photographs/videos to be taken.

1. May we use your family's photograph in Action for ASD's printed publications that we produce for promotional purposes or on our notice boards? YES/NO
2. May we use your family's image on the official Action for ASD's website? YES/NO
3. May we record your family's image on video? YES/NO

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Parent/Carer Information

Please list the details of the approved care givers who have the authorisation to accompany and collect the young person from the AHDC sessions.

<b>Main contact name</b>	
Relationship to child/ren	
Emergency contact name (for carer)	
Emergency contact telephone	

### Additional carer 1

Name	
Relationship to child/ren	
Address	
Post code	
Home telephone	
Mobile telephone	
Emergency contact name (for carer)	
Emergency contact telephone	

### Additional carer 2

Name	
Relationship to child/ren	
Address	
Post code	
Home telephone	
Mobile telephone	
Emergency contact name (for carer)	
Emergency contact telephone	

## Child with an ASD/Disability AHDC Registration Form

### Personal Details

Name of Child	
Age	
Date of birth	
Sex	
Ethnic origin	
Religion	

Address	
Post code	
Home telephone	

Diagnosis of	
Diagnostician	
Date of diagnosis	

School	
--------	--

Doctor's name	
Doctor's phone no	

## Personal Profile

Does he/she take any regular medication?

Yes

No

**If yes, please complete the Medical Information Form**

Does he/she have any allergies?

Yes

No

**If yes, please complete the Medical Information Form**

Does he/she have any physical disability?

Yes

No

If yes, please explain.


Does he/she use any sort of communication aid, device or system?

Yes

No

If yes, please explain.


Does he/she need assistance with personal hygiene?

Yes

No

If yes, please explain what sort of assistance is required.


Does he/she have any particular eating requirements?

Yes

No

**If he/she has any food allergies please complete the Medical Information Form**

Please list any particular likes, dislikes or food not allowed.


Is he/she particularly sensitive to any sensory issues?

Yes

No

If yes, please explain ie, bright lights, strong smells, sudden or particular sounds, words etc


Please list any particular activities he/she enjoys taking part in?

Please include any specialist interest/s.


Please describe any situation where he/she is likely to become stressed/uncomfortable or aggressive?

Please give as many details as you think necessary, however minor they may be.


Please give details of any specific strategies that you use to calm him/her?


**Additional information/comments**

Please add any other information you feel relevant.


I would like to receive text alerts regarding the AHDC sessions.  
Please register the mobile number below

Name:	Mobile:
-------	---------

## Siblings Registration

### Sibling 1

Name of Child	
Age	
Date of birth	
Sex	
Allergies	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes please complete a medical information form

#### Comments


### Sibling 2

Name of Child	
Age	
Date of birth	
Sex	
Allergies	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes please complete a medical information form

#### Comments


### Sibling 3

Name of Child	
Age	
Date of birth	
Sex	
Allergies	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes please complete a medical information form

#### Comments


If you need to add further details please use a separate sheet of paper.

