Stanwix School Wraparound Care
REGISTRATION FORM

Child's name:	Date of birth:
Address:	Telephone number:

Mother:	Mother's telephone number:
Father:	Father's telephone number:

Doctor's name:	Doctor's telephone number:
Doctor's Address:	

Dentist's name:	Dentist's telephone number:
Dentist's Address:	

Trusted person/s allowed to collect my child:	
Name:	Address:
Telephone number:	

Who should we contact in case of emergency?
Does your child have any known medical problems? If yes, please give full details
Does your child have any dietary requirements?
Vaccinated for Tetanus? Yes ☐ No ☐
Does your child have any special needs or learning difficulties? If yes, please list them
Are there any events or celebrations in which you do not want your child to be included?

Permission Form

I give permission for (child's name):

To be changed into dry clothes.	Signed:
To play outside in the playground. I understand that Stanwix Wraparound care has to have sufficient staff at all times whilst the children are playing.	Signed:
To be photographed by the staff at the Stanwix Wraparound care during outside play. These photographs may be used in promotional literature or on the school's website or as a record of activities as evidence for Ofsted.	Signed:
To participate in face-painting activities.	Signed:
To go on outings and take part in activities with the staff at Stanwix Wraparound care.	Signed:
To have sunscreen applied when required.	Signed:
To be picked up from school by the Stanwix Wraparound care staff.	Signed:

Consent for Emergency Medical Treatment

In the unlikely event of your child needing emergency medical treatment whilst at the Wraparound care, it would be helpful if you would sign the form below.

I consent for any emergency medical treatment for my child, necessary during the running of the Stanwix Wraparound care. I authorise the staff at Stanwix Wraparound care to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.	
Signed:	Date:
Form completed by: (Must be Parent/Carer named above)	Signed and dated:

Terms and Conditions for use of Stanwix Wraparound care.

Booking

The sessions will run from 7.50am to 8.50am, at which time the children will be signed over to a member of school staff and from the end of school until 6.00pm. Children should not be brought before 7.50am and should be picked up by 6pm.

Children should be booked into the Wraparound care at least 7 days in advance either by completing the booking form on Wisepay or contacting the school administrators. (tel: 01228 596069 – an answer phone is available outside normal working hours.) Some spaces will be available at short notice, please contact the school administrator for availability. Before acceptance at the Wraparound care a registration form must be completed – these can be obtained from the Play Manager or the School Office. Spaces are limited however we will endeavour to ensure some spaces are flexible and can be booked under short notice. Places will be allocated on a first come first served basis with priority given to regular users.

Payment

The fees for 2016 are:

Breakfast Wraparound care: £3.00 per session After School Wraparound care: £6.00 per session

Payment is due on a monthly basis in advance. Additional or ad-hoc usage is to be paid for when booked (unless alternative arrangements have been made). Payment may be made using WisePay or by Cash or Cheque payable to Stanwix School. A full session fee will be charge even if your child attends an after school club. The Governors reserve the right to withdraw a place if payments fall into arrears.

Cancellations

Any bookings made for the Stanwix Wraparound care require seven days notice of cancellation for regular users. Cancellation of less than seven days notice will incur the full fee. In the event of illness fees will still need to be paid for all sessions booked. This applies to regular and occasional users.

Penalty Fee

A penalty fee of £10 for every 15 minutes or part thereof will be charged to all parents who fail pick up their child on time. A warning will be issued on the first occasion. The Play Leader can be contacted on 01228 596069 between 7.50am and 9.00am and 3.00pm to 6.00pm. Outside these times an answer phone will be available.

Behaviour

The Stanwix Wraparound care will be operated under the same ethos as the school and children are expected to reflect these standards of behaviour.

Quality of Care

The setting will be run by suitably qualified members of staff and will provide a caring and relaxing but interesting setting for the children before and after school.

Nutrition

Quality of Care

The setting will be run by suitably qualified members of staff and will provide a caring and relaxing but interesting setting for the children before and after school.

Nutrition

Breakfast items such as toast, crumpet, cereal and fruit will be provided in the morning and snacks will be provided at the after school session. All food provided will contribute to a healthy balanced diet.

Policies and Procedures

A full set of policies and procedures are available in the School Office or from the Play Leader.

- I understand that late collection of my child may result in a **penalty fee**.
- In an **extreme case** of lateness, after one hour, and my child has not been collected, I understand that it is the manager's duty to follow the settings "late collections policy and procedure" and to inform **Social Services**. The care of my child will continue with them
- I am aware that the settings policies and procedures are available to me at all times and I know where to find them.

Signature..... Date.....