



Wrap Around Care: Agreement and Booking Form

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| Child's name: | Date of birth: |
| Does your child have any medical conditions? If yes, please list. | Does your child have any allergies or strong dislikes? (i.e. food/materials). If yes, please list. |
| Are you happy for your child to use face paints, nail varnish etc? | Do you have any objections to photographs being taken of your child whilst at the Breakfast, After School Club and Play Scheme? (The photographs will be kept within the school for use on display boards etc.) Yes / No |
| Is your child a vegetarian? Does your child have a special diet? (If yes please state what type)? Yes / No | Is there any other information that you feel we should know? |

I should like to confirm that my child will normally attend on the following days: (Please tick relevant day/s)

| | Breakfast Club: | After School Club full session: | After School Club Hours required: | Tea: |
|-----------|------------------------|--|--|-------------|
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |

FEES

Please look on the school website or ask at the office for the current fees.

You will be invoiced once a month. Regular booked places will be charged for unless a minimum of 24 hours' notice is given.



Agreement

Please read the following statements and sign the declaration and return to the office or to a member of the Wrap Around Care team.

1) General

- I. I agree to my child attending the Bishops Down Breakfast, After School and Holiday Club.
- II. I agree that during school hours I will contact the School Office directly with any queries or amendments. I understand that failure to do so will result in being charged for pre-booked places.
- III. I agree that if my child is absent from school, I will inform the School Office if they were due at Breakfast or After School Club. I understand that failure to do so will result in being charged for pre-booked places.
- IV. I agree that if my child is absent from Holiday Club, I will contact Wrap Around Care by 9.00am. I understand that failure to do so will result in being charged for pre-booked places.
- V. If for any reason I find I am unable to collect my child I will contact the club as soon as possible to make alternative arrangements.

2) Expectations

- I. I agree that my child will be expected to play safely and within boundaries advised by staff. Should my child repeatedly behave in an inappropriate manner I accept that I may be asked to collect my child from the club.
- II. Should any issues arise I agree to meet and discuss them with the Wrap Around Care Manager at a mutually convenient time.

3) Medical

- I. I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatments, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

4) Financial

- II. I agree to give at least 24 hours' notice if cancelling a place in any Wrap Around Care club, including After School Club tea. I understand that failure to do so will result in being charged for pre-booked places. Exceptional circumstances will be at the discretion of the Wrap Around Care Manager or Finance Officer.
- III. I will collect my child from the After School Club and Holiday Club by 6:00pm at the latest. I understand that failure to do so will result in being charged an initial £2.00 penalty, and then for every 15 minutes after 6:00pm at the cost of £5.00. Exceptional circumstances will be at the discretion of the Wrap Around Care Manager or Finance Officer.
- IV. In the circumstances where my child goes to an after school activity and then attends Wrap Around Care, I accept that I will be charged for the price of the full session booked, including their time spent in the after school activity. This is in the event that if an activity is cancelled the child's place will have been reserved.
- V. I understand that the minimum period of time that can be booked in After School Club and Holiday Club is 1 hour. It is not possible to book in half hour slots.
- VI. I will pay my fees promptly and should there be any issues, discuss it promptly with the Wrap Around Care Manager, the Finance Officer or the Head Teacher.
- VII. Should I fail to pay my fees promptly, I accept that the following procedure will be applied:
 - i. Two weeks after the initial invoice is received, an informal reminder for payment will be sent.
 - ii. Failure to respond to this reminder within two weeks will result in formal procedures commencing.
 - iii. Failure to respond after formal procedures will result in my child no longer being able to attend any Wrap Around Care clubs, including school discos.

Childs Name _____ Year Group/Name _____

Signed: _____

Name (please print): _____

Email Address _____

Date _____