

## REGISTRATION FORM for Kings Worthy Primary Wrap Around Care



**Please note: If any details on this form change, it is the parents responsibility to fill in and submit a new form.**

### Details of your child:

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_ Parent e-mail address \_\_\_\_\_

### Names of parents and other adults who will pick up/emergency contacts:

1. Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Contact number \_\_\_\_\_ Contact number \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Contact number \_\_\_\_\_ Contact number \_\_\_\_\_

3. Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Contact number \_\_\_\_\_ Contact number \_\_\_\_\_

### Dietary requirements:

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**Please give details about any allergies or regular/emergency medication:** (state none if not applicable)

As a variety of foods will be offered, it is very important to be clear about any allergies so that we can cater for your child accordingly.

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[Continue on separate sheet if necessary or contact the office via email – [extendedday@kingsworthy.hants.sch.uk](mailto:extendedday@kingsworthy.hants.sch.uk) or phone, to discuss further]

**Can we use plasters on your child? : YES / NO** [Please delete as appropriate]

***"In the event of an accident or an emergency where medical aid might be needed I consent to my child being taken to hospital for treatment, as required"*** YES / NO [Please delete as appropriate]

**Please tell us anything else you think we need to know about your child in order to ensure that we care for them effectively and appropriately, e.g. any special educational needs.**

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## **Wrap Around Care – Terms and Conditions**

### **Extended Day Terms and Conditions**

#### **Contact details:**

- extendedday@kingsworthy.hants.sch.uk
- for emergency bookings please email admin@kingsworthy.hants.sch.uk or call the office
- 01962 881410 (during the school day)
- 07759463524 or 01962 582221 (during club times)

#### **Current Club Opening Periods**

- Term Time Only
- Will not run on bank holidays or inset days
- After School Club will not run on the last day of each full term

#### **Payment and Booking Terms**

- Payment Options: Childcare vouchers or through SCOPAY, the online payment system. We do accept payment via the government tax free childcare scheme as well as certain vouchers. Please contact the school to if you would like to use any such scheme.
- The clubs can refuse a booking request if the permitted maximum number of children for the session required has been reached.
- Bookings must be made and changed via the SCOPAY app
- Amendments must be made by midnight at least 2 days before the session (for example, you may book by midnight on a Monday to book for the Wednesday of the same week).
- At the end of each half term, parents will receive half termly statements which shows the upcoming charges for the next half term. This amount is to be paid within the first 2 weeks of the new half term.
- Fees will be reviewed on an annual basis and a minimum of half a terms notice will be given for any changes.

#### **Cancellations**

- Charges apply to cancellations if the session is due to commence within 2 days (for example, a cancellation can be made up until midnight on the Monday for the Wednesday session but not the Tuesday session) – please call the school to let us know your child will not be attending or that you no longer require the space.
- Sessions booked for but not attended will be charged for, unless in exceptional circumstances, for example if the child is absent from school on the same day due to illness.
- If sessions have to be cancelled by the club for any reason (e.g. inclement weather) then a credit will be given.
- The club reserves the right to refuse a booking for a child, or cancel an existing booking, for specified reasons, including: persistent unacceptable behaviour or behaviour that compromises the safety of the child or others; payments significantly in arrears; regular late collection; unacceptable parental behaviour.

#### **Other:**

- Registration forms must be completed and returned prior to your child attending wrap around care.
- Parents are responsible for keeping clubs informed of any relevant changes.
- Parents will notify the school of any special needs, dietary requirements etc.
- Payment of fees will be kept up date.
- Children must be collected by a responsible adult who is named on the registration form

### **Your child(ren) will be given a snack and a wide range of activities to enjoy – please see below for a brief outline:-**

#### **Snacks available:**

Bread/toast, crumpets, teacakes, pizza, sandwiches, chicken nuggets etc. Yogurts, fromage frais, fruit, ice lollies/ice poles (a wide range depending on season and availability). Water, milk, squash, hot chocolate.  
There are sometimes, depending on activities, additional foods linked to seasons, festivals or celebrations.

#### **Activities:**

This list is constantly changing and is dependent on the ages and interests of each group – so one session will be completely different to another.

Small world play – including dolls, kitchen equipment, household replicas, dressing up clothes etc. Construction – including giant jenga, lego and K'nex. Creative activities – including drawing, painting, decoration making, puppets, knitting etc. Outside play – to include tennis, football, skipping, stilts, rounders, gardening in the summer etc.  
ICT – the use of games and activities through the Kings Worthy website. In addition to this we have jigsaws, books & puzzles.

## Wrap Around Care – Terms and Conditions

### Charges:

Breakfast Club – Drop off from 7.45am	
First Child	£5
Sibling/s	£4

After School Club	
Pick up by 5pm	
First Child	£9
Sibling/s	£8
Pick up by 6pm	
First Child	£11
Sibling/s	£10

### After School Club:

#### Overdue collection of child/ren (beyond the time agreed when booking), as follows:

- Overrun 5pm pick up will be charged as a 6pm pick up
- Collection after 6pm is £5 per 15 minute block per child

Signed \_\_\_\_\_ PrintName \_\_\_\_\_

Email Address: \_\_\_\_\_ Date \_\_\_\_\_