

## Elsley Primary School – Wrap Around Care Registration Form

Child's Name & Class	
Child's DOB	

Name of Parent(s) / Carers(s)	
Telephone Numbers:	Mobile: Work: Home:
Person regularly dropping off child if different from above	Name: Relationship: Telephone number:
Person to Contact in an Emergency (Wrap Around Care hours only)	<p><b>Emergency contact 1</b> Name: Relationship: Telephone number:</p> <p><b>Emergency contact 2</b> Name: Relationship: Telephone number:</p>
Details of any Special Dietary Requirements or Allergies:	
Details of any Significant Health Issues (including a special educational need and/or physical disabilities statement):	

**2023/2024**

**PLEASE READ AND SIGN THE BREAKFAST CLUB TERMS AND CONDITIONS OVERLEAF →**

## WRAP AROUND CARE TERMS AND CONDITIONS FOR USE

1. Breakfast Club runs from 7.45am to 8.45am and After School Care runs from 3.15pm to 5.15pm. Bookings from Breakfast Club and After School Care are made independently, you may select one or both of these options.
2. Pricing for Breakfast Club is £4.00 per day and for Afterschool Care is £8 per day. Payment for Wrap Around Care should be made in advance using School Money, cash or cheques will not be accepted. **(These rates will be reviewed in light of increasing costs)**. See full policy for additional charges.
3. Wrap Around Care Sessions are to be booked in advance and online using School Money. Dates are released 4 weeks at a time should you wish to complete a block booking. Please complete booking by 12pm Friday before the week the place is required.
4. To safely supervise the children, there is a limit of children for each session. This is based on the general level of demand. Children may only attend if they have been booked in advance so that the safe ratios are maintained. If you are unable to make a booking that means the club is full for that session.
5. If you have pre-booked a session and you no longer require it, please call the School Office and speak with Ms Moore, so that we can release the space for another pupil to use.
6. All children attending Wrap Around Care must be accompanied to the School Office and handed over to a member of staff in the Wrap Around Care and not left alone at the school gates to walk in by themselves or left in the School Office.
7. All children should be collected by an adult from the school office. There is a £2 per 5 minutes charge for any children collected late. This is a penalty charge.
8. One-off Emergency bookings for Wrap Around Care can be made for registered children by telephoning the school office on 020 8902 8003 (Monday – Friday, 8.30am – 2.30pm) and will only be accepted if there is space available.

**I agree that by completing and signing this form, I would like my child to attend Elsley Primary School Wrap Around Care and confirm that I have read and agree to the terms and conditions for use as listed above:**

Name of Parent: \_\_\_\_\_

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