



Together we shine

TEMPLE *Grafton*
C of E Primary School

Wraparound Care

Temple Grafton Wraparound Care Registration Form

Child's Details

First name:	Surname:	Date of birth:
Child's home address:		

Parent/Carer Details

	Parent/Carer 1	Parent/Carer 2
Full names		
Relationship to child		
Home address & postcode		
Home telephone		
Work telephone		
Mobile		
Email:		

Signature of parent/carer _____

Date _____

Temple Grafton Wraparound Care Emergency Contacts

Details of additional persons authorised to collect your child or who can be contacted in the case of an emergency.

Child's name:

	Contact 1	Contact 2	Contact 3
Full names			
Relationship to child			
Home address & postcode			
Home telephone			
Work telephone			
Mobile			
Email:			

Proof of identity, a phone call or email with an accurate description of the adult collecting before releasing your child to anyone other than those named above.

A password is also required.

Signature of parent/carer _____

Date _____

Temple Grafton Wraparound Care Medical Information

Child's name:	Date of birth:
Doctor:	
Doctor's address:	
Doctor's telephone:	
Does your child or the child in your care have any known medical problems or additional needs? (please list)	
Please detail any medical needs your child has/medication taken: (please provide full details, if medication is needed an additional medication consent form will need to be completed)	
Does your child have any known allergies? (an Allergy Management Plan will be put in place where required)	
Does your child have any dietary requirements?	
Any other information relevant to your child's health	

In the event that my child is involved in a serious accident I understand that I will be contacted immediately on the emergency contact numbers provided.

In the event that my child requires immediate medical treatment before I can get to the hospital I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf.

Signature of parent/carer _____

Date _____

Temple Grafton Wraparound Care Consent Forms

Child's name:

Applying sunscreen

During hot sunny weather, it's important that you apply sunscreen to your child before school and send sun screen into school with your child so that they can apply it again themselves throughout the day as needed.

During hot weather I will apply sunscreen to my child and will make sure my child is able to apply their own sunscreen at Wraparound Care.

Signature of parent/carer _____

Date _____

Photograph Permission

To comply with the General Data Protection Regulation, we need to ask your consent before the school record any images of your child. We will not use, or allow the use of, your child's name in any images accessed externally to the school (for example social media, other websites or the print media) without seeking your express consent. In view of this, please read the statements below and complete the consent form below.

This table sets out the various reasons for taking, and making use of, images of your child and we should be grateful if you would indicate whether or not you give consent for use in these circumstances. By indicating 'YES', you are confirming that you consent to your child's personal data being shared for those purposes and/or with the named third parties):

1.	For official school photographs, with images taken by Tempest Photography and available for purchase by parents, and held by the Temple Grafton Wraparound Care for identification purposes with names attached.	YES/NO
2.	For use on internal school displays	YES/NO
3.	For use as part of projects of work by pupils	YES/NO
5.	For use on the school's website	YES/NO
6.	For use on the school's social media pages e.g. Facebook	YES/NO
7.	For use in the school's prospectus	YES/NO
8.	Occasional sharing of images of your child taken for internal purposes with external media organisations, such as [Stratford Herald, Midweek News] or inviting such media organisations to take photographs of pupils (including your child) engaged in club activities for publication.	YES/NO

Please note, you have the right to withdraw or change your consent at any time by giving the school written notice and completing a new consent form. You can notify us of your consent withdrawal in writing by contacting wraparound3066@welearn365.com

Signature of parent/carer _____

Date _____

TG Wraparound Care Pricing Schedule and Terms & Conditions

Wrap Around Care Fees	Advance bookings	Ad hoc fees
Breakfast Club 7:30 – 8:45	£5	£6
After school club 3:30 – 4:30	£5	£6
After school club 3:30 – 6:00 (5:30 Fridays)	£10	£12

Our Wraparound Care Operating Hours

Our Wraparound Care is open between 7.30am and 8.45am and 3.30pm – 6.00pm (5:30 p.m. on Friday) every week during term time. We are closed for all school holidays, teacher training days and bank holidays.

What's included in the fees?

As well as resources and activities for your child, we include breakfast in the morning (served until 8:20) and an afternoon snack/ light tea after school. A light tea will be served between 4:40 and 5:00 for those children booked in for the full session.

Booking

Booking is on a first come first served basis. Reduced rate advance bookings need to be made before **11am on the Friday**, the week before. For the first week back at school after a holiday, advance bookings need to have been booked during the previous school term – if not 11am on the Friday, a deadline date will be communicated. Registers are printed and food ordered at midday every Friday so the higher cost of ad hoc sessions covers the extra admin / extra food needed. Ad hoc sessions can be made at any time however levels of ad hoc availability will depend on the advance bookings in place for a session.

Payment

All Wraparound bookings are entered onto School Money, however we offer several options for payment: School Money / Cash or Cheque made payable to Temple Grafton School / Voucher schemes.

Fees for advanced bookings are payable weekly in advance at the time of booking. Ad hoc sessions will be checked and booked onto School money the week after the sessions are taken. Payment will then be due within 14 days from the date of the invoice. Failure to settle invoices in a timely manner will result in the services being withdrawn for the relevant child.

Absences

Full fees are charged for absences such as short-term illness or last minute appointments. If we are informed of expected absence by 11am on Friday, the week before the booking, the session/s will be cancelled and you will not be charged. In the rare event of an unscheduled closure of our Wraparound Care service a credit will be applied to your account.

Cancellations

You will not be charged if cancellation of an advanced regular booking is made by 11am on Friday, the week before the booking (or during the previous term if the booking is during the first week of a new term). Any cancellation or non-use of an ad hoc booking will be charged at the prevailing rate.

Late afternoon pick up

You will be expected to collect your child on time at the end of the session (either 4.30pm or 6pm). Late fees are £20 per hour or £5.00 per 15 minutes or part thereof. The safety and welfare of our pupils is paramount therefore the failure to collect a child will be subject to our safeguarding procedures and may result in escalation to external third parties.

Financial Difficulties

It is appreciated that some families may experience difficulties from time to time. We would like to work with you to reduce the disruption to your child's education and care. Please come and speak to the Head teacher as early as possible regarding payment of fees.

Temple Grafton Church of England Primary School Wraparound Care – Breakfast & After School Clubs Contract with Parents/Carers

Child's name _____

Parent or carer's name _____

- I consent for my child to attend Temple Grafton Wraparound Care. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that Temple Grafton Wraparound Care is a play setting and that whilst my child is there Temple Grafton Wraparound Care is legally responsible for him/her.
- My child will be provided with snacks/ light meals and drinks whilst at the club unless otherwise requested.
- Once my child arrives at Temple Grafton Wraparound Care he/she will be in the care of Temple Grafton Wraparound Care until collected and signed out by an authorised person.
- I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- I will book my child into the club on a half termly / weekly basis and will pay promptly for all booked sessions whether my child attends or not (e.g. due to illness), unless I have made other arrangements with the school.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc.).
- TG After School Club closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the school as soon as possible.
- If I do not collect my child by 6.00pm I will pay a charge of £5 per quarter of an hour to cover the costs of the staff who are legally required to supervise my child.
- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that TG After School Club will follow the school's safeguarding procedures and this may result in escalation to external third parties.
- Whilst Temple Grafton Wraparound Care tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- If there are any accidents or incidents at Temple Grafton Wraparound Care involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Temple Grafton Wraparound Care will sign any consent forms necessary for treatment on my behalf, as stated on the club's Medical Form.
- Information held by Temple Grafton Wraparound Care regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I have read and **understood** the above terms and conditions and I agree to abide by them.

Signature of parent/carers _____

Date _____