

Ponteland Primary School Wraparound Care Contact and Registration Form

Manager: Mrs Angela Wright

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Telephone: 01661 822103

Out of Hours Mobile: 07513 265 835

Child's Personal Details

Full name of child:

Date of Birth:

Gender: Male/Female (circle)

Parents' / Carers' Details

Primary Parent/Carer			
Title/Name		Relationship to child	
Phone (h) (w)		Mobile	
Secondary Parent/Carer			
Title/Name		Relationship to child	
Phone (h) (w)		Mobile	

Details of Additional Persons Authorised to Collect Child Or Who Can be Contacted In an Emergency

Person 1			
Title/Name		Relationship to child	
Phone (h) (w)		Mobile	
Person 2			
Title/Name		Relationship to child	
Phone (h) (w)		Mobile	

Please note – Proof of identity and a phone call for verbal permission is required before releasing any child to anyone other than those noted above. We require that an adult over the age of 18 must collect children.

Child's Medical information/individual needs

Child's Doctor:	
Address:	Telephone:

Please outline any medical conditions/ allergies your child has and any medication they are taking:
Please detail any additional/special needs your child has:
Please detail any dietary requirements / food allergies for your child:

Please ensure you inform Ponteland Primary School as soon as possible of any change in medical and/or any other relevant circumstances.

Arrangements in the Case of Sickness and /or any Emergency

Ponteland Primary School does not accept children who are unwell and we expect parents/carers to inform us on the day (or sooner) if their child will not be attending. If a child becomes unwell during their stay with us we will contact the parent/carer at the earliest opportunity. Staff at Ponteland Primary School have undertaken appropriate training to deal with an emergency.

While every attempt will be made to contact you there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept) and in an emergency call the emergency services. Please sign below giving your consent to Ponteland Primary school taking such action in your absence:

I (print name)..... give my consent to Ponteland Primary School administering basic first aid (of which a written record will be kept).

Signature of Parent / Carer:..... Date:.....

I (print name)..... give my consent to Ponteland Primary School signing any written form or consent required by hospital authorities, including anaesthetic, if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety.

Signature of Parent / Carer:..... Date:

Fees at Ponteland Primary School Wraparound Care

The cost of each session will be:

Before School Club Session from 7.30 -8.45am: £5.00 (£3.75 Sibling Rate) - breakfast provided

Full After School Club Session from 3.15 – 6.00pm: £10.00 (£7.50 Sibling Rate) - snack provided

Early Pick Up After School Club Session from 3.15 - 4.00pm: £5.00 (£3.75 Sibling Rate) - no snack provided

Please note in the case of siblings, the standard rate is applied to the first child with the sibling rate applied to the second child, if booked onto the same session. Kids Club - After School Club Feb 21

In the event of late collection after 6pm there will be an additional charge of £5 to cover additional staff costs. Collection after 6.15pm will incur an additional charge of £20.

In the event of late collection after 4pm for those booked into the Early Pick Up session, your child will be automatically registered as attending the Full After School Club session at a cost of £10.

In order to forecast numbers and plan staffing ratios and food provision carefully, a minimum of a **full 24 hours' notice** is required when booking and cancelling Ponteland Primary Wraparound Care. If you do not notify us of a cancellation within the 24 hour period, you will still be charged for the provision. Booking sessions are done through the School Gateway App or login to www.schoolgateway.com. If you need to cancel a session, please contact the school office.

Regular monthly fees will be payable at the end of each month (charged per session attended). We also accept childcare vouchers as payment; please ask us for our registration numbers if you use this facility. Please only pay for what you owe at the end of every month (please do not overpay). In the event of absence due to illness no payments are required. All monies are managed via the School office. All enquiries regarding bookings must be directed to the School Office

Please settle all outstanding balances no later than two weeks after the previous month closes. A child's continued place at Ponteland Primary Wraparound Club is dependent on continued payment of fees and non payment/regular late payment will result in your child's place being taken off the club booking system until all arrears have been paid in full.

Agreement Between Parents/Carers and Ponteland Primary School

- I understand that by completing and signing this contract and registration form I agree to meet the terms and conditions of Ponteland Primary School Wraparound Care
- I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.
- I agree to collect/make arrangements for my child to be collected from Ponteland Primary School immediately if I am informed that he/she is unwell.
- I agree not to send my child to Ponteland Primary Wraparound Care if he/she is unwell.
- I agree to pick up my child on a timely basis.

Name of Parent / Carer

Signature of Parent / Carer Date:.....

Signature Ponteland Primary School:.....

Date.....

Please note that:

- Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure for Ponteland Primary School.
- Ponteland Primary Wraparound Care follows school's safeguarding policy <http://www.pontelandprimary.co.uk/about-us/safeguarding/>
- Ponteland Primary School reserves the right to amend the terms/conditions and registration fees at any time.
- A copy of insurance policies is available from Ponteland Primary School for parents/carers to ensure that their needs and those of their child are met.
- We cannot be held responsible for the loss or damage to children's property. Parents / carers should encourage children to take care of their own personal belongings and refrain from bringing toys etc into the setting.
- It is our policy that everyone who attends, works in, or visits Ponteland Primary School has the right to enjoy the service we provide and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.
- In the event of a compliment, concern or complaint Ponteland Primary Wraparound Care welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to Mrs Wright or Mrs Blain (Designated Safeguarding Leads).

