



Newlaithes Junior School Wraparound Care Contact and Registration Form

Manager: Mrs N Harris

E-mail: admin@newlaithes.com

Telephone: 01228512768

Out of Hours Mobile: tbc

Child's Personal Details

Full name of child:

Date of Birth:

Gender: Male/Female (circle)

I intend to pay with childcare vouchers Please tick if applicable

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 16 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 Newlathes Junior 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

Newlathes Junior 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 Newlathes Junior 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 Newlathes Junior School taking such action in your absence:

I (print name)..... give my consent to Newlathes Junior 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 Newlathes Junior 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 Newlaithes Junior School Wraparound Care

Opening Hours and Fee Structure

Newlaithes Junior School Breakfast Club:

- Is open term-time only with sessions running from 8:00am
- Will be closed during the holidays including bank holidays and INSET days
- The fee for the full session (8:00-8:45) is £4.50 and is inclusive of breakfast and a cold drink
- Sessions must be booked in advance via our online service

Newlaithes Junior School After School Club:

- Is open term-time only with sessions running from 3:20pm to 5:30pm
- Will be closed during the holidays including bank holidays and INSET days
- The fee for the full session (3:20pm to 5:30pm) is £8.00 and for a half session 3:20pm - 4:20pm is £4.50.
- Sessions must be booked in advance via our online service and can only be booked if your account is in credit.

Payments and Refunds

Fees are to cover sessions booked in advance online using a ParentPay account. Fees cannot be paid in cash or by cheque at any time. Please contact the school office if you require more information.

Please note that the Wraparound Care staff are not permitted to receive cash or cheque payments for these clubs. Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc. Refunds will be given if the school initiates an activity such as a school trip, sporting event, etc after you have already made a booking with either After School Club or Breakfast Club. In this instance a credit will be applied to your account. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities.

If you no longer require the use of Breakfast Club or After School Club e.g. you are moving away, your child changes school, etc. a four-week notice period will be required to qualify for a refund of any remaining monies.

Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward. An appointment can be made to discuss this with the Head Teacher.

Childcare Vouchers

Childcare vouchers can be used for our Wraparound Care. Please contact our Admin team either by phone on 01228512768 or by email on admin@newlaithes.com to inform us of your provider so arrangements can be made.



Agreement Between Parents/Carers and Newlaithes Junior School

- I understand that by completing and signing this contract and registration form I agree to meet the terms and conditions of Newlaithes Junior 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 Newlaithes Junior School immediately if I am informed that he/she is unwell.
- I agree not to send my child to Newlaithes Junior 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 Newlaithes Junior 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 Newlaithes Junior School.
- Newlaithes Junior Wraparound Care follows school's safeguarding policy <https://www.newlaithes.com/page/?title=Safeguarding&pid=9>
- Newlaithes Junior School reserves the right to amend the terms/conditions and registration fees at any time.
- A copy of insurance policies is available from Newlaithes Junior 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 Newlaithes Junior 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 Newlaithes Junior Wraparound Care welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to Mr Clark or Mr Sanchez (Designated Safeguarding Leads).