

After School Care Club



Registration Form



I would like to place my child/children in the Wood End **After School Care Club**.

Child's Name 1: _____

Child's Name 2: _____

Child's Name 3: _____

Emergency Contact Details:

My Name: _____ Phone: _____

Second emergency contact, in case we are not able to speak to you:

Name & relationship: _____ Phone: _____

Parent/Carer Name: _____

Signed: _____ Date: _____

To book sessions, please complete a separate booking form.

To stay until 4.15pm is **£4.00** per child.
To stay until 5.15pm is **£8.00** per child.
Payment can be made by cash or bank transfer. Please provide payment by 12.00pm on the Friday before care is needed.

Account:	Wood End School
Bank:	NatWest
Account no.:	79421458
Sort code:	60-14-55
Reference:	(Child's Name)

Please return this form to the Wood End school office. For further terms and conditions, please see overleaf or contact the school office on 01908 316424 or office@woodendsch.org.uk

After School Care Club

The After School Care Club is based at Wood End First School. The Club provides childcare for children aged between two and seven years and operates between the times of 3.00—4.15pm and 3.00—5.15pm, Monday to Friday during school term times.

The service provided comprises the caring for and supervision of children that attend between the hours shown above.

You can register your interest using the form overleaf. Please return this form to the school office. To book sessions, separate booking forms are available from the school office. If you would like more information, please contact us on 01908 316424 or office@woodendsch.org.uk

On registering your child with the After School Care Club, you are agreeing to our terms and conditions of membership.

Terms and Conditions

The After School Care Club at Wood End First School has the following Terms and Conditions to ensure parents/carers know and understand their and our responsibilities. *The Club is a new initiative so these Terms and Conditions may be updated in due course.*

Punctuality: Parents/carers of children attending are expected to collect them from the After School Care Club promptly in accordance with the times shown above. If you are running late, please contact the school so that arrangements can be made for staff to stay on site with your child. We need to retain two members of staff on site with any children. We may therefore consider requesting a late collection fee to cover their additional hours.

Contact/medical details: Parents/carers must ensure the office has the correct contact details for you, and any medical information concerning your child. It is of the utmost importance that we are able to contact you in the event of an emergency.

Lost property: Parents/carers must be aware that Wood End does not accept any responsibility for the loss of or damage to any property left at the Club.

How to book and pay: All bookings are accepted on a first come, first served basis. Bookings must be paid for in advance. Please be aware your child's place will not be guaranteed until full payment has been received. This is because we need to know numbers so that we can ensure we have enough staff on site. Payment can be made by cash or bank transfer. Please provide us with payment by 12.00pm on the Friday before the care is needed.

Cancellations, refunds, transfers: If your child is not attending the club on their usual day please contact the school office as soon as possible. Wood End will make every effort to refund or transfer your payment in the event that your child is sick or unable to attend, however we are under no obligation to do so. We cannot refund/transfer missed sessions if the Club is cancelled due to events beyond our control, such as an emergency school closure. ■