



# Werbies Out of School Club

Ofsted registration no. 111384

Manager: Miss S Mugnaini

werbies@lovelearnlaugh.org.uk

07583 432795 (01244 478968 in school hours)

## CONTRACT AND REGISTRATION FORM 2024/2025

All information recorded here is kept confidential

### Child's personal details

Full name:	Date of birth:
Home address and postcode:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>

### Parents'/carers' and emergency contact details

	Parent/Carer 1	Parent/Carer 2
Name		
Relationship to child		
Home address and postcode (if not the same as above)		
Mobile phone		
Work phone		
Home phone		
Email		

Please give details below of other persons authorised to collect the child or who can be contacted in an emergency. Please make sure we have up-to-date details for you and your emergency contacts, and leave a message with full details if your child will be collected by anyone other than you or the persons listed here.

	Contact 1	Contact 2	Contact 3
Name			
Relationship to child			
Mobile phone			
Work phone			
Home phone			

### **Child's medical information/individual needs**

Doctor's surgery and address	
Phone number	
Any known medical conditions, allergies, special dietary or health needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details	
Details of any medication being used	
Has your child received a tetanus injection in the last five years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please add any other relevant information we should be aware of	

### **Arrangements in the case of sickness and/or any emergency**

Please inform us on the day (or in advance if possible) if your child will not be attending. If a child becomes unwell during a session we will contact you as soon as possible. Our staff 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.

### **Photographs and videos**

The issue of child safety is taken very seriously at Werbies. This includes the use of images of pupils. You will have already completed the photo permission form for school and your wishes will be used for Werbies as well.

### **Fees at Out of School Club from September 2023**

Morning Club session (07:45-08:50): £4.25 (breakfast provided)

Afternoon Club session (15:20-17:30): £9.00 (healthy snack provided)

Afternoon Club Session (15:20-18:00): £10.95 (healthy snack provided)

Regular booked sessions must be paid **monthly in advance** via online ParentPay account, childcare vouchers, or Tax Free Childcare.

In order to forecast numbers and plan staffing ratios carefully, **one week's notice** is required for **extra** attendance at Werbies and **one month's written notice** is required if the place at Werbies is no longer required, or the number of sessions the child attends is to be reduced. All payments need to be received by the **first day** of the forthcoming month to ensure attendance at Werbies. **A child's continued place at Werbies is dependent on continued payment of fees. Please see our Payment Policy.**

Please indicate sessions required:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning session 07:45 – 08:50					
Afternoon session 15:20 – 17:30/18:00					

Please note that:

- Out of School Club reserves the right to amend the terms/conditions and registration fees at any time.
- It is our policy that everyone who attends, works in or visits Werbies 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 Werbies welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to (1) Mrs Mugnaini, Out of School Club Manager or (2) Miss Jackson, School Business Manager. Our complaints policy and procedure are available on the school website.

**Agreement between parent(s)/carer(s) and St Werburgh's & St Columba's Out of School Club**

Please sign the document to confirm your acknowledgement of the following, and enter your name and the date in the boxes below:

- I agree to meet the terms and conditions of the Werbies contract and the school's payment policy. All fees will be paid in advance.
- I have read, understood and agree to all Werbies policies.
- I will inform the Manager of Werbies as soon as possible, of any change in medical and/or any other relevant circumstances.
- I give my consent to Out of School Club administering basic first aid (of which a written record will be kept)
- I give my consent to Out of School Club to sign any written form or consent required by hospital authorities, if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety
- I agree to collect/make arrangements for my child to be collected from Werbies immediately that I am informed that he/she is unwell
- I will not to send my child to Werbies if he/she is unwell.
- I give my consent for my child to watch films that are PG rated

Signature:	Date:
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Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure for Out of School Club in line with our Data Protection Policy, Information Security Policy which fully complies with General Data Protection Regulations 2019.

\*Please note that our official title for Ofsted registration, voucher provider and tax-free childcare purposes is St Werburgh's & St Columba's Out of School Club