



Registration for Extended Care - Birches Club and Wraparound

(A) Child's Name (in full)..... Date of Birth

(B) Child's Name (in full)..... Date of Birth

(C) Child's Name (in full)..... Date of Birth

Address.....

Name of Parent/Guardian..... Title.....

Daytime/Mobile Contact Number..... Evening

Other adult with parental responsibility or legal access.....

Relationship to child..... Contact Numbers.....

Collection Arrangements

I will collect my child Yes/No

Please list any other person(s) authorised to collect your child:

Name..... Relationship..... Tel No

Name..... Relationship..... Tel No

Medical Information

Does your child have any particular special need or medical need? Yes/No

Does your child have any specific dietary need? Yes/No

If so, has this been recorded on the school information in the office? Yes/No

I agree to emergency medical treatment/action if necessary Yes/No

If you plan to use the facility from the beginning of term please indicate the days you wish your child to attend:

B (before school), L (Nursery Lunch Club), W (afternoon Nursery Wraparound) and A (after school):

Day	Requirements A	Requirements B	Requirements C
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

(NB - All registrations are agreed unless you are contacted by the school. You may begin to use the provision from September).



Terms and Conditions of Use of Birches Club and Wraparound

Sessions/Charging Times

Birches Club

7.30am to 8.35am (Session) £ 4.00
3.15pm to 4.15pm (Hour) £ 3.90
3.15pm to 5.15pm (2 Hours) £ 7.80
3.15pm to 5.45pm (Session) £ 11.70

Occasional use £4.20 per hour

Wraparound

11.35am to 12.15 pm £4.50
Includes a cooked lunch
Full Nursery Wraparound £16.50
12.15pm to 3.15pm, including a
cooked lunch

Retainers are charged for sessions booked but not used, due to illness, holiday etc. Birches Club retainer charges are £1.95/£2.00 for regular users and £2.10 for occasional users. Any notifications after 2.00pm will be charged at a full hourly rate. Birches Wraparound retainer charges are £2.25 for lunch club and £8.25 for wraparound.

Late pick up charges apply at a cost of £5.00 for pick up between 5.45pm and 5.50pm plus a £1.00 per minute thereafter.

Birches Club and Wraparound sessions are charged monthly in arrears. Parents have two methods of paying for their usage, either by Voucher Payments set up through their employers or our on line payment system ParentPay. As we charge monthly in arrears we operate a strict payment policy of requiring all accounts to be paid in full within 48 hours of issue. If the account is not settled in full we reserve the right to withdraw the service without notice and instigate debt recovery procedures as per our Billing and Debt Recovery Policy.

Any changes to your usual club usage should be notified to the school office on 01902 297910. Any changes to wraparound should be notified directly to Nursery.

Children are able to have breakfast during the morning session. Parents should provide cereal for their child. Club will provide children with milk for their cereal and a drink of water to have with their breakfast. There are no juice drinks. Any children requiring breakfast need to be in Club before 8.00am. After school children are provided with a biscuit and a drink of water. Water is readily available for all the children in after school club, although parents may wish to provide an additional healthy snack which is given at 4.30pm.

I agree to the Terms and Conditions set down for the use of Birches Club/Wraparound.

Signed..... Parent/Guardian Date.....