

# THE EDWARD RICHARDSON PRIMARY SCHOOL TETFORD

## MEMBERSHIP FORM FOR WRAP AROUND CARE

Wrap Around Care is the care provided for registered pupils at the Edward Richardson School before the opening of the school each morning and after the closure of school each afternoon.

Full name of pupil			
Date of Birth			
Full Address			
Full name of parent or guardian			
Main contact telephone number			
Alternative contact numbers			
Persons registered to be able to drop off and collect this pupil from school (please list names and relationship to the pupil)			
Name of registered person		Relationship to pupil	
1			
2			
3			
4			
I (parent / guardian) will provide a healthy snack when my child stays for Four Thirty Club (tick)		Yes	No
Medical Information			
Allergies			

<p>In order to help us to make Wrap Around Care as enjoyable as possible it helps us to know about the favourite activities of your child. Please provide details in this box. If necessary continue on a separate sheet</p>	
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Signature of parent / guardian .....

Full name .....

Please read and retain the accompanying notes.

# Important Notes (please read through **AND RETAIN FOR YOUR RECORDS**)

- The Edward Richardson Primary School Wrap Around Care is the care provided for registered pupils at the Edward Richardson School before the opening of the school each morning and after the closure of school each afternoon.
- All registered pupils are eligible to be members of The Edward Richardson Primary School Wrap Around Care but a copy of this form **MUST** be completed and held on record by the staff of the provision before they can be eligible to attend any sessions.
- Wrap Around Care is available from 8.00am (Eight AM Club) each morning that school is open for pupils. No pupil will be admitted before that time.
- A list will be maintained each day of arrival and departure times so that, in the event of a fire or other emergency, the leaders of the provision have a record of who is on the premises.
- Pupils will be expected to behave sensibly in the provision (in accordance with the normal rules of the school). If they fail to do so their membership will be suspended.
- Wrap Around Care is available from 3.30pm until 4.30pm each afternoon (Four Thirty Club). It is essential that pupils are collected by 4.30pm as any failure to do so will result in additional staffing costs to the school. This includes when a sibling is in an Extended School activity. In the event of a pupil being collected late on a regular basis their membership may be suspended. Such costs may be passed on directly.
- A snack may be provided by parents or guardians during Four Thirty Club and there will be a designated time in which it may be eaten (please note that under normal circumstances this should not be biscuits, confectionary or crisps).
- A drink will be provided during Four Thirty Club.
- There is a charge for this provision as it falls outside the school day and outside the statutory provision of education provided to the community by the school. This charge is to cover the costs incurred by the school. If payment falls more than two weeks overdue membership may be suspended until the account is cleared.
- Places can be taken as and when suits the circumstances of the family. It is essential that places are booked by a parent or guardian by written note, e-mail or telephone call.
- We will endeavour to accommodate all requests but please note that we work within set staffing ratios and, in the event of a late request taking the provision over the capacity for staffing on that particular day, it may not be possible to accept such requests.
- If a place has been booked in Four Thirty Club and the child is subsequently collected the person collecting will be responsible for informing the staff of Four Thirty Club directly.
- If your child is likely to be collected by a person other than one listed on the form and known to the staff please let us know a 'code word' which the collecting adult will use to confirm their identity.
- If your child is likely to have a toilet accident please supply our Wrap Around Care staff with a change of clothing so that this can be dealt with in a sensitive manner.
- If you need to get a message to school whilst your child is at Wrap Around Care please use the school telephone number and, if there is no answer, leave a message.