

## Wingbats After School Club 2017 Registration & Membership Form

|                  |                            |
|------------------|----------------------------|
| Child's Surname: | Date of Birth:     /     / |
| Forenames:       | Gender    Male Female      |
| School:          | Year/Class                 |

|   |                         |
|---|-------------------------|
| Home Address:   |                         |
|   |                         |
| Postcode:   |                         |
| Primary Contact Name:   | Primary Contact Number: |
| Primary Email:  |                         |
| By supplying us with your e-mail address here you are giving your permission for Wingbats to contact you by e-mail. |                         |

| Details of Parents/Carers |                        |
|---------------------------|------------------------|
| Name:                     | Name:                  |
| Address:                  | Address:               |
| Relationship to child:    | Relationship to child: |
| Telephone - Home:         | Telephone - Home:      |
| Work:                     | Work:                  |
| Mobile:                   | Mobile:                |

|                                  |
|----------------------------------|
| Who has parental responsibility? |
|----------------------------------|

|                                       |
|---------------------------------------|
| Who has legal contact with the child? |
|---------------------------------------|

|   |
|---|
| Which parent/carer does the child normally live with? |
|---|

|                      |
|----------------------|
| Child's Nationality: |
|----------------------|

|                   |
|-------------------|
| Child's Religion: |
|-------------------|

|                        |
|------------------------|
| Child's Home language: |
|------------------------|

|                               |
|-------------------------------|
| Child's Ethnicity (optional): |
|-------------------------------|

Does your child have any special educational needs/disabilities? No  Yes

Does your child receive any additional support in school? No  Yes

If yes, please give details:

Please give details of any special dietary requirements including allergies or preferences (e.g. vegetarian, gluten free, etc.)

Please give details of any health requirements that your child may have (e.g. inhaler, epipen, etc.)

Please use this space to tell us anything else about your child you may feel is relevant:

I confirm that I am aware that Wingbats' policy documents are available to view in the session and agree to comply with them.

Signed: ..... (Parent/Guardian) Date: .....

Full Name..... (Please print)

**I have read and agree to abide by the terms and conditions:**

Signed: .....(Parent/Guardian) Date: .....

Full Name: .....(Please print)

**Please Note:**

**All fees are due monthly in advance. Any extra sessions will be invoiced separately.**

**Fees are payable during periods of absence including family holidays and sickness.**

**Wingbats reserves the right to exclude a child as a result of payment arrears.**

**A late collection charge will be made for every 15 minutes late or part thereof after 6pm.**

**If your child is sick or not attending Wingbats please telephone us on 01932 343260 or 07957 498981 to let us know.**

**Please notify us of any changes to addresses and contact numbers as soon as possible.**

**A minimum of one month's notice in writing must be given when withdrawing a child. A full month's fees may still be payable should less notice be given.**

**In the case of an emergency the following information may be required:**

Is your child up to date with their vaccinations? Yes  No  (please give details)

Doctor's name:

Practice:

Telephone:

Please note that in an emergency, staff may be asked to provide information to NHS staff regarding your child's medical history. Please complete and sign the statement below:

I give/do not give permission for Wingbats staff to seek necessary emergency medical advice or treatment and to discuss my child's medical history if needed

Signed: ..... (Parent/Guardian) Date.....

**Permission for emergency/operative treatment**

In the event of sudden illness or accident affecting my child, if recommended by a doctor, I agree to emergency treatment and / or administration of a general anaesthetic to my child.

Signed: ..... (Parent/Guardian) Date.....

**We will make every endeavour to contact parents and seek permission by telephone should such an emergency arise.**

I give permission for my child to be collected from Wingbats by the following named people:

| Name of Adult | Contact Telephone Number |
|---------------|--------------------------|
| 1.            |                          |
| 2.            |                          |
| 3.            |                          |

If it is necessary for me to give permission for someone not known to Wingbats to collect my child I will inform Wingbats of that person's identity and give that person the following password:-

.....

If anyone arrives to collect my child who is not on the list, please do not let my child go with them.

Signed: ..... (Parent/Guardian) Date: .....

The setting uses cameras to record activities. Please tick to give permission for photographs of your child to be used:

- |  |  |
|--|--|
| <input type="checkbox"/> Within the setting  | <input type="checkbox"/> In setting publications |
| <input type="checkbox"/> In local press (The publisher may ask to use your child's name)                 | <input type="checkbox"/> Web site                |
| <input type="checkbox"/> In another child's scrapbook to document group activities (Keyworker scrapbook) |  |

Signed:..... (Parent/Guardian) Date.....

**For Office Use Only:**

Office copy:

Account Number:

Joining Fee charged:

Membership list:

Email list:

Mobile list:

## **TERMS AND CONDITIONS**

1. Children must be collected at the agreed time. The sessions end at 6.00pm.
2. Should arrangements be made at any time for another adult to collect any child/ren, the Duty Manager in charge must be informed and, where possible, introduced to the adult concerned. The password should be used if appropriate.
3. Adults collecting children must present themselves to a member of staff and sign the Collection register before escorting the children from the Club.
4. Unless it is requested or optional as part of any activity, children should not bring any toys, games or valuable items to the site. They should not bring money unless specifically requested.
5. Behaviour in the Club that is considered by the Manager to be unacceptable and/or inappropriate will not be tolerated. Continuous disruptive behaviour by any person (child or adult) will be reported to the Management Committee. This will be followed by discussion with other staff and the person(s) concerned. The Committee reserves the right to exclude any person from the Club should such incidents occur.
6. Respect for, and proper use of, all property, equipment and the premises is essential and must be maintained by all persons at all times.
7. All information exchanged by any person involved with the Club must be kept strictly confidential.
8. The success of the Club depends on the co-operation and sharing between all involved. Parents should address any comments they have to the Manager, in the first instance.
9. The club has a membership fee per child which is initially payable on joining and thereafter annually in September. Failure to pay this fee will result in cancellation of membership and regular bookings.
10. Regular bookings must be made for a minimum of a half term.  
A regular booking is defined as the same day or days every week.  
Regular bookings must be paid a minimum of monthly in advance. Post-dated cheques will be accepted. The club's preference is a half term in advance.  
**No refund will be made for any booked sessions not used.**  
Ad hoc bookings can be made, if there are free spaces, up to one month in advance.  
Regular bookings in place at the end of a half term will be carried forward to the following half term (if required). All other bookings will be considered on a first come first serve basis thereafter.  
Variations to regular bookings will require a minimum of one month's notice. Whilst every effort will be made to accommodate changes there can be no guarantee that requirements will be met.
11. Payments must be made by cheque, childcare vouchers or directly into the Wing Bats bank account wherever possible. Cash payments may only be made via the school office. The club will not accept cash payments via the sessions.
12. Parents are required to notify us if the session is not required, for whatever reason, to enable us to maintain security levels. This applies especially to children who do not attend West Byfleet Infant School.
13. Any emergency booking for the day must be made directly with the Infant School Office, subject to availability, and paid for at time of collection.
14. All bookings for Junior children must be made via the Infant School.
15. Junior children will be collected from the Junior School at 3.20 pm and escorted to the Club. Children attending after-school clubs will be expected to report to the escort meeting the children. They will be escorted to Wing Bats at the end of their club. Should any child from the Junior School not report to the escort, the Duty Manager will search for the child and will contact parents if unable to find the child.
16. Wing Bat sessions end at 6.00 pm. Owing to many incidents of late collections, the Management Committee find it necessary to impose a penalty of £15 per child for every 15 minutes, or part thereof, delay on any late collection. This penalty is to compensate the Duty Managers who have the responsibility of supervision. Occasional unavoidable delay cannot be helped and although we are sympathetic to unforeseen circumstances, we have good and caring staff and they should not be taken for granted. Persistent offenders, in particular any parent collecting their child after 6.00 pm three or more times in a single academic year, will have their child's place at Wing Bats removed.

17. A late payment charge of 5% of the amount owed will be applied to all balances outstanding for more than three months. Further late payment charges, at the same rate, may be applied after this period and the Club reserves the right to remove a child's place at Wing Bats if fees remain unpaid for more than six months.
18. Please note that in the event of a parent failing to contact the Club on the mobile or school answer phone and not arriving to collect, contact numbers will be called. If, by 6.30 pm no arrangements can be made via parents or contacts, then Social Services will be informed. If, however, a contact collects and the parent has not been in touch, then Social Services will be advised of the child's whereabouts. Parents must make every effort to inform the Club on the mobile number that they are running late.
19. The club has a Password system for use when a child is to be collected by someone not known to the club. This password is chosen by the parent and is unique to that child. If the correct password is not given to the supervisor enquiries will have to be made with the parents concerned before the child is allowed to leave the club. Please ensure you have a password for your child and that it is only known to the club and the person collecting your child.
20. Should any parent post negative, inappropriate or derogatory comments about Wing Bats on Social Media sites the Management Committee reserves the right to withdraw that family's place at Wing Bats.

June 2016

## Wingbats Contract of Agreement

**The parents of any child attending the club should have read the Terms & Conditions before signing the following declaration:**

1. Having read, understood & accepted all statements made in the Terms & Conditions, I would like my child to be accepted in the Club.
2. I/We undertake to explain all appropriate statements to my child and emphasise the importance of abiding by those statements.
3. I/We understand that should I/We/my child/children, or any other person nominated to attend the Club on my/our behalf. Contravene any of those statements, it could result in any of those persons being excluded from the premises and/or the Club.
4. I/We understand that any decisions made by the Management Committee will be final.

Signed:..... (Parent/Guardian) Date: .....

Print Full Name: .....

Name of Child: .....

**January 2017**