



## Rosemellin School Wrap Around Care Contact and Registration Form

### Seahorses



School Contact: Seahorses Dojo Page.

School Phone (daytime): 01209 712313

Seahorses Mobile (during club hours): 07894278528

#### Child's Personal Details

Full name of child: .....

Date of Birth: .....

Gender: Male/Female (circle)

#### Parents' / Carers' Details

Primary Parent/Carer			
Title/Name		Relationship to child	
Phone (h) (w)		Mobile	
Secondary Parent/Carer			
Title/Name		Relationship to child	
Phone (h) (w)		Mobile	

#### Details of Additional Persons Authorised to Collect Child Or Who Can be Contacted In an Emergency

Person 1			
Title/Name		Relationship to child	
Phone (h) (w)		Mobile	
Person 2			
Title/Name		Relationship to child	
Phone (h) (w)		Mobile	

Please note – Proof of identity and a phone call for verbal permission is required before releasing any child to anyone other than those noted above. We require that an adult over the age of 18 must collect children.



**Child's Medical information/individual needs**

Child's Doctor:	
Address:	Telephone:

Please outline any medical conditions/ allergies your child has and any medication they are taking:
Please detail any additional/special needs your child has:
Please detail any dietary requirements / food allergies for your child:

Please ensure you inform Rosemellin School as soon as possible of any changes in medical and/or any other relevant circumstances.

**ARRANGEMENTS IN CASE OF SICKNESS AND/OR ANY EMERGENCY**

Rosemellin Primary School does not accept children who are unwell and we expect parent/carer to inform us on the day (or sooner) if their child will not be attending. If a child becomes unwell during their stay with us, we will contact the parent/carer at the earliest opportunity. Staff at Rosemellin School have undertaken appropriate training to deal with an emergency.

While every attempt will be made to contact you, there may be a situation where 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. Please sign below giving consent to Rosemellin School taking such action in your absence:

I (print name)..... give my consent to Rosemellin Primary School administering basic first aid (of which a written record will be kept).

Signature of parent/carer: ..... Date: .....

I (print name) ..... give my consent to Rosemellin Primary School signing any written form or consent required by hospital authorities, including anaesthetic, if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety.

Signature of parent/carer: ..... Date: .....



## FEES AT ROSEMELLIN'S SEAHORSES WRAP AROUND CARE

The cost of each session will be:

### **Breakfast club:**

7:30am – 8:45am - £4 (Food included)

8:15am- 8:45am - £2 (No food included)

### **Afterschool club:**

3:45pm - £1.80 (No snack)

4:15pm – £3.60 (No snack)

4:45pm – £5.40 (Snack included)

5:15pm - £7.20 (Snack included)

5:45pm - £9.00 (Snack included)

6:00pm - £9.90 (Snack included)

In the event of collection after 6pm, there will be an additional charge of £5 to cover additional staff costs. Collection after 6:15pm will incur an additional charge of £20.

In order to forecast numbers and plan staff ratios and food provision carefully, a minimum of a **full 24 hours' notice** is required when booking and cancelling Rosemellin's wrap around care. If you do not notify us of a cancellation within the 24 hour period, you will still be charged for the provision. Booking sessions are done through the Google Form on Class Dojo. If you need to cancel a session please contact the school office. (Last minute, 'emergency' sessions will be considered.)

**Regular monthly fees** will be payable at the end of each month (charged per session attended). We also accept childcare vouchers as payment; please ask us for our registration numbers if you use this facility. Please only pay for what you owe at the end of each month (please do not overpay). In the event of absence due to illness no payments will be required. All payments are managed through ParentPay and any enquiries regarding bookings must be directed to the school office.

Please settle all outstanding balances no later than two weeks after the previous month closes. A child's continued place at Rosemellin's Seahorses wrap around care is dependent on continued payments of fees and non-payment regular late payments will result in your child's place being taken off the club booking system until all arrears have been paid in full.



**AGREEMENT BETWEEN PARENT/CARERS AND ROSEMELLIN PRIMARY SCHOOL**

~ I understand that by completing and signing this contract and registration form I agree to meet the terms and conditions of Rosemellin Primary School’s Wrap Around Care. (Seahorses)

~ I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.

~ I agree to collect/make arrangements for my child to be collected from Rosemellin Primary School immediately if I am informed that he/she is unwell.

~ I agree not to send my child to Rosemellin Primary School’s Wrap Around Care if he/she is unwell.

~ I agree to pick my child up on a timely basis.

~ I agree to pay all fees, in full, on time.

**Name of parent/carer:** .....

**Signature of parent/carer:** ..... **Date:**.....

**Signature of Rosemellin School:**..... **Date:** .....

**Please note that:**

~ Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedures for Rosemellin Primary School.

~ Rosemellin’s Seahorses Wrap Around Care follows the school safeguarding policy. (Located on website).

~ Rosemellin Primary School reserves the right to amend the terms/conditions and registration fees at any time.

~ We cannot be held responsible for the loss or damage to children’s property. Parents/carers should encourage children to take care of their own personal belongings and refrain from bringing toys etc into the setting.

~ It is our policy that everyone who attends, works in, or visits Rosemellin’s Seahorses provision 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 and those around them.

~ In the event of a compliment, concern or complaint, Rosemellin’s Seahorses provision welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to Miss C Sargent (headteacher).