

# Acorns Wraparound Provision

St Columba C of E Primary School

Tewkesbury Avenue, Fareham, Hampshire, PO15 6LL, 01329 843226,  
admin@stcolumba.school



## Contract and Registration Form

After School Club Leader: Mrs Carol James

### Child's personal details:

Child's name:	Date of Birth:	Gender:
Preferred language:		Religion:
Home address:		Postcode:

### Details of persons authorised to collect child or who can be contacted in an emergency

	Parent/Carer 1	Parent/Carer 2
Full names:		
Relationship to child:		
Home address:		
Postcode:		
Home telephone:		
Work telephone:		
Mobile:		
Email:		

<b>Parental/legal responsibility</b>	Delete as appropriate	Delete as appropriate
	Yes / No	Yes / No

**Proof of identity, a phone call for verbal permission with an accurate description of the collector is required before releasing any child to anyone other than those noted above.**

We require that adults over the age of 18 must collect children unless alternate arrangements have been agreed.

### Dietary / Allergy Information

- No known dietary needs
- Allergies (please specify): \_\_\_\_\_
- Cultural / religious dietary requirements: \_\_\_\_\_
- Vegetarian / Vegan / Other: \_\_\_\_\_
- I confirm that dietary and individual needs have been declared accurately.

### Medical Information

The school's medical policy remains in place for all club provisions. All medication, care plans and consent procedures already held by the school apply within breakfast and after school club.

<p><b>Medical Details</b></p> <p>Name and Address of doctor:</p>          <p>Postcode:</p> <p>Telephone number:</p>	<p>Known medical conditions, allergies, special dietary and health needs:    <input type="checkbox"/> Yes            <input type="checkbox"/> No</p> <p><b>Give details;</b></p>          <p><b>Details of any medication being used:</b></p>
---	---

**Arrangements in the case of sickness and/or any emergency:** If a child becomes unwell during their stay with us we will contact the parent/carer at the earliest opportunity.

Staff at the After School Club 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 for the emergency services. Please sign below giving your consent to Acorns After School Club taking such action in your absence:

I (*print name*) ..... give my consent to Acorns After School Club administering basic first aid (of which a written record will be kept).

Signature of parent/carer: .....

Date: .....

I (*print name*) ..... give my consent to Acorns After School Club 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:**.....

### Photographs and videos:

The issue of child safety is taken very seriously at St Columba C of E Primary School all school policies will be adopted by the After School Club. This includes the use of images of pupils. These may be used for display/training purposes within the school.

We ask that parents' consent to Acorns After School Club taking and using photographs and images of their children whilst completing activities. Any use of pupil images at Acorns is underpinned by the safeguarding and use of cameras policy which has been devised in liaison with the Local Education Authority.

We will never include the full name of the pupil alongside an image

- We/I give permission for my child to be photographed, included in video
- We/I give permission for my child to be included on Social Media and the School Website.
- We/I give permission for my child to be watch PG Films

### Fees

Please book sessions below if a regular booking is required this information will be added to Arbor

DAY	Breakfast Session	After School Session	
	Full Session - Breakfast Provided £6 7.30-8.40am	Full Session - Snack Provided £10.50 3.15-5.30pm	Part Session - No snack £5 3.15-4.15pm
Monday			
Tuesday			
Wednesday			
Thursday			

Friday			
--------	--	--	--

Places for the After School Club must be requested 2 weeks in advance.

Acorns have a telephone line which is 01329 843326 Option 3

Emergency or last-minute bookings will be accommodated where possible – please notify the school office by 2.00pm for emergency ad-hoc attendance. Any payments not received for the emergency sessions will mean that going forward the option of an emergency session will be revoked.

Regular fees must be paid at the end of each calendar month through Arbor; we do not accept cash.

4 weeks of notice is required should you no longer require your place at Acorns or the number of sessions the child attends are to be reduced, fees will still be charged during this notice period.

In the event of absence without notice or illness, occasional days off and parental holidays, payment of the full session is still required.

In the event of the closure of St Columba C of E Primary School, due to an unforeseen event, a full refund will be provided.

**A child's continued place at Acorns is dependent on continued payment of fees. Please note that if a debt accumulates past the agreed one calendar month the place at Acorns will be lost until the balance is paid in full.**

**Please note that:**

We Acorns, reserve the right to amend the terms/conditions at any time.

**In the event of a compliment, concern or complaint, Acorns** Wraparound provision welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to Club Leader in the first instance.

**Funding – Please find useful information regarding Funding for Parents below.**

Please click the links below to check your eligibility for any funding that may be available:

<https://www.gov.uk/tax-free-childcare>

<https://www.gov.uk/guidance/universal-credit-childcare-costs>

Gov UK Childcare Choices Check the Gov UK link to see if you are entitled to any government support with your childcare costs

[Finding Child Care in Hampshire](#) .

Childcare Choices - Wraparound is a paid for service, parents/carers can make use of schemes such as Tax-Free Childcare, Universal Credit Childcare and Childcare for Service Children (WAC).

- Using Tax-Free Childcare, eligible working parents with children 11 or under can get up to £2000 per child, per year, towards their childcare costs (or up to £4000 for disabled children 16 or under).

- Using Universal Credit Childcare, parents can get up to 85% of childcare costs paid back.
- Service personnel (Tri-Service) can register for up to 20 hours a week per child during term time only (39 weeks per year) or wraparound childcare funding for 4 to 11-year-old children (4 to 16 years if in receipt of certain disability benefits) attending before and after school childcare in the UK.

**Agreement between parent(s)/carer(s) Acorns Before and After School Club:**

- I understand that by completing and signing this contract and registration form
- I agree to meet the terms and conditions of Acorns Wraparound Provision at St Columba C of E Primary School.
- 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 Acorns club immediately if I am informed that he/she is unwell.
- I agree not to send my child to Acorns Wraparound Provision if they are unwell.

**Name of parent/carer 1:**.....

**Signature of parent/carer** .....

**Date:**.....

**Name of parent/carer 2** .....

**Signature of parent/carer**.....

**Date:**.....

**Signature of After School Club Leader:**

..... **Date**.....

Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure for St Columba C of E Primary School Primary School.