



A

## The Nest @

### Borrow Wood Primary School Wraparound Registration and Booking Form

This contract is valid for the duration of the child's attendance. Please be aware that it is your responsibility as a parent/carer to ensure all personal details we hold during wraparound care are up to date and inform us as soon as possible if any details change

Child's Full Name: .....	Known as: .....
Date of Birth: .....	Gender: Male / Female / prefer not to say
Address inc postcode: .....	
.....	
Telephone/Mobile: .....	

Parent/Carer 1 Full Name: .....
Address inc postcode: .....
.....
Telephone/Mobile: .....
Email address: .....
Place of work: .....
Work telephone: .....

Parent/Carer 2 Full Name: .....
Address inc postcode: .....
.....
Telephone/Mobile: .....
Email address: .....
Place of work: .....
Work telephone: .....

**Alternative Contacts:** in the event of an emergency and /or to collect your child.

**Contact 1 Full Name:** .....

**Relationship to child:** .....

**Telephone/Mobile:** .....

**Contact 2 Full Name:** .....

**Relationship to child:** .....

**Telephone/Mobile:** .....

Who should we contact first in the event of an emergency? .....

Who has parental responsibility for this child? .....

Which parents/carers have legal contact? .....

Pick up password: .....

**Bookings**

Please mark with an 'X' in the below grids for the session days and times required which we will charge in full every half term. 2 weeks' notice is required to change any sessions using the attendance changes form.

**Before School Club**

	Monday	Tuesday	Wednesday	Thursday	Friday
7.30am - 8.45am £6.50 per session					
8.00am - 8.45am £5.50 per session					

**After School Club**

	Monday	Tuesday	Wednesday	Thursday	Friday
3.30pm - 5.00pm £6.50 per session					
3.30pm - 5.30pm £8.50 per session					

B



## The Nest @Borrow Wood Primary Agreement

This agreement is between The Nest @ Borrow Wood Primary and parents/carers of

..... (child's name)

### Opening Times

Before school provision is from 7.30am until 8.45am Monday to Friday and after school provision is from 3.30pm until 5.30pm Monday to Friday for 39 weeks, term time only.

The Nest wraparound provision is not open on INSET Days.

### Payment Fees

All sessions are charged for individually and need to be **paid for in advance every half term** via our online payment system, SchoolMoney. Missed sessions including illness will be charged for at full rate. Payments can be taken on the first morning of every half term with a debit card with the Wraparound Supervisor. Both parents/carers are jointly responsible for the payment of fees unless otherwise agreed in advance. You will receive a text message if there are any missed payments. We can accept payment via childcare schemes and any nursery children who have a 30 hour code. Please discuss further with the Wraparound Supervisor.

In the event of a school closure, sessions will not be charged for.

Fees will be reviewed on an annually and if there are any increases to session rates these will take place in September.

### Bookings

If a regular change in sessions is required, 2 weeks' notice is needed and an attendance changes form needs completing. If any additional sessions are required, please contact The Nest Supervisor.

### Cancelling Place

If child's place needs cancelling at The Nest, notification is required to The Nest email with 2 weeks' notice.

### Communication

Communication from The Nest will be via text message, email, telephone or letter.

### Medication

If medication is required whilst attending The Nest, a completed medicine form is require before a trained member of staff can administer any medicine.

### Withdrawal of place

The Nest has the right to withdraw a place if sessions are not paid for in advance or if there are any behaviour issues with your child.

### Policies and Procedures

The Nest will follow all Borrow Wood Primary school policies and procedures.

I/we have fully completed the registration and booking form and accept the above terms of this agreement.

Parent/Carer 1 signed: .....

Parent/Carer 2 signed: .....

Date: .....

---

**Office Use**

Received by ..... Date .....

Copy returned to parent/carers date .....



C



Dear Parent/Carer

We would be grateful if you could fill out the form below to ensure we have the most up to date information in school regarding your child's health. **\*\*Please fill in your child's name and tick the box below if, to the best of your knowledge, your child does not have any medical or dietary conditions or concerns.**

Pupil's Name	
Class if known	
Medical Condition/Concern	
Allergies including, nuts, penicillin, plasters etc	
Inhaler Please give details of dosage and when this should be used	Yes/No (please delete as applicable)
Dietary Requirements/restrictions Please give reasons e.g. *medical/religious/life-style choice  *If medical please provide evidence to support (please be assured any evidence given is confidential and will be returned to you as soon as possible)	
Doctor's Name Address and Telephone Number	

**\*\*TO THE BEST OF MY KNOWLEDGE, MY CHILD DOES NOT HAVE ANY MEDICAL OR DIETARY CONDITIONS**

Signed.....(parent/carer)

Date.....

**SHOULD YOUR CHILD'S MEDICAL CONDITION/DIETARY REQUIREMENTS CHANGE, IMPROVE OR CEASE TO BE OF CONCERN PLEASE INFORM MRS ELLIS OR THE NEST AS SOON AS POSSIBLE.**

Mrs T Ellis  
First Aid Lead

D



Dear Parents and Carers,

Name of child.....

We love to see the children enjoying themselves at The Nest and would like others to see too.

We may take photos of the children and use them as part of a display, printed publications and also on our school and trust website.

If we use the photographs of individuals, we will not use the name of any child in the accompanying text or photo caption.

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to us at The Nest.

	Yes	No
I give permission for my child's photograph to be used within school for display purposes		
I give permission for my child's photograph to be used in printed publication		
I give permission for my child's image to be used on the school website		
I give permission for my child's image to be used on the trust website		

I have read and understand the above information.

Parent/Carer signature.....

Date .....

Please print name .....