

Starway Stars Wrap Around Care



Personal Information Pack

Personal Information

Name of child	
Date of Birth	
Home address	
Year group	
Contact name 1	
Relationship to child	
Number	
Contact name 2	
Relationship to child	
Number	
Home telephone number	
Email address	
Any allergies or medical conditions	
Any dietary requirements	

Emergency Medical Treatment Form

Childs name	
Date of birth	
Doctors name	
Doctors address	
Doctors telephone number	
Any relevant medical information (i.e. allergies, conditions or family medical history)	
Parent/carers name	
Address	
Emergency contact number 1	
Emergency contact number 2	
Childs medical number	

In the event that my child is involved in a serious incident whilst in club, I expect the manager, or a delegated member of staff, to contact me immediately on an above number.

In the event that my child needs immediate medical treatment before I will be able to get to the hospital, I hereby authorise the manager, or a delegated member of staff, to consent to emergency medical treatment on my behalf. I understand that this authorisation will remain valid unless I contact the Manager to withdraw it. This contact should be recorded for validation.

Signature of parent/carers..... Date

Payment Terms and Conditions

The level of fees will be set by the registered person and reviewed annually in the light of the clubs financial position.

Payment of fees should be made in advance on a daily, weekly or monthly basis.

If fees are not paid in advance the club will notify the parent/carer with a text message and request payment to be made on a particular day.

If this payment is not made then a £10 late fee will be incurred.

If fees are persistently late, the club will be forced to terminate the child's place.

Parents/carers are encouraged to speak to a member of staff if they have any queries about the fees policy, or if, for any reason they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at club.

Parent/carer signature Date

Legal Responsibility

As an Ofsted requirement we have to be aware of who has parental or legal responsibility for children in our care. Therefore could you please fill in the required details below.

Name of child

Parent/carer who holds legal responsibility.....

Signature Date

Transportation to Hospital

In the event of an accident or sudden illness I GIVE/DO NOT GIVE permission for my child to be taken to hospital if necessary either by ambulance or in a delegated member of staffs car. In this instance I understand that I will be contacted as soon as possible.

Signature Date

Photo Evidence Permission

Please indicate whether you do or do not give permission.

When our timetable is active we like to document our activities for Ofsted using photographs as well as the children's work. All of this is kept in a folder which parents can see on request.

I DO GIVE/DO NOT GIVE permission for my child's photo to be taken and included in your evidence folder.

Signed Date

Terms and Conditions

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We believe these standard terms and conditions reflect the custom and practice of Stanway Stars. The rules about notice and payment of fees are designed to promote stability, assist forward planning and the proper resourcing of the club. Nothing in these terms and conditions affects the parents/guardian's statutory rights.

1. To register your child at the club, a personal information pack must be filled in and returned to the club.
2. The service is available for the children who attend St Mary Magdalene C of E primary school in term times. In school holidays other children from other schools can attend.
3. All bookings are permanent until we are given at least 1 weeks' notice. The place will then be cancelled. Until a cancellation is made the place will need to be paid for in full.
4. If your child's class attend a school trip the place will still need to be paid for. If they attend a residential trip for 1 week then half of the payment will be required.
5. To access the club all fees are charged in advance and must be paid by, childcare voucher, cash or government scheme. If fees are not paid on time then an automated text message will be sent. If the fees are still not paid then a £10 late fee will be added. If this continues the place will be withdrawn.
6. Bank holidays and training days will not be charged for.
7. Fees may be increased by the Manager by giving four weeks advance notice.
8. If your child becomes ill during a club session the club manager will contact the parent/guardian or the emergency contact indicated on the personal information pack. If your child is suffering from a communicable illness your child should not be brought to the club until such a time as the infection has cleared. Parents/Guardians are required to notify the club manager if your child is absent from the club through sickness (text).
9. If your child is showing any symptoms of the Corona Virus you must not come in to club and notify staff as soon as possible.
10. It is understood that Stanway Stars is under an obligation to report to OFSTED/Child Protection any incident where we consider a child may have been abused or neglected. This may be done without informing the parents/guardians.
11. The service may be terminated on one month's notice by the manager.

12. Any queries or notification of lateness please text the Stanway Stars mobile (number below). If your message isn't answered due to staff teaching then please ring the school office and leave a message there. This will be passed onto us.

13. If you are persistently late picking up your child/children the procedure will be £3 for every 15 minutes that the child is not collected. That will be per child. If this continues the service will be withdrawn.

Stanway Stars mobile – 07842195783

School Office – 0121 588 2371

Signed Date