



Wraparound Registration Form – 2023-2024



(Please complete using **BLOCK CAPITALS**)

Date application received: _____

Child's Information:

Name of Child	
Gender	
Date of Birth	
Class	
Siblings attending Extended Day Care	

Fee Information:

Extended Day Care starts at 3:30pm until 5.45pm. Extended Day Care is charged at **£10 per day**. Fees can be paid through your SCO pay online account and are due one week in advance of your child attending. Please contact the office for details on how to register for this service.

Attendance Information:

I would like my child to attend on the days specified below from the week commencing:

Monday (DD)..... / (MM)..... / (YYYY).....

Monday Tuesday Wednesday Thursday Friday

NB. Please note that you will be required to pay for every day you have specified above, commencing from the start day. The only days you will not be charged for are INSET days or other announced school closure days.

For office use only

EDC Coordinator notified: Print & Sign: Date:
Office notified: Print & Sign: Date:
Admission Date:
Leaving Date:

Uploaded on Tucasi System



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1st Parent/Carer Information:

Parent/Carer Full Name	
Relationship to child	
Address	
Contact Number:	
Alternative Number:	
Work Telephone No.	

2nd Parent/Carer Information:

Parent/Carer Full Name	
Relationship to child	
Address	
Contact Number:	
Alternative Number:	
Work Telephone No.	

Additional persons authorised to collect child:

Forename & Surname	Contact Telephone Number	Relationship to Child



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Medical Information:

Does your child have any medical conditions and/or allergies? If so, please state full details below:

Is your child taking any regular medication at home or at school? If so, please state full details below:

Dietary Information:

Does your child have any dietary restrictions? If so, please state full details below:

Parent/Carer Declaration:

By signing this form, I confirm that the information I have provided is true, complete and accurate. In addition to this, by signing the form I agree that I have read and understood the terms & conditions for Extended Day Care.

Parent/Carer Name	
Parent/Carer Signature	
Date	

Please see Terms & Conditions on the next page



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Extended Day Care Terms and Conditions

Coordinator: Sevcan Korbay and Prisca Ahwireng
Contact Number: 07983 112390
Availability: Monday to Friday 3:30pm to 6pm

Dear Parent/Carer,

Please read the following terms and conditions and sign the declaration on the previous page. Return the signed application form to the school office.

1. We accept applications for children in Reception up to Year 6.
2. We cannot provide a space for any child without a completed registration form and agreement of the terms & conditions.
3. Extended Day Care starts at 3:30pm and finishes at 5.45pm. Failure to collect your child after the finish time will result in a £1 charge every minute you are late. The school will make a referral to Social Services at 6:00pm if no contact can be made with the parent/carer.
4. The Extended Day Care fee is £10 per child per day. You will not be entitled to a partial refund if your child is collected prior to the specified finish time.
5. Extended Day Care fees are due one week in advance of your child attending. Payment can also be made one month or term in advance. **Should your child incur arrears of one week, he/she will not be permitted to attend Extended Day Care until all arrears are cleared.**
6. To participate in Extended Day Care, all other school debts must be cleared in full and accounts kept up to date. This includes money owing for school dinners and breakfast club. This also includes money owing on any sibling accounts.
7. When registering you must state which days you want your child to attend. Your child will only be able to attend on the days specified.
8. Extended Day Care starts on Tuesday 6th September 2022 and ends on the last day of the Summer term. **Please note that your child will be charged for all of the days selected on the registration form, even if for any reason they do not attend on a specified day. The only days you will not be charged for are INSET days or other announced school closure days.**
9. You must notify the school immediately of any change in contact details, addresses or medical information.
10. If you no longer require a place for your child you must complete a leavers form (available at the school office), providing a minimum of **two weeks' notice.**
11. **Please note:** Due to increasing costs, we may review and increase the weekly charge during the academic year 2022/2023.