



Cotwall End Primary School

Cotwall End Road, Sedgley, Dudley, West Midlands, DY3 3YG  
Tel: 01384 818730 Email: info@cotwall.dudley.sch.uk

## **2024/24 Wraparound Care - Information and Registration**

*\*\*\* Please tear off and keep this page for information\*\*\**

### **Breakfast Club**

Breakfast Club runs during term time from 7.30am until 8.40am Monday to Friday. Bookings must be made in advance via ParentMail. Upon arrival, every child must be signed in by an adult - children must not arrive unaccompanied. We do not permit cars to drive onto school site.

#### **FEES AND PAYMENT**

- The cost of Breakfast Club is £5.25 per session, per child.
- Payment must be made in advance, via ParentMail.

*NB: Please be sure to keep up with Breakfast Club payments by paying as you book. If your balance exceeds £30.00, ParentMail will not allow you to book any further sessions until the balance is cleared. We reserve the right to refuse access to Breakfast Club to anyone unable to book due to an unpaid balance.*

Local Authority financial regulations state that all fees must be paid in advance. Any outstanding balances will be actively pursued and Governors have resolved to take action over outstanding balances exceeding £200.00.

### **After School Club**

After School Club runs during term time until 6.00pm Monday to Friday. Bookings must be made in advance via ParentMail. Emergency same-day bookings can be requested by contacting the School Office on 01384 818730, however places are not guaranteed and depend on numbers and staffing. A flat fee of £10.00 will be charged per child for same-day bookings.

#### **FEES AND PAYMENT**

- The cost of Session 1 (end of school until 4.30pm) is £7.25 per child.
- The cost of Session 2 (end of school until 6.00pm) is £9.25 per child.
- If a child booked for Session 1 is not collected by 4.30pm, the full cost of Session 2 will be charged.
- If a child is not collected by 6.00pm, an extra fee of £10.00 per 15 minutes will be charged., i.e. £10.00 for collection up to 6.15pm, £20.00 for collection up to 6.30pm and so on.
- Payment must be made in advance, via ParentMail. Same-day bookings and non-bookings will be charged at a flat rate of £10.00 per child.

*NB: Please be sure to keep up with After School Club payments by paying as you book. If your balance exceeds £20.00, ParentMail will not allow you to book any further sessions until the balance is cleared. We reserve the right to refuse access to After School Club to anyone unable to book due to an unpaid balance.*

Local Authority financial regulations state that all fees must be paid in advance. Any outstanding balances will be actively pursued and Governors have resolved to take action over outstanding balances exceeding £200.00.

## Registration Form - Cotwall End Wraparound Care

Child's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Class: \_\_\_\_\_

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Child's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Home Telephone Number: \_\_\_\_\_

### Contact Details

Priority	Title	First Name	Surname	Relationship to child
1				
Address			Email Address	
Home Phone:	Mobile:	Work Phone:	Main Phone Number: Home / Mobile / Work	

Priority	Title	First Name	Surname	Relationship to child
2				
Address			Email Address	
Home Phone:	Mobile:	Work Phone:	Main Phone Number: Home / Mobile / Work	

### IN THE EVENT OF AN EMERGENCY, IF PARENTS CANNOT BE REACHED, PLEASE CONTACT:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Has your child any known allergies or illnesses? \_\_\_\_\_

Prescribed medication taken on a regular basis: \_\_\_\_\_

Is there any food that your child must not be given due to health or religion? \_\_\_\_\_

Dietary Requirements: \_\_\_\_\_

Religion: \_\_\_\_\_ Ethnic Origin: \_\_\_\_\_

Please list here any other information we should be aware of: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Breakfast Club - Parental Contract

### AIMS

Breakfast Club (BC) aims to provide the following:

- A variety of activities
- Breakfast comprising of a drink, cereal, toast and fruit
- A secure, safe, caring, and stimulating environment for all children to play and learn in both structured and unstructured play settings
- High quality before-school care
- High standard of qualified and experienced staff
- Commitment to equal opportunities
- Safe and educational equipment
- Copies of all BC policies and procedures available
- Compliance with OFSTED Registration and Inspection requirements

Breakfast Club expects you as parents/carers and children:

- To complete a parental contract along with personal and medical details form
- To book in advance on ParentMail and keep up with payments
- To sign your child into BC
- To be familiar with BC rules and behaviour policy
- To make BC aware of any special requirements your child may have
- To inform BC of any changes in details given on forms completed such as emergency contact details and persons authorised to collect your child/ren

Breakfast Club reserves the right to temporarily or permanently exclude any child in the event of persistent misbehaviour.

AS THE PARENT/CARER OF \_\_\_\_\_  
I HAVE READ THESE CONDITIONS AND AGREE TO ABIDE BY THEM.

Parent/Carer signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## After School Club - Parental Contract

### AIMS

After School Club (ASC) aims to provide the following:

- A variety of activities
- A drink and a small snack
- A secure, safe, caring, and stimulating environment for all children to play and learn in both structured and unstructured play settings
- High quality after-school care
- High standard of qualified and experienced staff
- Commitment to equal opportunities
- Safe and educational equipment
- Copies of all ASC policies and procedures available
- Compliance with OFSTED Registration and Inspection requirements

After School Club expects you as parents/carers and children:

- To complete a parental contract along with personal and medical details form
- To book in advance on ParentMail and keep up with payments
- To be familiar with ASC rules and behaviour policy
- To sign your child out on leaving ASC
- To make ASC aware of any special requirements your child may have
- To inform the ASC of any changes in details given on forms completed such as emergency contact details and persons authorised to collect your child/ren
- To email ASC on [aclub@cotwall.dudley.sch.uk](mailto:aclub@cotwall.dudley.sch.uk) in case of last minute, same-day booking requests

After School Club reserves the right to temporarily or permanently exclude any child in the event of persistent misbehaviour.

AS THE PARENT/CARER OF \_\_\_\_\_  
I HAVE READ THESE CONDITIONS AND AGREE TO ABIDE BY THEM.

Parent/Carer signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## General Consent

### Permission to seek Emergency Medical Advice or Treatment

- I give permission for any member of Breakfast/After School Club staff to administer first aid and/or seek emergency treatment/advice from a medical professional. I understand that all possible efforts will be made to contact me in such a situation and I will be made aware of any illness/accidents as soon as possible.

### Photograph Permission

- I give permission for photos of my child in Breakfast/After School Club to be used on display boards. The photographs may also be used for evidence for Ofsted inspections and to give you an opportunity to see what your child does in Breakfast/After School Club.

### Sleep Permission

- I give permission for my child to sleep if they wish.  
The maximum time limit I wish for my child to sleep for is \_\_\_\_\_

Child's Name \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_

Date \_\_\_\_\_

**After School Club - Collection and Password**

Dear Parent/Carer

As a safety precaution, please let us know the names of any people who may collect your child/ren from After School Club. Please remember to include yourself.

Name(s) of Child(ren): \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

**Please provide a password that we can ask for to confirm collection:**

Password: \_\_\_\_\_

Many Thanks