



Winwick Wildcats Breakfast and After-school Link Club Wrap-around Care

Based at Winwick Church of England Primary School

REGISTRATION FORM

Child's Name:	Year Group:

Address:

Emergency Contact Details (1)				
Name:				
Relationship to Child:				
Has Parental Responsibility?	Yes		No	
Mobile:				
Home:				
Work:				
Email:				

Emergency Contact Details (2)				
Name:				
Relationship to Child:				
Has Parental Responsibility?	Yes		No	
Mobile:				
Home:				
Work:				
Email:				

Emergency Contact Details (3)				
Name:				
Relationship to Child:				
Has Parental Responsibility?	Yes		No	
Mobile:				
Home:				
Work:				
Email:				

Emergency Contact Details (4)				
Name:				
Relationship to Child:				
Has Parental Responsibility?	Yes		No	
Mobile:				
Home:				
Work:				
Email:				

Does the child have any allergies/dietary needs? (Include any allergies to medication, e.g. Penicillin)			
Yes		No	
If yes, please give details below:			

Medical Information			
Yes		No	
If yes, please give details below:			

Parent/Carer Name: Signature: Date:	

Parent/Carer Name: Signature: Date:	



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Parent/Carer's Contract

Child(ren)'s Name(s):	
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Parent/Carer Name(s):	

Terms and Conditions

- I consent for my child to attend Winwick Wildcats. I understand that the club has policies and procedures (details of which can be found in the Handbook & Key Information), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that Winwick Wildcats is a wrap-around care play setting and that whilst my child is there Winwick Wildcats is legally responsible for them, acting in loco-parentis.
- My child will be provided with a snack and drink whilst at the club, unless otherwise requested not to and I know I must inform the Link Club team about any allergies or intolerances my child has.
- Once my child arrives at Winwick Wildcats, I understand that they will be in the care of the club supervisors until collected or taken to their classrooms at the start of the school day.
- I will notify the club – via the school office - before the start of the session if I am collecting my child from school on a day that they are booked to attend the club. I understand that I will be charged for the booked session.
- I understand that I have the responsibility of booking required sessions for my child via Arbor and that payment must be made to secure my bookings at least one week (7 days) in advance of the sessions, unless an agreement has been made with the Link Club Manager/Business Manager/Headteacher due to exceptional circumstances. I understand that if I have not secured payment, then the place is not secure and may be taken by someone else.
- I understand that if someone other than a person on the agreed Emergency Contact Lists needs to collect my child, that I will email the school office to confirm details of who will be collecting, their relationship to the child and also provide the office with a one-time only password that can be used to coordinate a safe handover between the person collecting and Link Club staff.
- I will book my child into the club on a weekly or half-termly basis and will pay promptly for all booked sessions whether my child attends or not, in-line with policy.

- It is my responsibility to keep the Link Club Manager – via the school office - informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, allergies/intolerances, etc).
- I accept that my child may take part in messy activities while at the club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- I understand that Breakfast Club opens from 7.45am (last entry for breakfast is 8.20am)
- Winwick Wildcats closes at 6:00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the Winwick Wildcats Team – via the school office - as soon as possible. I understand that Late Charges will be applied at a rate of £5.00 for every 15-minute interval (or time thereof) whilst they await collection, and that I must make payment for this as soon as the charges are added to my account.
- If I do not collect my child by 6:00pm, I will pay a charge of £5 per 10 minutes of an hour to cover the costs of the one member of staff who is legally required to supervise my child.
- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Winwick Wildcats will follow its Uncollected Child Policy and that they will contact Social Care.
- Whilst Winwick Wildcats tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property.
- I understand that if my child has brought a mobile phone/electronic device into school, that they will not be able to access this whilst onsite and that they will be held securely in the School Office until the child is collected.
- I have read the Behaviour Policy and agree to its terms and appreciate that, in some circumstances, it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the Link Club Manager.
- If there are any accidents or incidents at Winwick Wildcats involving my child, I understand that I will be informed by a member of the Link Club team.
- If my child has an accident at the club, they will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff will sign any consent forms necessary for treatment on my behalf, acting in loco parentis; under these circumstances, every endeavour will be made to contact parents/carers so that they can take over as soon as possible.
- I understand that if I have any concerns, I must raise directly with the Link Club Manager as oppose to external discussions via other sources (e.g. Whatsapp, social media, etc).
- Information held by Winwick Wildcats regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.

I/We* have read and **understood** the above terms and conditions and agree to abide by them.

Child(ren)'s Name(s):	
Parent/Carer Name:	
Signature:	
Date:	

Code of Conduct - Children

Winwick Wildcats Link Club Children's Code of Conduct

Our Christian Values

Winwick Wildcats Link Club is part of our school family. We ask all children to follow our core school values while they are in Link Club.

My Promises to the Link Club

As a member of the Link Club, I promise to:

5. **Be Safe:** I will listen carefully to instructions from the staff, especially during movement, activities and play. I will use equipment safely and respectfully and will not run indoors.
6. **Be Kind and Respectful:**
 - I will treat all staff and other children with kindness and respect, using polite words and manners.
 - I will include everyone in my games and activities.
 - I will be gentle with my friends and keep my hands and feet to myself.
7. **Be Responsible:**
 - I will look after the toys, games, and resources in the club and help staff tidy them away when asked.
 - I will keep my hands clean, especially before and after eating my snack or breakfast.
 - I understand that the staff are in charge of the club, and I will follow their directions immediately.
8. **Be Thankful:** I will be thankful for the food provided at breakfast and snack time, and I will try to eat what is offered.

What Happens If I Forget My Promise? If I forget my promises, the staff will remind me of the rules. If I continue to disrupt the club or cause harm, the staff will speak to my parents about my behaviour.

Name of Child: _____

Signed (Child): _____

Name of Child: _____

Signed (Child): _____

Signed (Parent): _____

Date: _____

Winwick Wildcats Link Club Parents/Carers Code of Conduct

Partnership in Care

We value our partnership with parents and carers in ensuring the safety and well-being of all children attending the our Winwick Wildcat Link Club. By registering your child, you agree to abide by the our policies and procedures, including the Code of Conduct.

1. Operational Compliance (Mandatory)

- **Advance Booking:** You must book and pay for all sessions **one full week (7 days) in advance** of the required date, in-line with the Advance Booking Deadline policy.
- **Sign-In/Out:** You must sign your child in (Breakfast Club) and out (After-School Club) on the club register, confirming the time and your signature.
- **Authorised Collection:** You must notify the Link Club staff and/or school office in advance if an alternative or unlisted person will be collecting your child. Staff will not release a child to an unauthorised person.

2. Punctuality and Late Charges

- **Collection Deadline:** You must collect your child promptly by **6:00 pm** from the After-School Link Club.
- **Late Charges:** You agree to accept and pay the late collection charges for each child, as set out in the Link Club Handbook (starting at £5.00 for 6.01pm to 6.55pm) immediately upon receipt of the charges being allocated to your account. Repeated late collection may result in the loss of your child's place.

3. Financial and Cancellation Policy

- **Payment:** You agree to pay for all booked sessions no later than one full week (7 days) in advance of booking.
- **No Refund Policy:** You acknowledge and accept that **no refunds or credits** will be issued for booked and paid-for sessions that your child does not attend for any reason (with the exception of when there is a school directed Link Club closure).

4. Communication and Respect

- **Information:** You are responsible for ensuring all contact details and medical/allergy information on your child's registration form are kept up-to-date.
- **Respect:** Treat all Link Club staff with respect and courtesy. Any concerns or complaints should be raised respectfully with the Link Club Manager in the first instance.

Name of Child: _____

Signed (Parent): _____

Date: _____