



**Hardwicke Parochial Primary  
Academy**  
Poplar Way  
Hardwicke  
Gloucester  
GL2 4QG



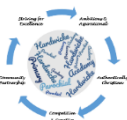
**Telephone: 01452 720538**  
**Email:**  
[finance@hardwicke.dgat.org.uk](mailto:finance@hardwicke.dgat.org.uk)  
**Website:**  
[www.hardwicke.gloucs.sch.uk](http://www.hardwicke.gloucs.sch.uk)

## WRAPAROUND CARE REGISTRATION FORM

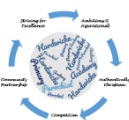
**Hardwicke Parochial Primary Academy**  
**DFE: 141575**

<b>Breakfast Club</b>	<b>Monday to Friday</b>	<b>7.45-8.45am</b>	<b>£4.50 per session</b>
<b>After School Club</b>	<b>Monday to Friday</b>	<b>3.15-5.15pm</b>	<b>£8 per session</b>
		<b>3.15-6.15pm</b>	<b>£10 per session</b>

Child's personal details	
<b>Name:</b>	
<b>Date of birth:</b>	
<b>Home address:</b>	
<b>Details of any SEND:</b>	
Parental details	
<b>Please note, this refers to a person with parental responsibility.</b>	
<b>Name:</b>	
<b>Relationship to child:</b>	
<b>Address:</b>	
<b>Contact phone number:</b>	
<b>Contact email address:</b>	



<b>Password for collection (optional):</b>	
<b>Second parent</b>	
<b>Name:</b>	
<b>Relationship to child:</b>	
<b>Address:</b>	
<b>Contact phone number:</b>	
<b>Contact email address:</b>	
<b>Password for collection (optional):</b>	
<b>Details of individuals who have responsibility for collecting children from the school and can be contacted in case of emergency.</b>	
<b>Please note, proof of identification will be required upon collection.</b>	
<b>Name:</b>	
<b>Relationship to child:</b>	
<b>Contact details:</b>	
<b>Password for collection (preferable):</b>	
<b>Second individual</b>	
<b>Name:</b>	
<b>Relationship to child:</b>	
<b>Contact details:</b>	
<b>Password for collection (preferable):</b>	
<b>Medical information</b>	
<b>Name of doctors' surgery:</b>	
<b>Address:</b>	
<b>Phone number:</b>	
<b>Does your child have any known medical conditions? Please specify.</b>	
<b>Please provide details of any prescribed medication that your child takes:</b>	



<b>Will the club manager need to administer prescribed medication?</b>	
<b>Do you consent for the club manager to administer this medication?</b>	
<b>Please provide any other relevant information:</b>	

**Dietary needs**

<b>Does your child have any allergies?</b>	
<b>Does your child have any specific dietary needs, e.g. vegetarian?</b>	
<b>Does your child have any dietary intolerances, e.g. lactose intolerant?</b>	

**Emergency arrangements**

The wraparound care staff will not accept any children who are unwell (in-line with school policy). Parents are expected to inform the school if their child is unwell – please contact in the usual way by calling the school office on 01452 720538. If a child becomes unwell during the session, the school will contact the listed emergency contacts as soon as possible.

The school will ensure that staff have had the necessary training to handle any emergencies. While the school will always make every effort to contact you, sometimes you may not be contactable – please complete the below permission slip, consenting for the school to act in your absence.

I \_\_\_\_\_ (name of parent) consent for:

- Wraparound care staff to administer basic first aid.
- Wraparound care staff to sign written forms of consent that are required by hospital authorities, if there is a delay in my response and medical professionals consider my child's life is in danger.

Signature: \_\_\_\_\_

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

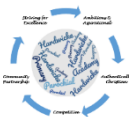
**Permissions**

I \_\_\_\_\_ (name of parent) give my permission for:

- The wraparound staff to apply sun cream to my child in hot weather.
- The wraparound staff to use photographs of my child as agreed with school.
- The wraparound staff to transport my child where absolutely necessary.

Signature: \_\_\_\_\_

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



Please be advised that the information and permissions provided today will remain in place until you inform the school via email otherwise. It is the parent / carers responsibility to inform the school of any changes.

- **Registration and contact details**

- The registration form MUST be completed for the first session.

- **Bookings and Payment**

- All bookings are to be made and managed by the registered parent / carer via ParentPay.
- Payments are to be made in advance at time of booking or bookings will drop off prior to the session and your child/ren may be refused entry to any full sessions.
- Bookings can be made / amended up to 48 hours prior to the day of the session you are booking.
- Childcare vouchers are accepted. Please arrange these in advance so the administrator can add an adjustment to your ParentPay account, enabling you to book sessions required.
- If your child does not attend a session, you will not be refunded as you have ample time to make amendments to your bookings via ParentPay. If your child is sent home from school early due to illness, sessions will not be refunded. Exceptional circumstances may be considered in confidence.
- The school office may not be able to accept 'on the day' bookings. Emergency situations will be considered.

- **Snack provided**

- Light, healthy snacks and drinks are provided for all children.
- **ALL allergies MUST be recorded on the registration form and information kept up to date.**

- **Behaviour and Code of Conduct**

- Children will be expected to adhere to all school rules and the code of conduct as outlined in the school's Policies.
- All school policies will apply to our Extended Services Clubs (including Behaviour, Anti-Bullying, Health & Safety, Medical)

**Full Terms & Conditions will be sent separately.**

