CHILD REGISTRATION DETAILS

I would like to enrol my child at Wiz Kids Saturday Morning Club.

Name of child .....

Child prefers to be called .....

Date of Birth..... Age ..... Male ☐ Female ☐ (Please tick)

Child's School .....

PARENT/GUARDIAN/CARER'S HOME DETAILS

Name of Parent/Guardian – Please include your first name(s)

.....

Home address of Parent/Guardian .....

.....

Post Code ..... Home contact number .....

Email address .....

Mobile number of Parent/Guardian .....

EMERGENCY CONTACT DETAILS

This should be someone who can collect your child in your absence. This could be in the form of a friend/relative or neighbour etc.

Name ..... Relation to Child.....

Address ....

.....

Contact telephone number .....

COLLECTION OF YOUR CHILD (AT THE END OF THE MORNING)

Please add below the name/s of any additional adults who may be collecting your child – must be over 16 years of age

1. Name ..... Relation to child .....
2. Name ..... Relation to child .....

3. Name ..... Relation to child .....

SPECIAL NEEDS / MEDICAL CONDITIONS / ALLERGIES ETC

We ask these questions so that we can plan our activities around the needs of the children.

Does your child have/ need any of the following? Please tick the yes or no box for each question.

A Disability or Special Need	Yes ☐	No ☐
Special diet	Yes ☐	No ☐
Medical condition	Yes ☐	No ☐
Known allergies	Yes ☐	No ☐
Need medication given during Wiz Kids hours	Yes ☐	No ☐
Receives 1:1 help at school	Yes ☐	No ☐

IF YOUR ANSWER IS YES TO ANY OF THESE QUESTIONS THE DETAILS MUST BE COMPLETED BELOW

SPECIAL NEEDS/MEDICAL CONDITION/ALLERGY RECORD

Please complete this section if you have answered YES to any of the questions above. If you have any further information on your child that you feel would help the staff on-site, please attach this to the form.

Providing as much information as possible regarding your child helps the staff on-site to meet your child's needs.

Current Condition or Illness

.....

Please give as much information as possible regarding your child's medical /special needs /dietary needs/allergies etc

.....

.....

.....

Procedures we need to be aware of in the unlikely event of an emergency

.....

Details regarding your child's 1:1 /assistance from NTA / Special education needs

.....

Prescribed medicine

Staff can only administer medication that has been prescribed by that child's doctor or hospital, for instance, antibiotics for an ear infection, medicines to control Epilepsy, inhalers for asthma, or other medications for similar cases. All medicines of this nature will have POM (Prescription only medicine) on the box and medicine. These medicines by law need to be in the original box with the label on and instructions attached. The dosage should be only that which is prescribed. The batch number of the medicine should be checked with the box batch number and expiry date to confirm. Record this on the forms.

Medical Declaration

I have given as much detail as I am able, to aid the staff at Wiz Kids to meet my child's needs. I understand that my child cannot be provided with a 1:1 ratio, as well as Wiz Kids' policy on administering prescribed medication. Should my child require medication, I will give staff full details, and fill out any relevant forms required. I agree to update staff should any of the given information change.

Signature ..... Date .....

EMERGENCY MEDICAL TREATMENT – Important, please read and sign the statement below.

I consent to any emergency medical treatment necessary during the running of Wiz Kids Saturday Morning Club. I, therefore, authorise the present leaders of Wiz Kids to sign on my behalf any written form of consent required by hospital authorities, should the delay required to obtain my signature be considered likely to endanger my child's health and safety.

I do / do not give my consent – Signature.....

If you do not give consent, please give an alternative instruction.....

.....

DOCTORS DETAILS

Doctor's name .....

Doctor surgery .....

Doctor surgery's telephone number .....

PHOTOGRAPH CONSENT FORM

Occasionally, we may take photographs of the children at Wiz Kids. These images may be used for newsletters, posters, social media, our website or other promotional purposes.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.

I do / do not give consent for my child to be photographed at Wiz Kids Saturday Morning Club and the photographs be used for newsletters, posters, social media, our website or other promotional purposes.

Signature……

Wiz Kids Saturday Morning Club - TERMS AND CONDITIONS

1. Wiz Kids Saturday Morning Club **(Hereinafter called "Wiz Kids") are childcare facilities offering Saturday Morning care between the hours of 9:00 am and 12:15 pm.**

2. Registration

2.1 You will need to complete and return the Registration Form prior to the commencement of your child's placement at Wiz Kids. Your child will be unable to attend Wiz Kids until this document is completed.

3. Attendance/Collection

3.1 You will arrange for your child to be collected from Wiz Kids at the end of the morning at 12:15 pm. If you are unable to collect your child yourself you will notify the After School Club of this before 10 am on the same date and provide the details of the person(s) identified in the Registration Form who will collect your child on your behalf.

3.2 Late collection any time between 12:30 p.m. and 13:30 will be a fee of £15 and then £15 per hour onwards.

3.3 If your child cannot attend for any reason whatsoever you must give Wiz Kids notice of this before the date of their non-attendance. You will still be charged for this session. (Messages of non-attendance can be left at ***01189372636*** or ***01189372632***)

4. Fees

4.1 The Wiz Kids fees for the first term are identified in the invoice attached to this agreement.

4.2 Wiz Kids is based on a 6-week termly-basis. Beginning with Egerton Church of England Primary School's term, running every Saturday and finishing after 6 weeks. Please note, Wiz Kids may not finish the same week Egerton Church of England Primary School's term does.

4.3 Wiz Kids reserves the right to review the fees each term and alter the times and provisions of any sessions. Any revised fee shall be made known by Wiz Kids at least 2 weeks prior to the beginning of the relevant term. You will be informed of any changes made to the service.

4.4 You will need to pay the full fee for the term 1 week prior to the commencement of the term's start date. Your child will be unable to attend Wiz Kids until this payment is completed.

4.5 If the payment is not made 1 week prior to the first Saturday morning, but your child still wishes to attend, the full fee can still be paid 1 week in advance of the second morning. This will ensure your child's placement for the rest of the term. However, the fee, including the first class, must be made in full.

4.6 We accept payment by the following methods:

4.6.1 Bank Transfer

4.6.2 Via our website www.wizkids.club, using credit/debit card.

4.7 Wiz Kids cannot accept payments in instalments, only one full payment before the commencement of the term.

4.8 Once the Application Form is submitted and the fee paid, places cannot be cancelled or refunded.

5. **Cancellation**

5.1 If you wish to cancel your child's registration at Wiz Kids altogether, you are required to give written notice to Wiz Kids, prior to the start of the following term. Placements cannot be cancelled or refunded mid-term.

5.2 Wiz Kids withholds the right to cancel your child's placement at any point, with a disclosed reason.

6. Sickness

6.1 You agree to keep your child away from Wiz Kids if they have or develop an infectious illness or if advised to stay away from other children on medical grounds by a doctor. You will still be charged for any sessions, which your child cannot attend on grounds of sickness.

7. Website

7.1 Registration at Wiz Kids entitles you to access a 'Parent's Corner' at our website www.wizkids.club. More information on how to access this will be available once your application is complete.

7.2 Parent's Corners at www.wizkids.club are strictly reserved for members at Wiz Kids, as a method of child protection and privacy.

7.2.1 You agree to keep your account details safe and secure.

7.2.2 You agree to not divulge your account details to any secondary party.

8. Change in circumstances

8.1 You agree to notify the Leaders at Wiz Kids of any change in circumstance including but not limited to change of address, telephone number, and emergency contact numbers at the earliest opportunity.

9. Liability

9.1 We do not accept responsibility for any child whilst in your care or the care of any persons collecting them on your behalf from Wiz Kids.

9.2 We will make reasonable endeavours to keep your child's property in good order. Liability for damage of such property is excluded except where caused by the negligence of the Wiz Kids staff.

9.3 You understand that all relevant policies in connection with this service will be made available to you on request.

10. Safeguarding duties

10.1 You acknowledge that the staff at the After School Clubs are first-aid trained and DBS Checked and able to sufficiently safeguard your child.

11. Declaration

11.1 You confirm that all the information provided by you in the Registration Form is complete and accurate, including the medical conditions/medication, allergies and other special needs.

12. Law

12.1 This contract shall be governed by and construed under English law.

PARENT/GUARDIAN/CARER DECLARATION OF REGISTRATION

I have read all information provided and completed, in as much detail as possible, the information required. I accept Wiz Kids Saturday Morning Club's policies on paying fees and cancellation of sessions etc. I accept and understand to abide by all of the Terms and Conditions of registration provided.

Name ……..

Signature ……

Date…….

Name of Child…….

Relationship to Child…….