

## Thorns Pre-School Wraparound care information sheet

Thorns Wraparound provision is run by the existing pre-school staff who have between 15 and 35 years experience of working with children (alongside some newer members) and will be delivered within the Primary School setting.

Wraparound places are currently limited to 30 children per session and will be allocated on a first come first served basis and then added to a waiting list.

A healthy breakfast or snack is included in each session. Breakfast will consist of a choice of toast, weetabix or cornflakes plus a drink of milk or water. After school snacks will consist of a choice of a selection of fruit plus a choice of yoghurt tube, breadsticks and a drink of milk or water.

Times and prices are as follows:

Session	Time	Cost
Breakfast club	7.40-8.40am	£3.50
After school club	3.15-4.15pm	£3.50

NB: Late sessions until 5.00pm may be available if there is sufficient demand – please register an interest by emailing [thornspreschool@yahoo.co.uk](mailto:thornspreschool@yahoo.co.uk)

A broad range of activities will be planned and available to suit the needs and interests of all children from Reception to Year 6 such as craft, construction, outdoor games/play, access to school computers for games and homework, boards games and toys. Staff will provide support needed with homework, engage in play activities and encourage a supportive and inclusive environment for the children to be comfortable in.

### *Placement bookings*

A registration form must be filled in before a child is allocated a place – place allocation will be confirmed via text.

Invoices will be issued monthly and must be paid in advance – otherwise children will not be permitted to attend. Where children join the provision during the term, a payment schedule will be issued prior to the placement starting and the remainder of the month must be paid before the child attends. Ad-hoc places with at least 24 hours notice will be considered at the discretion of the Manager, a registration form must be completed and payment made prior to start. For children taking up a regular place, 1 months written notice must be given if the place is no longer required.

The provision is open on days Thorns Primary School are open to children e.g. term time only and excluding bank holidays and inset days. In the event of school closure due to inclement weather, unforeseen circumstances such as gas leakages/snow day or if your child is ill or absent, payment will still be required and there will be no refund of fees.

A late collection fee of £10 applies, and increases by £10 for every 10 minutes after this. We reserve the right to refuse/terminate a place if a child is persistently collected late or for persistent behaviour infringements.

Please complete this registration form and return to Thorns Pre-School or to [thornspreschool@yahoo.co.uk](mailto:thornspreschool@yahoo.co.uk) ASAP

I agree to the terms of the placement booking		Form completed by:	
Preferred start date			
Signed		Date	

## Thorns Pre-School wraparound care

Please complete a form for each child

Child's name			
To be known as		Current year group	
DOB		Gender	
Address incl. postcode			
Email address			
Parent 1 name and contact number			
Parent 2 name and contact number			
Other emergency contact: Name, no. and address			

Sessions required – please tick	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club 7.40-8.40am					
After School club 3.15-4.15 pm					

### Medical consent

Permission to use plasters: please tick	Yes	No
Foods prohibited from being eaten		
I give permission for necessary emergency medical advice/treatment for my child whilst attending Thorns Pre-School Wraparound Care and understand that action may be taken when I am not present		
Parent/Carer signed		Date

### Information sharing consent

I agree to Thorns Primary School sharing information regarding Physical and Medical needs, Safeguarding and Parent information with Thorns Pre-School wraparound care. I understand that Thorns Primary School and Thorns Pre-School's Safeguarding procedures/policy will be followed in the event of a safeguarding concern being raised for my child.		
Parent/Carer signed		Date

### Collection consent

I give permission for the following people to collect my child in my absence. Identification may be required if staff do not recognise the person. I will inform staff in advance if there is somebody other than parent/carers collecting and will use a password system named below.		
Parent/Carer signed		Date
Password to be used		
Name of authorised person to collect	Relationship to child	

Thorns Pre-school is strongly committed to protecting data. GDPR (General Data Protection Regulation) states that personal data should be 'processed fairly and lawfully' and 'collected for specified, explicit and legitimate purposes'. This is covered in our privacy policy which describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, parents/carers, children, staff and outside agencies. A copy is available on request.

Form completed by:		
Signed		Date