

Wingbats

Of West Byfleet School
Camphill Road
West Byfleet
Surrey KT14 6EF



Reg.Charity No. 1067754
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Wingbats Temporary Membership 2017/18

Wing Bats is open to non-members for occasional bookings. The session lasts from 3.15 until 6pm. The session fee for non-members is £13.00 per child which includes a one-day temporary membership fee.

We must receive completed Temporary Membership Form together with the session fee before we can confirm a booking.

Parents wishing to use the club on a regular basis can save money by paying an annual membership fee of £5.00 per child and session fees of £12.00.

Should you need to contact Wing Bats during the session itself the Club's telephone number is:

07957 498981

TERMS AND CONDITIONS

1. Children must be collected at the agreed time. The sessions end at 6.00pm.
2. Should arrangements be made at any time for another adult to collect any child/ren, the Duty Manager in charge must be informed and, where possible, introduced to the adult concerned. The password should be used if appropriate.
3. Adults collecting children must present themselves to a member of staff and sign the Collection register before escorting the children from the Club.
4. Unless it is requested or optional as part of any activity, children should not bring any toys, games or valuable items to the site. They should not bring money unless specifically requested.
5. Behaviour in the Club that is considered by the Manager to be unacceptable and/or inappropriate will not be tolerated. Continuous disruptive behaviour by any person (child or adult) will be reported to the Management Committee. This will be followed by discussion with other staff and the person(s) concerned. The Committee reserves the right to exclude any person from the Club should such incidents occur.
6. Respect for, and proper use of, all property, equipment and the premises is essential and must be maintained by all persons at all times.
7. All information exchanged by any person involved with the Club must be kept strictly confidential.
8. The success of the Club depends on the co-operation and sharing between all involved. Parents should address any comments they have to the Manager, in the first instance.
9. The club has a membership fee per child which is initially payable on joining and thereafter annually in September. Failure to pay this fee will result in cancellation of membership and regular bookings.

10. **Regular bookings must be made for a minimum of a calendar month.**
A regular booking is defined as the same day or days every week.
Regular bookings must be paid a minimum of monthly in advance.
No refund will be made for any booked sessions not used.
Variations to regular bookings will require a minimum of one month's notice. Whilst every effort will be made to accommodate changes there can be no guarantee that requirements will be met.
- Ad hoc bookings can be made, if there are free spaces, up to one month in advance.**
24 hours notice must be received to cancel an ad hoc booking; otherwise the full fee will be charged.
- Regular bookings in place at the end of a half term will be carried forward to the following half term (if required). All other bookings will be considered on a first come first serve basis thereafter.
11. Payments must be made by cheque, childcare vouchers or directly into the Wing Bats bank account wherever possible. Cash payments may only be made via the school office. The club will not accept cash payments via the sessions.
12. Parents are required to notify us if the session is not required, for whatever reason, to enable us to maintain security levels. This applies especially to children who do not attend West Byfleet Infant School.
13. Any emergency booking for the day must be made directly with the Infant School Office, subject to availability, and paid for at time of collection.
14. All bookings for Junior children must be made via the Infant School.
15. Junior children will be collected from the Junior School at 3.20 pm and escorted to the Club. Children attending after-school clubs will be expected to report to the escort meeting the children. They will be escorted to Wing Bats at the end of their club. Should any child from the Junior School not report to the escort, the Duty Manager will search for the child and will contact parents if unable to find the child.
16. Wing Bat sessions end at 6.00 pm. Owing to many incidents of late collections, the Management Committee find it necessary to impose a penalty of £15 per child for every 15 minutes, or part thereof, delay on any late collection. This penalty is to compensate the Duty Managers who have the responsibility of supervision. Occasional unavoidable delay cannot be helped and although we are sympathetic to unforeseen circumstances, we have good and caring staff and they should not be taken for granted. Persistent offenders, in particular any parent collecting their child after 6.00 pm three or more times in a single academic year, will have their child's place at Wing Bats removed.
17. **A late payment charge of 5% of the amount owed will be applied to all balances outstanding for more than three months. Further late payment charges, at the same rate, may be applied after this period and the Club reserves the right to remove a child's place at Wing Bats if fees remain unpaid for more than three months.**
18. Please note that in the event of a parent failing to contact the Club on the mobile or school answer phone and not arriving to collect, contact numbers will be called. If, by 6.30 pm no arrangements can be made via parents or contacts, then Social Services will be informed. If, however, a contact collects and the parent has not been in touch, then Social Services will be advised of the child's whereabouts. Parents must make every effort to inform the Club on the mobile number that they are running late.
19. The club has a Password system for use when a child is to be collected by someone not known to the club. This password is chosen by the parent and is unique to that child. If the correct password is not given to the supervisor enquiries will have to be made with the parents concerned before the child is allowed to leave the club. Please ensure you have a password for your child and that it is only known to the club and the person collecting your child.
20. Should any parent post negative, inappropriate or derogatory comments about Wing Bats on Social Media sites the Management Committee reserves the right to withdraw that family's place at Wing Bats.

June 2017

TO BE RETAINED BY PARENT/CARER

Wingbats 2017-18 Temporary Membership & Booking Form

Child's Surname:	Date of Birth: / /
Forenames:	Gender Male Female

Home Address:	
Postcode:	
Primary Contact Name:	Primary Contact Number:
Email:	
By supplying us with your e-mail address here you are giving your permission for Wingbats to contact you by e-mail.	

Details of Parents/Carers	
Name:	Name:
Address:	Address:
Relationship to child:	Relationship to child:
Telephone - Home:	Telephone - Home:
Work:	Work:
Mobile:	Mobile:

I would like to book Wingbats sessions on:	
Date:	Payment:
Date:	Payment:
Date:	Payment:
Date:	Payment:
I have read and agree to abide by the terms and conditions:	
Signed:	Print:
Date:	

Does your child have any special educational needs/disabilities? No Yes

Does your child receive any additional support in school? No Yes

If yes please give details)

Please give details of any special dietary requirements including allergies or preferences (e.g. vegetarian, gluten free, etc.)

Please give details of any health requirements that your child may have (e.g. inhaler, epipen, etc.)

In the case of an emergency the following information may be required:

Is your child up to date with their vaccinations? Yes No (please give details)

Doctor's name:

Practice:

Telephone:

Permission for emergency/operative treatment

In the event of sudden illness or accident affecting my child, if recommended by a doctor, I agree to emergency treatment and / or administration of a general anaesthetic to my child.

Signed: (Parent/Guardian) Date.....

We will make every endeavour to contact parents and seek permission by telephone should such an emergency arise.

I give permission for my child to be collected from Wingbats by the following named people:

Name of Adult	Contact Telephone Number
1.	
2.	
3.	

If it is necessary for me to give permission for someone not known to Wingbats to collect my child I will inform Wingbats of that person's identity and give that person the following password:-

.....

The setting uses cameras to record activities. Please tick to give permission for photographs of your child to be used:

Within the setting

In setting publications

In local press (The publisher may ask to use your child's name)

Web site

In another child's scrapbook to document group activities (Keyworker scrapbook)

Signed:..... (Parent/Guardian) Date.....

I confirm that I am aware that Wingbats' policy documents are available to view in the session and agree to comply with them.

Signed: (Parent/Guardian) Date:

Full Name..... (Please print)

