



Wizkids Club Registration

Child's Details

Term Time ☐ All year Round ☐

Requested entry date:.....

First Name..... Surname Name.....

D.O.B...../...../..... Sex: M / F Age at entry:.....

Name of School in attendance.....

Class and Teacher's Name.....

Special Educational Needs.....

Disability.....

Entitled to free school meals.....

Religion.....

Parents' Details

Mother / Legal Guardian (delete as appropriate)

Title.....

First Name..... Surname Name.....

Address:

City/Town..... County..... Post code.....

Home phone..... Work phone.....

Mobile..... Email.....

Nationality..... Language spoken at home.....

Father

Title.....

Please tick if address is the same as above ☐

First Name..... Surname Name.....

Address:

City/Town..... County..... Post code.....

Home phone..... Work phone.....
Mobile..... Email.....
Nationality..... Language spoken at home.....

Collection Authorisation

Please state the names and relations to the child of the people that you would like to give permission to collect your child.

1. Name..... Relation..... Tel.....
2. Name..... Relation..... Tel.....
3. Name..... Relation..... Tel.....

Childs Emergency collection password.....

Medical Information

Does your child have any of the following? Please tick

Dietary Requirements No ☐ Yes ☐ If yes, please specify.....

Medical conditions No ☐ Yes ☐ If yes, please specify.....

Allergies No ☐ Yes ☐ If yes, please specify.....

Taking medication No ☐ Yes ☐ If yes, please specify.....

Additional Relevant comments.....

.....

Do you consent for the Manager or staff, to act in loco parentis in a medical emergency?

Yes ☐

No ☐

Meal Provided

- ☐ I confirm I would like my child to have the meal and drink provided and I have made Wizkids Club aware of any and all food allergies, intolerances and religious requirements that my child has.
- ☐ No I would not like my child to have the snack provided

Print Name.....

Parent/Legal Guardian signature.....Date.....

Siblings Application

Please use attached sheets for Siblings details.

Please indicate how many children you are applying for using this form

1 2 3 4 (if more please state # ____)

Parental Involvement

Parents are expected to work with Wizkids Club staff to highlight any known needs your child has.

To inform us of anything that may either affect your child's learning or help them to progress.

- ☐ I will support my child's development by ensuring I read my child's communication book and progress reports.
- ☐ I will encourage my child to take their communication book to school with them so that their teacher can review it periodically and make comments where necessary.
- ☐ I agree to work alongside Wizkids Club Staff to improve my child's communication in areas such as team work, attitude towards others, courtesy and sharing.
- ☐ I agree to attend parental activities such as "Parents verses Wizkids Quiz Night", Musical Performances and events that my child is involved in.

Print Name.....

Parent/Legal Guardian signature.....Date.....

Admission Form

I confirm that I would like for my child to attend Wizkids Club for the following activities (Please tick)

☐ School Home work help in addition to work provided in line with my child's Key Stage and School curriculum.

One to One tuition (sessions are for 30 minuets' in the following subjects ;

☐ English ☐ Maths ☐ Guitar* ☐ Keyboard * ☐ Drums* ☐ Singing/Vocal*

*Additional fees apply

I confirm I would like my child to be (Please tick)

☐ Picked up from school (please see list of schools in which this applies)

☐ Dropped home (we drop within a 1 mile radius to only 1 location given at the time of registration)

Please confirm the drop off location e.g.: Home address, please give details below

Address: _____

I confirm that I would like my child to attend (we require a minimum of 2 days) (Please tick)

☐ Twice a week

☐ Mondays

☐ Three Times a week

☐ Tuesdays

☐ Four Times a week

☐ Wednesdays

☐ Full time

☐ Thursdays

☐ Fridays

I confirm that I would like to make payment by the following method (Please tick)

☐ Standing Order (please fill in standing order form attached)

☐ Online Bank Transfer

☐ Card Payments on site (we accept all major credit cards and debit cards)

**Please discuss with the administration officer should you wish to use any other method of payment not listed above.*

I confirm I would like to receive invoices by (Please tick)

☐ E-mail

☐ In hand

You may be able to get help with your child's after school care costs through the Childcare Element of Working Tax Credit. Check the HMRC website to see if you qualify or contact them on for more information.



Wizkids Club Ltd Terms and Conditions

1. Admission

A completed Childcare Agreement Form and Registration fee and deposit are required to secure your child's place.

2. Registration Fee and Deposit

The registration fee of £30 covers the expense of the application process, administration and is not refundable. This first step places your child on the waiting list for admission. A deposit of two weeks fees is required at time of booking. The deposit will be applied to your final invoice, providing a minimum period of one calendar months notice has been given to end the contract.

3. Fees and Invoices

- a) Childcare fees are payable , in advance for a calendar month ☐ weekly ☐ four weekly ☐. Accounts are payable by bank transfer, standing order, cash or card. All card payments incur a 2% handling charge. We also accept childcare vouchers.
- b) Invoices will be issued two weeks preceding the start of the month and cleared funds will be due into the Wizkids account on the 1st of the month (weekly payees. Unless there is a prior arrangement, a charge of £30 will be made for fees outstanding after 3rd of the month (weekly payees , 3rd day). Cheque payment will not be accepted after 25th of the preceding month, credit/debit card payment will be required. Any parent or carer whose fees remain unpaid after 3rd of the month/day, without prior agreement of Wizkids management, risks their child's place at the setting being withdrawn.
- c) Any payments that are cancelled or returned from the bank will incur a £25 administration charge, and the parent/carers will be asked to pay by credit/debit card in future. A sibling discount is applied to the costs for the eldest child for the jointly attended sessions. All discounts are applied to core childcare provision only and do not apply to extra sessions or other services.
- d) All booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness or holidays or unavoidable setting closure. Be aware that the number of days' childcare provided each month may vary. Bank holidays will be charged for. If you expect to be late collecting your child please notify Wizkids as soon as possible. If notified, late collection will be charged at a rate of £5 per quarter hour. Un-notified late collection will be charged at a rate of £10 per quarter hour – rounded up to the nearest quarter hour. This covers emergency staffing and other arrangements.
- e) In case of default on payment Wizkids reserves the right to apply a £50 administration fee for preparation of court papers and interest will be charged at 8% above the bank's prevailing base rate.
- f) Wizkids is not responsible for collection of fees from any third parties except in the case of statutory work and education bodies or by special agreement.
- g) Wizkids will give parents and carers two months notice of increase of fees which will normally be reviewed in July.

4. Opening times

Wizkids sessions run from 07:00 to 09:00 and 14: 30 to 18:30 during term time and 09:00 to 18:30 during school holidays/ inset days. Drop home service is between 18:00–19:00 and by contractual arrangement only. Wizkids is open all year except two weeks covering Christmas & New Year.

5. Termination, cancellation and change of sessions

One month notice is required by either party in writing for any change of sessions or termination of agreement. Term time only contracts- notice can only be given during term time. If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is one month. If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the Agreement form. Wizkids reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

6. Insurance

Wizkids has extensive insurance cover for setting based activities and outings. Details of the insurance may be requested from the Setting Manager. The Certificate is displayed in the setting.

7. Personal property and belongings

Wizkids cannot be held responsible for any loss or damage to any parent's, carer's or child's property or belongings. Every reasonable effort will be made by Wizkids staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home as is reasonably practicable.

8. Liability

Wizkids accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the setting being temporarily closed or the non-admittance of your child to the setting for any reason. We accept no responsibility for children whilst in their parent's care on Wizkids premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

9. Accidents and illness

Wizkids reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident record form. If emergency treatment at hospital is required Wizkids will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment. We will administer prescribed medicines only if parents have completed a Medicine Consent form. We may require parents to withdraw their child from Wizkids in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend the setting. We may also ask parents to withdraw their child from the setting if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our Health Illness and Emergency Policy regarding exclusion and incubation periods by which we are bound.

Parents must inform Wizkids if the child is suffering from any illness, sickness or allergies before attending the setting. Wizkids is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which Wizkids is bound.

10. Parental Safeguarding

Parents MUST inform Wizkids of ANY change relating to collection of their child from school or absence from the setting for ANY reason. As per **3. Fees and Invoices**, all absences, for ANY reason MUST still be paid for. Please do not ask for a waiver as refusal may offend.

11. Parent Partnership

- a) Wizkids expect parents/carers to notify us of any change in registration details, including telephone numbers and provide necessary information requested concerning their child's care.
- b) Any parent/carer who is listed on the child's birth certificate will be allowed to collect their child from Wizkids unless we have confirmation of an injunction by the courts. Regardless of parental responsibility we will need to be informed if someone apart from the parties to contract is collecting a child. If we do not have confirmation of this we will ask the person collecting to wait in the holding area until we have sought confirmation from the principal party to contract on our registration form.
- c) This Registration Form gives Wizkids consent, if signed, to take your child on routine outings from the setting e.g. Park, Walk in the woods, Library etc. A specific letter will be sent out to all parents/carers, in advance, to give specific consent for organised trips.
- d) Parents are expected to work with Wizkids Club staff to highlight any known needs your child has. You agree to inform us of anything that may either affect your child's learning or help them to progress.
- e) Parents authorise Wizkids Club to act in loco parentis in all respects. Parents consent for workers to give comfort to any child in distress or to practise and maintain safety. Parents consent to any medical emergency treatment given if they cannot be contacted in time.
- f) Parents must notify Wizkids Club if the child has any known medical condition or health problem. Or must inform us should their child develop one.

12. Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and Wizkids. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update / amend these Terms and Conditions at anytime. One month notice will be given of any changes made. Either party can end the contract within the initial two week probation period, without penalty. After this time, contractual notice periods apply. Wizkids is operated by Wizkids Club Ltd.

I have read and understand these Terms and Conditions and agree to be bound by them.

Signed (parent)

Print name:

Date:

Signed (parent)

Print name:

Date:

<u>Permissions</u>	Yes	No
<u>Consent for taking your child's photo</u> We hereby give permission for Wizkids to take photos of our child to use within the Setting for displays, art work etc...		
<u>Consent for Your Child's Photo for web site use</u> We hereby give permission for our child's photo to be used for Wizkids Website, Newsletter etc.		
<u>Consent to administer medication</u> We hereby give permission for staff to administer prescribed medication or calpol provided by the parent/carer with written consent.		
<u>Consent for taking your child out of Wizkids</u> We hereby give permission for Wizkids to take our child off the premises to go for a walk in the woods, to the shops, to the park or library etc		
<u>Consent for contacting your child's school</u> We hereby give permission for Wizkids Club to communicate with my child's school teacher regarding my child's homework needs.		
<u>Consent for your child using the computer and internet (supervised)</u> We hereby give permission for Wizkids to allow our child access to the setting's computer and internet facilities, with supervision from staff. I understand that all internet sites will be suitable for the age range of the children in the room.		
<u>Consent for physical contact</u> Parents consent for workers to give comfort to any child in distress or to practise and maintain safety.		

Parent/Carers Name (Print).....
 Date.....

Signature.....

Parent/Carers Name (Print).....
 Date.....

Signature.....

Siblings Application

*Please use this page for additional children. This completed page/pages forms part of your contract

Child's Details

First Name..... Surname Name.....

D.O.B...../...../..... Sex: M / F Age at entry:.....

Name of School in attendance.....

Class and Teacher's Name.....

Medical Information

Does your child have any of the following? Please tick

Dietary Requirements No ☐ Yes ☐ If yes, please specify.....

Medical conditions No ☐ Yes ☐ If yes, please specify.....

Allergies No ☐ Yes ☐ If yes, please specify.....

Taking medication No ☐ Yes ☐ If yes, please specify.....

Additional Relevant comments.....

Child's Details

First Name..... Surname Name.....

D.O.B...../...../..... Sex: M / F Age at entry:.....

Name of School in attendance.....

Class and Teacher's Name.....

Medical Information

Does your child have any of the following? Please tick

Dietary Requirements No ☐ Yes ☐ If yes, please specify.....

Medical conditions No ☐ Yes ☐ If yes, please specify.....

Allergies No ☐ Yes ☐ If yes, please specify.....

Taking medication No ☐ Yes ☐ If yes, please specify.....

Additional Relevant comments.....

This Page 3.1 to be added after page 3 & forms part of contract

Student confirmation of Student Finance Arrangement

Name of institution*

.....
Course Title*

.....
Year of entry*

.....
Start date of course*

.....
Start date of child care*

.....
Supplementary Grant (Child care) approved*

Course acceptance letter*

Student Finance Approval confirmation* (NOT application submitted)

Student Finance Entitlement letter

Student registration fee £50 per child

Students in any year except last year of study will be invoiced for the full academic year to retain their child/ren's place at the setting. Final year students will be invoiced until 31st July.

I understand Student Finance covers 85% of my child care costs. I must pay the remaining 15%. If I have received an underpayment from Student Finance, I understand I'm responsible for the difference.

I will complete the student section of the 'Childcare Costs Confirmation Form 2' then submit the form to Wizkids, at my earliest convenience to complete and send via recorded mail.

I agree to set up a "consent to share" on my student finance account, authorizing Wizkids to confirm Supplementary Child care Grant payments and periods for correct invoicing.⁸

Parent/Carers Name (Print).....
Date.....

Signature.....

*Evidence seen

This Page 4.1 to be added after page 4 & forms part of contract



Wizkids Price List 2018 (Pick & Mx)

Services	Description	Duration/Time	Cost	
	Breakfast Club	2 hrs (7am-9am)	£	6.00
	School Pickup	1 Hr (3pm-4pm)	£	6.00
	Play Time	1 Hr (4pm-5pm)	£	6.00
	Academic Maths/English Support	1 Hr (5pm-6pm)	£	6.00
	Collections	30min (6pm-6:30pm)		Free
	Drop Home	Between 6:30 - 7pm	£	6.00
	Meal & Snack*	Served between 3:45pm-4:15pm (Mandatory)	£	3.00
Holidays	AYR Members - All Day rate	In addition to daily rate	£	10.50
	PAYG (Non Member)	non members daily rate	£	35.00
	Holiday AM	9am - 1:30pm	£	25.00
	Holiday PM	1pm-6pm	£	25.00
Surcharge	Term Time only	In addition to daily rate	£	1.50
	Adhoc: Breakfast/ School Pickup only/Drop Home	Charged on request	£	10.00
	Distance more than 1.5 Mile	Applies to drop home	£	6.00
Discount	Siblings	Applies to elders child	-£	1.50
	Loyal Customer	Member of Wizkids 1 Yr+	-£	1.50
	Friend referral	Off daily charge	-£	1.50
	Teacher/NHS/Emergency Service	Off daily charge	-£	1.50
Charges	Late collections/Waiting fee	Charged every 15 minutes	£	10.00
	Late Payment fee	3 Days or more late payment charge	£	30.00

Service must add up to a minimum of £15 per day except adhoc only service

* Service is mandatory and must be applied in addition to chosen service

Club opens all Year Round (51 Weeks)

Academic AFTER SCHOOL CLUB

- ✓ MEALS
- ✓ TUITION
- ✓ BREAKFAST CLUB
- ✓ HOLIDAY CLUB
- ✓ HOMEWORK HELP
- ✓ SCHOOL PICKUP
- ✓ DROP HOME

What we do

We assist children in learning by offering tuition, homework help and extra activities in line with their key stage!

We also have
Fun!!

Opening Times

7am - 7pm



admin@wizkidsclub.co.uk | www.wizkidsclub.co.uk

0333 577 4500 07741400635

WEST CROYDON (CR0)
Unit 5, Pilton Ind. Estate
46 Pitlake, Croydon - CR0 3RA

SELSDON (CR2)
146 Tedder Road
Selsdons - CR2 8AH



Holiday CLUB

FOR 5-14 YR OLDS

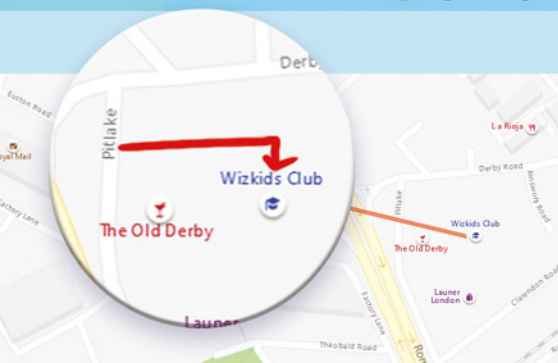
MONDAY - FRIDAY

All day (including breakfast and lunch) 7am - 7pm = £30

Half day (AM) 7am - 1pm = £20

Half day (PM) 1pm - 7pm = £20

*Limited
Places*



WEST CROYDON (CR0)
Unit 5, Pilton Ind. Estate
46 Pitlake, Croydon - CR0 3RA

SELSDON (CR2)
146 Tedder Road
Selstons - CR2 8AH

www.wizkidsclub.co.uk

