

WRAPAROUND CLUB



TERMS & CONDITIONS

This document sets out the Wraparound Club Terms & Conditions. These are subject to change; the right to amend these at any time. Please ensure that you have read all the points listed.

AFTER SCHOOL PROVISION:

- Sessions are from 3.30pm to 5.30pm
- The cost is £5.00 per hour, per child.
- Bookings are made via SchoolMoney and need to be completed and paid by Friday the previous week.
- If you are between 5 to 15 minutes late in collecting your child(ren), the school can charge an extra £2.50 per child.
- If you are more than 15 minutes late in collecting your child(ren), the school can charge an extra £5 per child.
- Drinks will be available for the children. Parents and carers can provide an appropriate snack which can be prepared by staff. Please note that we have limited cooking facilities – hot water, toaster and microwave.
- Any food should be put in a labelled bag or box.

CODES OF PRACTICE:

- Attendance at both Breakfast Club and the After School Provision is dependent on all children adhering to the school's policies and systems regarding behaviour. The school reserves the right to remove the offer of Wraparound Care, if needed.
- It is important that the After School Provision is notified if your child is to be absent. All absence is charged at half price.
- Please ensure you are collecting your child/children by 5.30pm. Collection after this time means two members of staff and the Site Manager must remain on the premises and therefore costs are incurred, and you will be charged.
- Out of School Clubs must be informed of any person collecting your child who differs from those named on the Registration form.
- A password must be held on file for each child which can be asked for from anyone collecting the children, but especially someone who either does not usually collect or is not named on the registration form.
- If you do not inform us of someone else collecting your child, you will be contacted before we allow this person to collect your child. If we are unable to contact you, we will not allow your child to leave with this person.
- Families and children follow the appropriate and relevant school policies.

ARREARS & DEBT RECOVERY:

- If payment is not received in advance, we will issue a reminder, and this will incur a £10.00 fine. This will be applied to the following week's payment request.
- If you are struggling to make payment, please contact us to discuss in the first instance. We will work with you to agree a repayment plan.
- If no payment is made and we are unable to contact you, further action will be taken which will include the following:
 - Additional administration fees.
 - Ask you to reduce the days your child attends.
 - Ask you to remove your child/children from the wraparound provision.

SICKNESS:

- In an emergency we need to contact you quickly. It is therefore vital that you update any changes of contact details with us.
- Unwell children cannot be left at Out of School Clubs and although this may not be convenient, parents must leave work or nominate somebody to collect the child if we request this.

LOVING, GROWING and SUCCEEDING TOGETHER

- If your child is on medication, you must complete the appropriate form before the medicine can be administered. This can be collected from the main school office.
- The school reserves the right to refuse a child into the Out of School Clubs if they feel the child is not well enough to attend.

PERSONAL PROPERTY:

- We cannot accept responsibility for lost or broken items and staff may not always have time to look for these items.
- No toys should be brought into breakfast or afterschool clubs.
- Everything you bring into clubs must be clearly labelled with your child's full name.
- When weather permits, children in the afterschool provision will be taken outside and therefore you should supply suitable clothing i.e. coat and sunhat.
- Parents are not permitted to park on the car park, or drive up the school drive for safety reasons, and must park in an alternative location.

I agree to adhere to all points listed above, which detail the policies and procedures for the Afterschool Provision.

Signed: _____

Print Name: _____

Date: _____

Name(s) of Child(ren):

