



KIND MOTIVATED SUCCESSFUL

Wrap Around Care– Terms and Conditions

1. A completed registration form and payment of £10 registration fee must be submitted before a child can be book on the facility. All registration fees will be charged to your ParentPay account after which you will be able to make your required bookings. All parts of the form must be completed and signed, in line with Ofsted requirements.
2. All bookings must be made via ParentPay by the Thursday of the week before the required sessions.
3. Children must be accompanied at drop-off for Breakfast Club at either 7.30am, 7.50am or 8.10am. Children are not allowed to arrive at the Club unaccompanied. Children must be signed in at the gate and have their temperature checked before the person dropping them off leaves.
4. For After School Club, parents need to specify in advance the collection time for their child. Collection times are, 4.30pm, 5pm and 5.30pm and collection is from the main gates. Children will be brought to the gates at the time specified and will be signed out before they leave.
5. The name of the usual person collecting your child should be notified on the registration form. To safeguard all children in our care we ask that a password be provided on the registration form which will be used if somebody other than the usual contact collects.
6. A late fee of £25 per hour (or part hour) is chargeable for children attending Wrap A round Care who are not collected by 5.30pm. If a child is not collected by 5.30pm, staff will attempt to contact the nominated persons using the contact details provided on the registration form. If staff have been unsuccessful in contacting any of the authorised persons after 45 minutes, they will contact the Local Safeguarding Children's Board (formerly Social Services) and follow their instructions.
7. If your child is ill and unable to attend, you must contact the school office by telephoning 01869 323525 and selecting option 1 to notify an absence.
8. In order to meet our duty of care, any child that has a place in a session where they do not appear will be presumed missing and the parents/carers will be contacted.
9. Parents/carers must ensure that the school is notified in writing of any changes to the registration form as soon as they occur (in particular, emergency contact numbers).
10. Wrap Around Care has a responsibility to contact Social Services if we are concerned in any way about the safety of a child. We have a duty of care for the welfare of the child and will share any concerns with the school, Child Protection Officer and SenCo.
11. All staff will respect the confidentiality of any information exchanged between them and parents/ carers.
12. If, after making a booking and paying, your child is unable to attend Breakfast Club or After School Club, you will not be able to have your payment refunded. Staff have been employed and food will have been ordered in advance for your child.
13. Wrap Around Care cannot accept responsibility for a child's possessions or valuables whilst they are attending the club.
14. All normal school rules and policies apply at Wrap Around Care, including the King's Meadow School Behaviour Policy, Prescribed Medicines Policy and Sickness Policy. If you require Club staff to administer medicine (prescribed only), please complete a medicine form.