



Sytchampton Endowed Primary School

Wrap around Care

Terms and Conditions

Child's name.....

Parent/carer's name.....

1. Parents / carers will ensure that **all telephone numbers and contact details and information held in the school office are kept up to date at all times.**
2. Parents / carers agree to book and pay for sessions **in advance.** If you wish to pay using childcare vouchers then please follow the instructions on the attached sheet.
3. All pre-booked sessions will be invoiced in advance and must be paid for even if they are cancelled or you child is ill.
4. It is not possible to swap days or refund monies due to non-attendance once a booking has been made. Parents / carers should be aware that it is their responsibility to check bookings are correct.
5. Any costs incurred by Sytchampton Endowed Primary School relating to the recovery of fees will be added to any amount outstanding.
6. At after school club, staff hours are up to 6p.m (5p.m on Fridays). Staff must ensure that everything is packed away before 6p.m. and that they are off the premises. We therefore recommend that children are collected no later than 5.50p.m (4.50pm on Fridays).
If a child is persistently collected late, parents / carers will be invoiced for the extra staffing costs incurred by the school.
7. Children must not be dropped off in the mornings before the settings opening time of 8am. Parents/carers must ensure their child is handed over into the care of breakfast club staff and not simply dropped off in the playground, due to our insurance cover.
8. All children are expected to behave appropriately at the setting. Parents/carers will be informed if their child's behaviour is inappropriate. If there is continual bad behaviour the parent/carer will be informed and a behaviour contract put in place. We also ask that you, as parents, help us to set the right example to the children by treating our colleagues with the respect they deserve whilst at work.
9. In the event of an emergency, parents/carers consent to the seeking of any necessary emergency medical advice during the session. All medical/nutritional records held by school will be accessed by WACKY Club and parents must ensure these records are kept up to date.

10. Unless stated in the allergies section on the school medical form, I give permission for staff to use antiseptic wipes and/or plasters should they be needed. Only medication prescribed by a doctor will be administered by the staff and we must have prior written permission of the parent / carer.

11. In accordance with the EYFS (Early Years Foundation Stage) parents' consent to the observation and recording of children's development in order to provide them with learning opportunities and activities appropriate to the age and stage of each individual child.

12. Parents / carers agree that photographs of their child may be taken for display at the setting. If we would like to use photos for any other purpose, e.g. publicity, we will refer to the Media Consent forms completed by parents / carers that the school office holds.

13. All information which we have been given relating to your child will be held securely and confidentially.

14. The WACKY Club will involve registration, drink and a snack at 3.00pm. A healthy tea will be served at 4.30pm to those children with a collection time of 5.00pm or 5.50pm.

15. Holiday club (to be offered on dates to be confirmed) will operate from 8.30am – 5.00pm for full or half days. Children should bring their own packed lunch but drinks and snacks will be provided by the Club. Data/consent sheets/media consent forms must be completed by parents/carers of any children attending holiday club who are not pupils at the school.

- 16. We believe that every child is entitled to a safe and happy environment. All adults associated with Sytchampton Endowed Primary School are committed to this statement. Anyone accessing the facilities offered by the school will also accept these principles and should anyone have any concerns, we will seek the advice of professional agencies including the Social Care team if we feel it is in the interests of safeguarding your child.**

Signed.....(Parent/carer)

Dated.....