

February 2023

(Please sign and return one copy to After School Club)

TERMS & CONDITIONS

Please read the terms and conditions carefully

Please help us to provide the highest quality care for your child by reading and adhering to the following terms and conditions.

Opening Hours

Opening hours are Wraparound Club 3.15pm-5.30pm Monday to Friday. If parents arrive late of their booked times, they will be charged an extra £5.00 for every 15 minutes.

Bookings

Please fill in a booking form to tell us which regular sessions you would like your child to attend Randlay Primary School & Nursery wraparound club on a weekly basis (there is no requirement to complete a weekly booking form each week if you pre-book sessions for the full academic year or termly bookings) After selecting the sessions that you would like your child to attend each week, we will try to accommodate your needs. The Wraparound club has a limited no. of places, and these are issued on a first come first served basis. **Please allow two weeks' notice when requesting to change or cancel your sessions.** However, we will always try to be flexible and cater for your individual needs if we can, so if we have a space available then we may be able to accommodate an extra booking at short notice. Sessions must be booked and confirmed via the office in advance of your child starting at the Wraparound Club. An enrolment form must be completed before your child can attend the club. The Enrolment form and booking form are available from the school office or downloadable via the school website (extended provision).

Sickness (See Sick Children Policy)

It is in the best interests of all children in the Wraparound Club that we try to keep the spread of infection to a minimum. Parents are requested not to send their child to Wraparound Club if they are suffering from any infectious disease or if they are feeling poorly. Our policy clearly states 48 hours symptom free for sickness and diarrhoea before returning to Wraparound Club. Other guidelines for absence are clearly stated in our policy. Please speak to a member of staff. We understand the difficulties for working parents but for the well being of all the children in our care, we reserve the right to ask you to collect your child from Wraparound Club if they are unwell. Please inform if your child has been poorly at home. **Please be aware that you will still be charged for this period that your child is away from Wraparound Club.**

Holidays

The Wraparound Club is open term time only.

Fees

- All payments will be made via Parent Pay and must be made in advance of your child's attendance.
- Any additional bookings made at short notice, need to be paid for in advance.
- **Once care has been booked and confirmed at Randlay Primary School & Nursery After School Club, the agreed payment must be met in full. Please note that any outstanding fees will result in your child's care agreement being terminated without the need for further notice. The debt will then be passed to Telford & Wrekin Council debt collection.**
- Payments can be made via ParentPay, childcare vouchers or Government Gateway we are unable to accept cash or cheque payments.
- **Late payments after the last day of each month will incur an additional £25 penalty charge added to the existing bill. Existing terms apply until then.**
- **The notice period of 2 weeks should be given in writing.**
- **Fees will be periodically reviewed. If the fees are to be increased we will give one months notice.**

Personal Property

Please label all their clothing, as we know from experience that families often buy similar items. Your satisfaction is very important to us. If you have any concerns, please speak to Wraparound Club Manager if this is not resolved please speak with the Headteacher, as detailed in our Complaints Policy. N.B. policies are available for parents / carers to look at.

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Please sign both copies of this agreement confirming that you fully understand and will abide by the above then return one copy to After School Club and keep one copy for your records.

Failure to agree to Terms & Conditions will result in a loss of your child's place.

I have read and agreed to the above -

Signed (Parent/Carer) _____

Date _____

Print _____