HARDWICK & CAMBOURNE PRIMARY SCHOOL

Wraparound Care

TERMS & CONDITIONS

**CHILD’S NAME:**

**BREAKFAST AND AFTER SCHOOL CLUB**

The Hardwick & Cambourne Wraparound Care is open to children who attend Hardwick & Cambourne Community Primary School. Open daily during term time only, Breakfast Club runs from 7.45am until 9am and Afterschool Club runs from 3.30pm until 6pm.

The aim of the club is to provide high quality out-of-school care for children from the school. It achieves this by:

• Providing a caring environment for children at the beginning and end of the school day.

• Providing a range of stimulating and creative activities in a safe environment.

• Promoting healthy eating, wellbeing and physical activity

• Ensuring the safety of all children.

• Providing robust systems that make the club easy to use.

**MEMBERSHIP CONTRACT**

Once signed this contract identifies the child above as a member of the Hardwick & Cambourne Wraparound Care. By signing the contract parents/carers agree to abide by the expectations of the club as outlined below. Only members of the club may attend the club.

All Parents are expected to:

• Treat club staff, visitors and children with respect at all times.

• Discuss with the club any concerns you may have about the welfare of your child within the club.

• Support and reinforce the expectation that your child will follow the Club rules.

• Abide by the rules and regulations of the club.

**JOINING THE CLUB**

I understand that:

• Parents are required to sign this agreement.

• A registration fee of £15 is payable at the time of registering interest and then annually.

• A registration form must be completed for each child attending the club. This form is confidential, please refer to our Privacy Policy for further information about how your data is handled.

• Re-enrolment is required at the end of the summer term.

• Contracts will be issued annually and any outstanding school debt must be cleared before a new contract is signed.

**I agree to:**

• Return a signed agreement for each child attending the club and pay the registration fee.

**BOOKING PLACES FOR CHILDREN:**

I understand that:

• Bookings will be made by the office staff (not with club staff) before the start of each half term.

• Places at the club are allocated on the basis that children have the same set pattern of days every week (i.e., Monday, Tuesday and Thursday, every week). This is the same for parents who have a set shift work pattern

• We are unable to offer regular places to children who do not have a set pattern of days that is the same each week. Such bookings would be considered as adhoc.

• A waiting list system may be implemented when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same day(s) as a sibling already attending.

• Payment for sessions should be made before the start of each half term. Payment may be made using Scopay or childcare vouchers; when childcare vouchers are used to make a payment the child’s name must be given as a reference and an email sent to wraparound@hardwick.cambs.sch.uk confirming that a voucher payment has been made and giving the name of the voucher provider to enable identification of the payment.

• Statements of account can be accessed via Scopay.

• If I am experiencing difficulty with payment of fees I will contact the school office as soon as is possible.

• Non-payment (if an account falls more than £20 in arrears) may result in the loss of my child’s place.

• Any outstanding debts will be dealt with in accordance with the school’s Debt Recovery Policy.

• As overheads are ongoing, parents whose child does not attend Wraparound Care on the days booked, will still be liable to pay for this place, regardless of illness or holiday.

• Four weeks’ written notice must be given in order to make changes to your booking or to withdraw your child from the club. During this time sessions that fall within the child’s requested pattern will still be chargeable

**I agree to:**

• Make all payments via Scopay or using childcare vouchers and inform school via email accordingly

• Ensure that I keep my account up to date.

• Ensure I inform the School Office if I no longer require the space, per the termination terms

**WITHIN THE CLUB**

I understand that:

• Children enjoy a range of age appropriate indoor activities that promote child development though play.

• Activities include a full range of creative, social and interactive activities.

• Any accidents that take place are investigated thoroughly by club staff, details are recorded accurately and reported to parents/carers if necessary.

• All children are expected to behave well and will follow the whole school ‘Rules for Respect’.

• In the event of a significant incident of poor behaviour or consistent minor breaches of the behaviour code the right to attend the club may be withdrawn with immediate effect.

**I agree to:**

• Inform staff of any allergies or special dietary requirements that my child may have.

• Support the Wraparound Care in ensuring that my child follows the club rules.

**DROPPING OFF CHILDREN**

I understand that:

• All children must be brought into the club via the gate and handed over to a member of Wraparound staff.

**I agree to:**

• Drop off my child between 7.45am and 9.00am

• Park considerately in the car park.

**COLLECTING CHILDREN**

I understand that:

• All children must be signed out prior to leaving the club.

**I agree to:**

• Collect my child on time according to the session that I have booked. This will be by 4pm, 5pm or 6pm.

• Pay the late collection fee promptly if I do not pick my child up by the end of their booked sessions

• Park considerately in the car park.

**COMPLAINTS PROCEDURE**

• Hardwick & Cambourne Wraparound Care is run for the users. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Club Staff in the first instance.

• Parents concerns will be treated seriously and with discretion and confidentiality.

• The club will follow the School Complaints Procedure.

• A full copy of our complaints procedure and policy is available on the school website.

By Agreement – Please sign here: Date: