



Our Lady of the Assumption Catholic Primary School Wraparound Club



Wraparound Manager: Mrs Dawn Lucas
Wraparound Mobile Number: 07783032220

Termly Contract/Terms and Conditions

Please keep this document for reference.

Please read carefully

Bookings

The Government has issued guidance for before and after school clubs during the pandemic, and how they should operate to maintain the health and wellbeing of pupils and staff. The guidance dictates that groups in a school the size of Our Lady's should be no larger than 15 pupils and 2 staff for each session, and that those groups should remain the same. This means that we will only be able to offer 15 places throughout the school for before school/breakfast club and wraparound club after school. You must commit to a place for Autumn term, and we will review the situation as guidance changes, or in readiness for Spring term 2021.

Priority will be given to full time bookings on a first come first served basis. Any spaces available after those bookings are confirmed will be offered again on a first come, first served basis.

There will be an expectation that you will pay for your child's place, whether or not they attend. This may seem unreasonable, but unfortunately we have to impose this rule or withdraw the provision completely. We must be able to cover the costs of the wraparound club, or close it altogether. This is a temporary condition due to COVID 19, and will be reviewed termly. With your support, closing the wraparound is something we hope to avoid.

We will operate a first come first served waiting list for those who are not successful with their booking in the first instance.

Payment

It is very important that payments for sessions your child attends are paid for in full by the end of **EVERY SINGLE** week. The Wraparound club is self-financing and unless parents pay for this provision promptly and don't run up large debts, then the club will not be able to continue. This is especially important at the moment as we will only be making income from a limited number of 15 children each session, and if it becomes obvious that the provision is not self-funding, we will be forced to withdraw it altogether.

Payment for sessions needs to be made in full by Friday of each week that your child uses the provision. Payment can be made by logging into the School Money system. Every parent has been sent the details of this facility. Just log into the Teachers 2 Parents app on your smart phone or device, and you can access school money there.

If payment is not made according to the conditions of the contract, your place will be forfeited and offered to a child on the waiting list.

Arrivals and Departures

On both arrival and departure from Wraparound club, parents and carers must sign children into and out of the club. This is important for safeguarding and insurance purposes.

Allocation of places

Places are allocated on a first come, first served basis providing registration forms are fully completed. Any bookings in excess of the 15 places we are limited to at the moment will go on a waiting list and will again be on a first come first served basis.

Collection of Pupils

If your child is being collected by another person in your bubble, please let the wraparound staff know who it will be.

Late Collection of Children

The Wraparound club closes at 5.30 pm every day. If your child is late being collected after this time a fee of £10 for the first 10 minutes and a further £10 for every 5 minutes thereafter will be applied. This is to cover staff overtime costs.

Absentees

If your child is ill or sent home ill and they do not attend, you will still be expected to pay for the session in full. This condition has to be imposed to ensure continuation of the wraparound club and will be reviewed termly.

Refreshments provided

Breakfast session: cereal, juices and toast are available.

Afternoon session: A small snack e.g. toast or crackers with cheese or a ham or cheese sandwich, a piece of fruit, and a drink will be provided during the afternoon. If there are any dietary restrictions for your child please let the Wraparound club staff know.

Behaviour

The Wraparound club is part of Our Lady of the Assumption School and therefore the rules and consequences regarding behaviour apply. If your child displays persistent poor behaviour you will be contacted by the Head Teacher and your child's place may be withdrawn.



Our Lady of the Assumption Catholic Primary School Wraparound Club



Registration Form – to be retained by Wraparound Staff

Please indicate the sessions you require.

	Before School	After School	
	7:45 – 8:50 a.m. £4.50 per session	end of school day - 4:30 p.m. £5.00 per session	end of school day - 5:30 p.m. £8.00 per session
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

If your child is sent to wraparound following an after school club at 4:15, the charge will be £5.00 until 5:30

Personal details

Child's full name: _____

Date of birth: _____

Address: _____

Parent/Carer points of contact:

Parent/carer 1: _____

Relationship to pupil: _____

Contact number: _____

Work contact number: _____

Parent/Carer 2: _____

Relationship to pupil: _____

Contact number: _____

Other emergency contact: _____

Names of persons authorised to collect your child:

1. Name: _____ Telephone: _____

2. Name: _____ Telephone: _____

3. Name: _____ Telephone: _____

Are there any parental/legal restrictions that we need to be aware of? Yes / No

If yes, what are they? Please state below:

Medical

Please state any allergies or other medical conditions that the child has:

Medical Contact

Doctor's name: _____

Telephone Number: _____

Full postal address of GP surgery: _____

Does your child require medication to be administered on a regular basis? Yes No Please indicate
If YES, please contact staff at the club to discuss requirements as Wraparound staff cannot dispense any medication without prior written approval from the child's parent/carer.

IMPORTANT please inform the Wraparound club as soon as possible if your child develops a contagious or infectious disease.

In the event that my child requires immediate medical treatment I hereby give my consent for the Wraparound club/school to seek medical help.

Signature: _____ Print Name: _____

Films

U and PG rated DVDs and other suitable programmes may be viewed at the Wraparound club. Please sign if you are happy for your child to participate in this activity.

Signature: _____ Print Name: _____

Photography

Photographs may be taken for school use i.e. Newsletters, scrap book or website. Please sign if you are happy for your child to be photographed. All images stay in school and are never for personal use.

Signature: _____ Print Name: _____

Food tasting

Food tasting activities/eating – I give my permission for my child to take part in food tasting activities or eat the snacks, food and drink provided.

My child: _____

Please delete where appropriate

Can safely eat a variety of food

or

Should not eat the following foods:

Signature: _____ Print Name: _____

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Signature: _____ Print Name: _____

I have read and understood the terms and conditions of this contract.

I hereby declare to abide to the terms and conditions set out in this document.

I understand that I must pay weekly unless by prior arrangement with the Head Teacher.

Failure to pay fees will result in the cancellation of my child's registration.

I will inform the Wraparound Club of any changes to the information detailed in this form
e.g. change of mobile number.

Signed: _____ Date: _____

Print Name: _____