

**TERMS AND CONDITIONS FOR REGISTRATION – WRAP AROUND CARE**

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| All registration and consent forms must be completed prior to taking up a place for your child. |
| **Change of registration Details** It is the Parents responsibility to inform us of any changes of information or if any medical conditions alter in the future.  |
| **Cancellations/Extra Sessions** We require 4 weeks notice to cancel a registered place and 2 weeks notice if sessions need to be re-arranged, otherwise full fees are payable. Regular pre-paid sessions must be paid for in full, refunds will be available when 48hours notice of cancellation is given. Pre-paid sessions cannot be swapped. Additional sessions may be taken up if places are available and paid for on booking. If an extra session is booked but cancelled within 48 hours of booked date then full refund will be given.  |
| **Drop Off/Collection of Children** Parents must sign the signing in book at Breakfast Club and the signing out book at After School Club. If children are not collected by the official closing time of 6pm a penalty of £10.00 per 15 minutes will be charged.  |
| **Absence** If your child will not be attending our after school club on the day of a pre-booked session we must be informed by 2.00 pm of that day.  |
| **Security** Under no circumstances will a child be allowed to leave the premises to anyone unknown to the club staff unless previously arranged by the parent/carer.  |
| **Payment of Fees** All fees must be paid promptly via your agreed method, where fees are not paid, this may result in your child’s place being removed. Vouchers may be used by prior arrangement only. Please phone the school office to confirm the company that is used for your child care vouchers, telephone 0161 928 4748 select finance, option 4, and speak to our finance officer or leave a message. |
| **Increase in Fees** We reserve the right to review the fees annually.  |
| **Emergency Closure** In the event of a closure of the provision beyond our control, we cannot refund any due fees for such closures.  |
| **Insurance** We have extensive insurance cover including Employers and Public Liability which is displayed prominently in the School Entrance.  |
| **Accident Procedures** We reserve the right to administer basic First Aid treatment when necessary. Parents will be informed of all accidents and will be required to sign the Accident Form. For accidents of a more serious nature involving hospital treatment, all attempts will be made to contact the parents but failing this the club requires consent to act on behalf of the parents to authorise any necessary treatment in case of an emergency.

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| **Medicine Consent Forms** We will administer prescribed medicines if parents complete the relevant medicine consent forms. Please note only **prescribed, medication clearly labelled with your child’s name** can be administered.  |
| **Illness** Parents are requested not to send their child if they are not feeling well enough to attend. We reserve the right to contact parents if their child becomes ill during the session. Parents are requested to inform the club if their child contracts any normal childhood ailment or disease. We must be informed of any illness which may prove dangerous to other children. No discounts are given for absence due to illness unless by arrangement for longer term illness.  |
| **Safeguarding Children** In the case of any suspected abuse of children, it is our duty and legal requirement to report our concerns to Social Services immediately.  |
| **Sharing Information** We work in a multi-agency environment and we expect to seek advice from multi-agency professionals from time to time to ensure the quality of childcare offered. If this is in relation to your child, we will contact you directly to seek informed written consent prior to consultation  |
| **Personal Belongings** We cannot be held responsible for loss or damage to personal property whilst in attendance at the Club **Allocation of places** Places are limited, priority is given to children with siblings already attending, any other places are allocated on a first come first served basis. **Last minute/emergency places**Places can be booked on the day required by exception only, payment must be made when you collect your child. Your child will receive a suitable ‘cold’ option tea. A registration form must be provided on all occasions.  |

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