

**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** All fees are payable in advance via Arbor. Staffing and catering is planned in advance. **Refunds will be available when appropriate notice of cancellation is given via the school office. Early Bird cancellations must be received before the end of the school day prior to booking. Owl’s Nest cancellations must be received before 12.15pm on the day of booking.** |
| **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 5:55pm a penalty of £10.00 per 15 minutes will be charged. This will automatically be applied to your Arbor account. Please contact Owl’s Nest on **07867544346** if you are going to be delayed collecting your child. |
| **Absence** If your child is absent from school, any pre-booked sessions can be cancelled via the school office. Requests for cancellation must be done **before 12.15pm** or full fees will still apply. |
| **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 in advance via Arbor. Vouchers may be used by prior arrangement only. Please phone the school office to confirm the company that is used for your childcare vouchers, telephone 0161 928 4748 select finance, option 4, and speak to our finance officer or leave a message. You may also email the information to finance@bps.trafford.sch.uk.  |
| **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 form. Forms need to state the times and dosage to be given at After school club.  |
| **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.  |
| **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 either Early Birds or Owl’s Nest After School Club.**Allocation of places** Places are limited therefore, booking in advance is advised. All bookings must be made via Arbor. **Last minute/emergency places**Places can be booked on the day after 12.15pm via the school office, where space is available. Payment must be made via Arbor. |

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