

Culworth Wrap Around Care (Breakfast & After School Club)

Culworth C of E Primary Academy
The Green, Culworth

PARENT / CARER CONTRACT

Child's name _____

Parent or Carer's Name _____

In this document Culworth Wrap Around Care or Culworth WAC refers to Culworth Breakfast Club or Culworth After School Club.

- I consent for my child to attend Culworth Wrap Around Care (WAC).
- I understand that the club has policies and procedures. I agree to abide by them.
- I understand that whilst my child is at Culworth WAC, Culworth WAC is legally responsible for my child.
- Once my child arrives at Culworth WAC, he/she will be in the care of the Club until collected and signed out by an authorised person.
- I will notify the Club before the start of the session if I am not dropping off my child on a day that he/she is booked to attend the Club. I understand I **will** be charged for the pre-booked session, even if my child does not attend.
- My child will be provided with a healthy snack and drink whilst at the Club unless otherwise requested.
- Sessions must **be booked and paid in advance by at least one week notice**. Booking forms need to be returned as quickly as possible. Without a completed booking form being received by the Club, my child's place is not **booked** at the Club. Booking forms will be available three weeks before the end of the preceding term and must be returned **before** the end of the current term.
- I will pay promptly for all **booked** sessions whether my child attends or not (for example, due to illness or holidays). **I understand that I am paying for a space at the Club, so if my child cannot attend I am still required to pay as staff have been booked and snacks purchased on pre-booked numbers.**
- I am aware that in the instance of my child being ill, a credit note may be issued at the discretion of Culworth WAC Manager.
- If I wish to cancel my child's place in the club or to cancel any sessions, I understand that **4 weeks'** notice must be given. Any sessions booked within this period will still be charged.
- Payment of adhoc (emergency) sessions will be paid at the time of short-notice booking or on the day of the session. Ad hoc sessions can only be booked if the Manager agrees that there is space to accommodate my child.
- It is my responsibility to keep the Manager informed of any alterations to the information regarding my child (e.g. contact details, medical conditions etc.)
- Culworth Breakfast Club will open at 8am. If due to unforeseen circumstances, I am going to be late, I will contact the Manager as soon as possible.
- Culworth After School Club will open at 3.30pm and close at 6pm. If due to unforeseen circumstances, I am going to be late, I will contact the Manager as soon as possible.
- I understand that Culworth WAC is a play setting.
- I accept that my child may take part in messy activities whilst at Culworth WAC. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Whilst Culworth WAC tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property.
- I have read the Club's Behaviour Management Policy and agree to its terms.
- If there are any incidents or accidents involving my child, I will be informed.

- If my child has an accident at the Club, he/she will be treated by a qualified First Aider and I will be informed as soon as possible. If my child needs urgent medical treatment from external agencies and I am unavailable, a member of staff from Culworth WAC will sign any consent forms necessary for treatment on my behalf. This is as stated on the Club's medical form.
- Information held by Culworth WAC regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to one of the designated senior persons responsible for Child Protection at the school. Culworth WAC adheres to the Child Protection policy of Culworth Primary Academy.
- I understand that aggressive or abusive behaviour towards staff will not be tolerated.

If you require any further information on these Terms & Conditions, please ask the Culworth WAC Manager to explain.

We hope you and your child enjoy the facilities we offer you 😊

I have read and understood the above terms and conditions and agree to abide by them.

Signature:

Date: