

## COUGHTON COFE PRIMARY SCHOOL WRAPAROUND CARE

### Terms & Conditions and Contract with Parents

1. All parents/carers must complete the registration form online before a child can be accepted at Wraparound Care. Registration must be done directly on our website <https://coughton.childcare-onlinebooking.co.uk>.
2. By completing the registration form and booking sessions you agree to accept these Terms & Conditions.
3. Sessions are available during school term time only.
4. Coughton Wraparound Care must be notified of any changes in Registration details, as soon as possible, in writing by the parent/carer. It is your responsibility to keep the club manager informed of any alterations to the information regarding your child (e.g. contact details, medical conditions, etc).
5. You consent for your child to attend Coughton Wraparound Care. You understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to yourself and your child, and you agree to abide by them.
6. You understand that Coughton Wraparound Care is a play setting and that whilst your child is there Wraparound Club is legally responsible for him/her.
7. Your child will be provided with breakfast/snack/light tea whilst at the club unless otherwise requested.
8. Once your child arrives at Coughton Wraparound Care he/she will be in the care of Wraparound Care until collected and signed out by an authorised person.
9. You must notify the club before the start of the session if you are collecting your child from school on a day that he/she is booked to attend the club and understand that you will be charged for the booked session.
10. All sessions requested are subject to availability.
11. You should book your child into the Club on a half termly/weekly basis and pay in advance for all booked sessions whether your child attends or not (e.g. due to illness or holidays).

12. Any sessions missed through illness or absence cannot be refunded and once booked no changes can be made to sessions. (See Charging and Remissions Policy on School Website).
13. No parent/carer should consider a booking as being accepted until payment has been received by the Club.
14. Coughton Wraparound Care will credit all fees charged, if the club is forced to close due to unforeseen circumstances.
15. The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking.
16. Failure by Coughton Wraparound Care to make a written or verbal request for payment of fees does not constitute an excuse or reason for late, or non-payment under any circumstances.
17. Failure to settle all fees and/or penalties when due may result in the school taking action (including legal action) to recover any outstanding sums.
18. You accept that your child may take part in messy activities while at Wraparound Club. and understand that you can provide your child with appropriate clothing to accommodate this if you wish.
19. Wraparound Club closes at 6.00pm (Monday-Thursday) and 5.30pm (Friday). It is the responsibility of parents/carers collecting children to do so promptly at the end of afternoon sessions. If, due to unforeseen circumstances, you are going to be late, you must contact the manager as soon as possible on 07936 512229
20. If you do not collect your child by 6.00pm (Monday-Thursday) or 5.30pm (Friday) you will pay a charge of £10 to cover the costs of the staff who are legally required to supervise your child.
21. If your child has not been collected by 6.15 pm (Monday-Thursday) or 5.45pm (Friday) and the club has been unable to reach you or any of your emergency contacts, you understand that Wraparound Care will follow its **Uncollected Children Policy** and contact Children's Services.
22. Whilst Coughton Wraparound Care tries to ensure the safety and security of items, it cannot be held responsible for loss or damage to your child's property whilst at the Club.
23. The club uses the School **Behaviour Management Policy** and agree to its terms. You appreciate that in some circumstances it may be necessary to exclude your child from the club, and you will pay for any missed sessions unless otherwise agreed with the manager.

24. If there are any accidents or incidents at Coughton Wraparound Care involving your child, you will be informed.
25. If your child has an accident at the club, he/she will be treated by a qualified first aider and you will be informed as soon as possible. If your child needs urgent medical treatment and you are unavailable, a member of staff from Coughton Wraparound Care will sign any consent forms necessary for treatment on your behalf, as stated on the club's **Medical Form**.
26. Information held by Coughton Wraparound Care regarding your child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, you understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
27. Aggressive and/or abusive behaviour towards staff will not be tolerated.
28. These terms and conditions are governed by English law and subject to the jurisdiction of the courts of England and Wales.
29. Coughton CofE Primary School shall not be liable for any direct or indirect loss suffered by parents/carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.