

Webheath Academy Wrap Around Care

Booking Form

Child's name: Class:

Child's name: Class:

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Requested start date:

Before school sessions start at 7.30am and run until 8.45am

After school sessions start at 3.15pm and run until 4.45pm or 6.00pm

(Please tick the sessions that you require below)

	7.30 – 8.45am £5.00 per session	3.15-4.45pm £6.00 per session	3.15-6.00pm £10.00 per session
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Please book my child(ren) in for the days and times indicated above. I will email wac@webheath.worcs.sch.uk in advance if my child will not be attending a booked session. I understand that the Club cannot give refunds for any sessions that I have booked but which my child does not attend.

Signed:
(parent/carer)

Date:

Email Address:
(Invoices will be sent to this address)

By signing this form you are agreeing to the terms and conditions overleaf

Webheath Academy Primary School Wrap Around Care - Contract with Parents

- I consent for my child to attend Webheath Academy School Wraparound Club. I 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 myself and my child, and I agree to abide by them.
- I understand that Webheath Academy School Wraparound Club is a play setting and that whilst my child is there Webheath Academy School Wraparound Club is legally responsible for him/her.
- My child will be provided with a light tea and drink whilst at the club unless otherwise requested.
- Once my child arrives at Webheath Academy School Wraparound Club he/she will be in the care of Webheath Academy School Wraparound Club until collected and signed out by an authorised person.
- I will notify the Club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the Club. I understand that I will be charged for the booked session.
- I will book my child into the Club on a set pattern basis and will pay promptly for all booked sessions whether my child attends or not (eg due to illness, clubs or holidays), unless I have made other arrangements with the manager in writing to wac@webheath.worcs.sch.uk
- I accept that I must give 4 weeks' written notice to wac@webheath.worcs.sch.uk to make a change to my set pattern or to cancel any sessions and that I will be charged during the 4 week notice period.
- Payment is due on the 1st of the month in advance, therefore September's wrap around care is due for payment on the 1st September and so on, for any additional bookings made in the month I agree they will be added to my next bill. I accept that if I book for the first session but collect my child after 4.45pm I will be charged for the additional after school session at a cost of a further £5.00 per child.
- It is my responsibility to keep the Club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at Webheath Academy School Wraparound Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Webheath Academy School Wraparound Club closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- If I do not collect my child by 6.00pm I will pay a charge of £20.00 per quarter of an hour to cover the costs of the staff who are legally required to supervise my child.
- I accept that if my account is not paid per the terms of the invoice (within 14 days) then my WAC place may be terminated.
- If I do not collect my child by 6.30pm, and the Club has been unable to reach me or any of my emergency contacts, I understand that Webheath Academy School Wraparound Club will follow the **Uncollected Children Policy** and contact Social Care.
- Whilst Webheath Academy School Wraparound Club 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 whilst at the Club.
- I have read the Club's **Behaviour Management Policy** and agree to the terms and appreciate that in some circumstances it may be necessary to exclude my child from the Club, and I will pay for any missed sessions unless otherwise agreed with the manager.
- If there are any accidents or incidents at Webheath Academy School Wraparound Club 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 and I am unavailable, a member of staff from Webheath Academy School Club will sign any consent forms necessary for treatment on my behalf, as stated on the Club's **Medical Form**.
- Information held by Webheath Academy School Wraparound Club 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 other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.
- I agree that I will not use a camera, mobile phone or other mobile device on Club premises.

All correspondence relating to Wraparound Club must be in writing to wac@webheath.worcs.sch.uk

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