

Robert Peel Squirrels Wraparound Club Contract

Childs Name

Hours and Fees

Robert Peel Squirrels Wraparound Club works on a pay as you go system therefore you pay for the hours you need. We ask for a minimum of 24 hours' notice if you wish to cancel or book additional sessions. If you do not let us know about a cancellation, you will still be charged for that session.

Fees are payable on or before the 15th of every month. Robert Peel will email or post invoices a week before the due date for the previous month. Your invoice will be billed in arrears and any extra sessions to the normal booked sessions will also be billed in arrears.

If payment is not received by the 15th of each month, a charge of £25 will be added.

If your fees remain unpaid, then you will be unable to book any further sessions once your balance has reached £200. You will be unable to book any further sessions until this debt is cleared. We rely on prompt payment of fees to maintain the high levels of care at Robert Peel.

We reserve the right to terminate this contract at any time without prior warning or notice.

The school will apply a 10% discount for a sibling.

7:30-8:30	£6 inc breakfast
8:00-8:30am	£4 inc breakfast
3:20-4:20pm	£6 inc snack
3:20-5:20pm	£12 inc light tea
3:20-6:00pm	£15 inc light tea

Collection Times & Procedures

Children must be dropped off on or after 7:30am and collected before the collection time chosen, and in any event no later than 6:00pm.

It is important you do not bring your child in earlier than or collect them later than the agreed times between yourself and Robert Peel. We require prior notice of required sessions to ensure we are within the adult: child ratio. And comply with the Welfare Requirements set by Ofsted. This is to ensure your child's safety and to meet the requirements of our insurance.

A charge will be payable for late collection of your child/ren of £5 per 5 minutes and this will be added to your monthly invoice.

Robert Peel MUST be informed if anyone other than yourself will be collecting your child/ren. Please bring in and introduce new carers if possible or ask them to provide ID and/or a password. We keep a daily register and your child will need to be signed in and out by the parent/carer collecting your child. A member of staff from Robert Peel will sign your child out on the register before releasing them into the care of their Class Teacher and will sign them in once they are handed over after school by their Class Teacher.

Once signed out of Robert Peel Squirrels Wraparound Club, your child becomes your responsibility

Meals

Parents MUST inform us of any allergies or any special dietary requirements on the registration form provided.

Change of Circumstances

It is essential you keep us informed of any changes of addresses, telephones numbers, email addresses, emergency contacts, as well as dietary and medical information, so that we can keep our records up to date and are able to contact you in case of an emergency

Sickness

If your child is ill or has an infectious disease, we ask, for the health and welfare of all the children and staff attending Robert Peel that you do not bring them in. In the event of illness occurring whilst the child is at Robert Peel, we will contact you so you can come and collect them. If your child becomes ill during the school day and is sent home, you will not be charged for the Robert Peel Squirrels Wraparound Club session.

We cannot re-admit a child until 48 hours have passed with no signs of sickness and diarrhoea.

Medicines

Should you require us to administer any prescribed medication to your child, please place the medicine in a clearly marked bag. You will be asked to sign a medical sheet on arrival.

Please note: without prior written consent we will not be able to administer medication. All medication must be in the original packaging. Prescribed medication must be provided in the original packaging as dispensed by a Pharmacist and include the pharmacists instructions. If your child refuses to take medicine as agreed by staff and parents, then the parent(s) will be telephoned and asked if they would rather come and administer the medicine or whether to defer the dose until the child is collected. You will be asked to sign a medicine sheet noting untaken medicine. We reserve the right to send any child home if senior staff feels that they are not well enough to attend Robert Peel Squirrels Wraparound Club

Accidents

Should your child be hurt whilst on Robert Peel premises either by another child or through falling or bumping themselves, an entry in this respect will be made in the accident book. If your child bumps their head, an additional form and guidance will be sent home. Should your child arrive at Robert Peel Squirrels Wraparound Club with unusual bruising or any other injury that we do not already know about, you will be asked to fill in our existing injury book. Please draw any accident to a staff member.

Behaviour

Our aim is to teach the children the difference between right and wrong, to encourage socially acceptable behaviour and to discourage socially unacceptable behaviour. We believe that children should be polite, considerate and respectful of others and their property. In order to achieve this, our policy is to constantly reinforce good behaviour with praise and attention.

Staff follow the whole school's Promoting Positive Behaviour Policy and Golden Rules and this can be viewed on the school website.

If a child's behaviour repeatedly breaks these expectations or they don't follow adult guidance and instructions or become a danger to others then their place in the club can be revoked.

Safeguarding

We have a responsibility to children in our care to keep them safe from harm. We have a responsibility to report any injuries that are not adequately explained or if any allegations are made. The Robert Peel Squirrels Wraparound Club designated Child Protection Officer will follow the (LSCB) Local Safeguarding Children's Board procedures for Early Years and Childcare settings. Our Safeguarding policy now includes updates regarding Prevent Duty and is available to be viewed. The staff following the school's safeguarding policy and procedures and have received safeguarding training.

Equal Opportunities

Robert Peel Squirrels Wraparound Club is open to all Robert Peel Primary School children regardless of colour, creed, race, culture, ability or disability. Further information can be found in our Equal Opportunities Policy.

Special Educational Needs

Robert Peel Squirrels Wraparound Club provides care for all children with special needs. The Special Educational Needs Co-Ordinator is responsible for assessment and provision. Please ask to see our Special Educational Needs policy. The Special Educational Needs Co-Ordinator (SENCO) and SEND Manager will be available for you to make an appointment should you feel your child is experiencing problems. Please note that funding that the school receives for a child with an Educational Health & Care Plan does not cover this Wraparound Club and additional adult provision isn't part of the clubs staffing ratios.

Staff

All staff employed by Robert Peel Squirrels Wraparound Club are employees of the school and as such have undergone and full range of safeguarding checks and follow school procedures, policies and Code of Conduct. Staff have received appropriate training to undertake these roles.

The management reserves the right to change the contract conditions at any time. There will be 1 months' notice of any such change.

I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS OF THIS CONTRACT

Signed

(PARENT/CARER)

DATE

On behalf of Robert Peel Squirrels
Wraparound Club
Signed

Position

Date