WRAPAROUND CLUB

TERMS AND CONDITIONS – 2026-27

IMPORTANT NOTICE: In choosing to use our Wraparound Club you are agreeing to our Terms and Conditions which are set out below. If you are not willing to abide by them, please do not use the Club.

Morning sessions cost £6.50 Drop off is between 7.40am – 7.55am at Westhill Road. Please note: Breakfast is served between 7.45am - 8.15am only. If your child arrives after this time, we are unfortunately unable to offer breakfast.

Evening sessions cost £8.50 Finish time is at 5.20pm.

1) Registration

- All children must be registered before attending the Wraparound Club.
- Parents/carers are responsible for ensuring all contact details, medical information, and emergency contacts are accurate and kept up to date.
- Places are subject to availability.
- A waiting list system is in place when no spaces are available.

2) Booking, Payment & Cancellation

- When your child/children's place is confirmed there will be a one-off annual fee of £10.00 to cover insurance and administration fees. This fee will be a non-refundable fee. This fee will be incorporated into your first payment and must be paid via Arbor before your child/children start at the Club. For families using the Club you only pay one £10.00 annual fee.
- The amount due for the month's fees will be added onto Arbor on or around 24th of each month. For new starters joining in September, payment will be due in August to secure the place. An invoice is available upon request by e-mailing ctkwraparound@hccmac.co.uk. Payment is required around the beginning of each month and should be paid in advance for the month ahead. Please contact the office if you cannot meet the due date, if we do not hear from you, your child's place could be at risk of being cancelled.
- To cancel your child's place in the Club you must give at least one whole month's notice and will be charged for that period e.g., to cancel from 1st July, notice must be given on or before 1st June.
- Sessions are allocated to parents in the knowledge and agreement that sessions cannot be changed or cancelled unless you adhere to the above. Occasionally, there may be extenuating circumstances. In this instance, a request can be put in writing to the Head Teacher, for consideration. Parents will be informed in writing of the outcome of the request.
- If your child is attending a residential trip such as Alton Castle and Dol-y-Moch, which results in them not attending the Club, you will not be charged. You will also not be charged for bank holidays, school holidays or Teacher Training Days. No credits or refunds will be given for a child's absence e.g., due to other trips, sickness, holidays taken during the school term, etc. *Payment is expected regardless of normal school attendance.* If during the year your child participates in before or after school additional lessons or extra-curricular clubs/matches you will still be charged.
- The Club will be closed on a Friday pm every Term. You will not be charged for this session.
- Any price increases will be notified in writing. Any changes to the Club's Terms and Conditions will be notified in writing.

3) Collection of Children, Attendance and Absence

- Children will only be released to authorised adults named on the registration form unless alternative arrangements have been agreed in advance.
- Identification may be requested if staff do not recognise the person collecting the child.
- By accepting a place, you agree to abide by the sign in/out practise within the Club. It is the parent/guardian's responsibility to notify the Club staff/Admin staff if a child is not attending the Club for any reason or if there

is a change in who is collecting a child. If contact has not been recorded the child will not be allowed to leave with someone not on the club's list. The mobile telephone number of the Club is 07458 047 479 – please leave a message if there is no answer, you may also e-mail: ctkwraparound@hccmac.co.uk.

4) **Late Collection**
   - Late collections will be monitored carefully and late collection of children will incur a charge. For late collections up to 15 mins late you will be charged £5, after 15 mins late, you will be charged £10 for every 15 mins thereafter. The charge will be added to your next invoice.
   - If there has been 3 or more late collections per half term this may result in the child's place being withdrawn.
5) **Behaviour Expectations**
   - Children are expected to follow the school's behaviour policy and treat staff and other children with respect.
   - Bullying, abusive language, violence, or unsafe behaviour will not be tolerated.
   - Serious or repeated breaches may result in temporary or permanent exclusion from the club.
6) **Health and Medical Needs**
   - Parents must provide up-to-date information regarding medical conditions, allergies, and medication.
   - Medication will only be administered in accordance with the school's medicines policy.
   - If your child is on regular medication e.g. an inhaler, EpiPen, one must always be provided alongside a class one. If your child is also on one off medication e.g. antibiotics, please ensure the club has been notified so the medicine can be collected ready for collection at the end of day.
   - Children who are unwell or have infectious illnesses should not attend.
7) **Food and Allergies**
   - Healthy snacks and drinks will be provided where applicable.
   - Every effort will be made to accommodate dietary requirements and allergies; however, parents must ensure the club is fully informed of any specific needs.
8) **Safeguarding**
   - The Wraparound Club operates in accordance with the school's safeguarding and child protection policies.
   - All staff are appropriately trained and vetted.
   - Any safeguarding concerns will be managed in line with statutory guidance.
9) **Emergency Procedures**
   - In the event of an emergency, staff will follow the school's emergency procedures.
   - Parents/carers will be contacted as soon as practicable if an incident affects their child.
10) **Personal Belongings**
   - Children should not bring valuable items to the club.
   - The school accepts no responsibility for loss or damage to personal belongings.
   - Children who bring a mobile phone to school will have to keep this within a locked box at the Club at all times.
11) **Photography and Data Protection**
   - Personal information will be processed in accordance with UK data protection legislation and the school's privacy notice.
   - Photographs will only be taken and used where appropriate consent has been provided.
12) **Cancellation by the School**
   - The school reserves the right to cancel sessions due to unforeseen circumstances, including severe weather, staff shortages, or emergency closures.
   - Where possible, parents will be given as much notice as practicable.
13) **Catholic Ethos**
   - The Wraparound Club supports and reflects the Catholic ethos and values of the school. Children are expected to show kindness, respect, honesty, and consideration for others at all times.
14) **Acceptance of Terms**
   - By registering a child for the Wraparound Club, parents/carers confirm that they have read, understood, and agree to abide by these Terms and Conditions and any related school policies.