

Pencoys School Wrap Around Care Registration Form



School Contact: Starlings Dojo Page **School Phone (daytime):** 01209 215203

Starlings Mobile (during club hours): TBC

Full name of child(ren):

Class(es):

Your child's medical details and contact information is already on our school database. Please contact us if any changes have been made or any other relevant circumstances.

Pencoys Primary 'Starlings' Wraparound Care Terms and Conditions

May 2024

1. Aims

Our aims: We aim to provide a high-quality service which meets the needs of both parents/ carers and children. For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy. Parents/carers are expected to give their support and encouragement to the aim of Pencoys 'Starlings' Wraparound Care and to uphold and promote its good name. Pencoys 'Starlings' Wraparound Care will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

2. Sickness

Parents/Carers must inform Pencoys 'Starlings' Wraparound Care if the child has any known medical condition or health problem or has been in contact with infectious diseases. Parents/Carers must comply with the exclusion guidelines set by the Health Protection Agency; details are available from the school office. A child must not be brought to Pencoys 'Starlings' Wraparound Care if unwell.

3. Parents/Carers authority

Welfare of the child: The Parents/Carers authorise Pencoys 'Starlings' Wraparound Care to take all necessary action to safeguard and promote the welfare of the child.

Absent Children: If your child is unwell and booked in for Wrap Around Care, you must state this when calling to inform us of your child's absence. Parent/Carers must notify the school if their child is not going to attend 'Starlings' wraparound care, following their child being present in the school register.

Accidents: All accidents, that staff are made aware of, are documented in an accident book, and reported to Parents/Carers.

Loss of property: Pencoys 'Starlings' Wraparound Care will not be liable for loss of property brought onto the premises by Parent/Carer or child.

4. Booking a place:

Sessions need to be booked via our temporary booking system (Google Forms) at least 24 hours in advance. The booking form links will be sent at the end of each half term, ready for the following term.

5. Session Availability

The morning session will run from 7.30am — 8.40am Monday to Friday.

The afternoon session will run from the end of the school day to 5.30pm.

There will be no sessions during school holidays or INSET days.

6. Fees

The cost of each session will be:

Breakfast club:

(Food included until 8.15am)

7:30am – 8:40am - £4

8:00am- 8:40am - £2

Afterschool club:

(Food included)

3:15pm-4.15pm - £3

4.15pm – 5.00pm - £3

5.00pm – 5.30pm - £2

In order to forecast numbers and plan staff ratios and food provision carefully, a minimum of a **full 24 hours' notice** is required when booking and cancelling Pencoys's wrap around care. If you do not notify us of a cancellation within the 24 hour period, you will still be charged for the provision. Booking sessions are done in advance through the Google Form (and messages can be sent during the week on Class Dojo). If you need to cancel a session, please contact the school office. (Last minute, 'emergency' sessions will be considered.)

Fees will be added to Parent Pay by the Friday before the week commences. Fees must be paid in advance of your child attending wraparound care. We also accept childcare vouchers as payment; please speak to us for help with this. All payments are managed through ParentPay and any enquiries regarding bookings must be directed to the school office or via the Starlings Dojo page. A child's continued place at Pencoys Starling wrap around care is dependent on continued payments of fees and non-payment/regular late payments will result in your child's place being taken off the club booking system until all arrears have been paid in full.

Sessions can be cancelled up to 24 hours in advance. Any cancellations made after this time will not be refunded.

No refund will be given for sessions only part attended.

No partial refund will be given if a child leaves the session early.

If the school closes Pencoys 'Starlings' Wraparound Care due to unforeseen circumstances, Parent/Carers will not be charged for these sessions.

Fees will not be charged if a pupil is unable to attend Pencoys 'Starlings' Wraparound Care because of being on a residential trip organised by Pencoys Primary School.

Fees are the responsibility of the person who has parental responsibility for the child.

In the event of collection after 5:30pm, there will be an additional charge of £5 to cover additional staff costs. Collection after 5:45pm will incur an additional charge of £10.

Standard terms and conditions: Reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees.

7. Cancellation and removal Termination of the Contract:

Removal: Parents/Carers may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the lead assistant that the continued presence of the child is incompatible with the interests of Pencoys Starlings Wraparound Care. The child will also forfeit their place at the club if the parent is persistently rude to staff. There would be no refund of fees in these circumstances.

8. General Conditions

Disclosures: The school must be notified in writing immediately of any changes in contact details or family situations, Court Orders, or situations of risk in relation to the child for which any special precautions may be needed.

Pencoys Primary School is registered with the data protection office and all records will be kept in school in a locked cupboard and stored electronically.

Child Protection: The lead assistant has a duty to report any significant concerns s/he might have about the safety/well-being of a child to Designated Safeguarding lead or deputy who will take any necessary action.

Confidentiality: Parents/Carers agree to inform Pencoys 'Starlings' Wraparound Care of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person.

Pencoys 'Starlings' Wraparound Care staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

Learning/Physical Difficulties: Parents/Carers should notify Pencoys 'Starlings' Wraparound Care of any problems that may occur due to learning/physical disabilities.

Equal Treatment: Pencoys 'Starlings' Wraparound Care welcomes staff and children from many different ethnic groups, backgrounds, and creeds. Similarities and differences are valued and respected and all children are treated equally. Pencoys 'Starlings' Wraparound Care will comply with the Special Educational Needs and Disability Act 2001 and will do all that is reasonable to accommodate the needs of children with disabilities.

Discipline: The Parents/Carers hereby confirm that they accept the authority of the lead assistant and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Pencoys 'Starlings' Wraparound Care community.

Severe weather: In the event of Pencoys 'Starlings' Wraparound Care closure due to severe weather, Parents/Carers will be informed via a phone call/the school website/ via Class Dojo message. A refund of session fees would be made under these circumstances.

Insurances: Pencoys 'Starlings' Wraparound Care undertakes to maintain those insurances, which are prescribed by law. The Pencoys 'Starlings' Wraparound Care is covered by the school's insurance.

Complaints: Parents/Carers who have cause for complaint in relation to any matters of quality, safety or care must inform Pencoys 'Starlings' Wraparound Care lead assistant. The Complaints Policy is available from the school office/school website.

Waiver: Any waiver of these terms and conditions is only effective if given in writing by and on behalf of the headteacher.

AGREEMENT BETWEEN PARENT/CARERS AND Pencoys PRIMARY SCHOOL

~ I understand that by completing and signing this contract and registration form I agree to meet the terms and conditions of Pencoys Primary School's Wrap Around Care. (Starlings)

~ I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.

~ I agree to collect/make arrangements for my child to be collected from Pencoys Primary School immediately if I am informed that he/she is unwell.

~ I agree not to send my child to Pencoys Primary School's Wrap Around Care if he/she is unwell.

~ I agree to pick my child up on a timely basis.

~ I agree to pay all fees, in full, on time.

Name of parent/carer:

Signature of parent/carer:

Date:.....

Please note that:

~ Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedures for Pencoys Primary School.

~ Pencoys's Starling Wrap Around Care follows the school safeguarding policy. (Located on website).

~ Pencoys Primary School reserves the right to amend the terms/conditions and registration fees at any time.

~ We cannot be held responsible for the loss or damage to children's property. Parents/carers should encourage children to take care of their own personal belongings and refrain from bringing toys etc into the setting.

~ It is our policy that everyone who attends, works in, or visits Pencoys's Starling provision has the right to enjoy the service we provide and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children and those around them.

~ In the event of a compliment, concern or complaint, Pencoys's Starling provision welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to Mrs C Bonds (headteacher).