



# Witton Church Walk CofE Aided Nursery and Primary School

## Witton Church Walk CE Nursery & Primary School

### Wrap Around Care – Terms & Conditions, September 2023

These terms and conditions refer to the running of Witton Church Walk CE Nursery & Primary School and the Wrap Around Care and form part of the agreed contract between the parents or carer and the school.

Nothing within these terms and conditions affects parent or carer's statutory rights.

#### Our School Commitment

At Witton Church Walk we strive to offer parents and carers high quality before and after school care each day. The clubs are managed by school staff who create a safe educational environment to facilitate children's play and learning of important life skills.

Before school care begins at 7.30am until the start of the school day. This will include a balanced breakfast provided by the club.

After school care will be provided until 5.50pm each day, with an early pick-up time of 4.15pm.

#### Admissions and Bookings

Admissions to our clubs via the application forms and processed by the Club Manager. Bookings are made via <http://www.wittonchurchwalk.co.uk/> and are on a first come first served basis when the need arises, except for siblings who will have priority for the same day booking.

All enquiries regarding the wrap around care are to be directed to the School Office or Wrap Around Manager Ms Naylor.

Bookings can be made in advance for a term and are confirmed on immediate payment. If needed, you can also book on a weekly basis and the deadline for the following week is Thursday at 12noon. **You will not be able to book if your account is in debt.**

Childcare vouchers and tax-free funding for wrap around care is available via Universal credits. Please speak to our Admin Team.

All bookings for attending Breakfast Club must be made in advance via <http://www.wittonchurchwalk.co.uk/>

Please call the following number with any changes during club time – **07398956285** - and the manager will answer. DO NOT phone the school landline during club time as the message may not get to the club.



## Witton Church Walk CofE Aided Nursery and Primary School

### Payment of Fees

The fees for September 2023 have slightly increased due to the cost-of-living increase and food prices.

We have managed to keep the costs unchanged for the last 2 years and we have also changed the menu to accommodate this:

- 7:30am-8:45am **£6.50**
- 8:15am-8:45am **£4:00**
- 3:15pm-5:50pm **£12:00**
- 3:15- 4.15pm is **£5.50**
- **10%** discount for siblings

Fees are subject for review annually and parents and carers will be notified of any changes in advance. We reserve the right to withdraw your child's place should your account get into debt and where debt remains unpaid, the debt will be passed to the Cheshire West & Chester Council's legal team to begin recovery procedures.

However, we are sensitive to parent and carer circumstances, therefore please contact school if you are experiencing financial difficulties.

### Changes to Bookings and Cancellations

Changes to bookings and cancellations are managed by the School Admin Team and can be made up to the day before. All changes to days are subject to availability and must be discussed with the Admin Team, via email, who require a minimum of **24 hours' notice, with the exception of an emergency situation.**

Please remember - Please call the following number with any changes during club time – **07398956285** -

**Fees will not be refunded if you fail to give 24 hours' notice**

### Opening Times

Before School Care: 7.30am

After School Care: end of school to 4.15pm or 5.50pm

Any planned closures will be notified in advance. The clubs will only close in the event of exceptional circumstances or when there is serious concern for the wellbeing of staff and pupils. Unplanned closure due to circumstances beyond our control will not be refunded.



## Witton Church Walk CofE Aided Nursery and Primary School

### Illness and Medical Conditions

If your child becomes unwell when attending any club, you will be notified as soon as possible. We reserve the right to treat pupils according to our First Aid policy and you will be informed of any accidents that occur. In the event that you are not contactable, but your child requires emergency care, an ambulance will be called and a member of staff will accompany your child. Clubs will only administer medication if a Consent to Administer Medicine Form has been completed and signed.

Please ensure that school holds up to date medical information about your child, especially if your child develops an allergy or asthma for example. You must email any changes of status to the School Admin Team.

If your child has a communicable disease, which is confirmed by a doctor, the school should be informed immediately so we can let our other parent and carers know.

### Arrival and Collection Arrangements

All children must arrive at the correct time for the before school clubs, not left on the premises early and therefore unattended, you may be charged the full £6.50

All children must be collected by an adult, or person over the age of 16, who has known permission to do so by School. You MUST provide a password and an up-to-date photograph of the adult or adults allowed to collect your child for security. We will only allow your child to leave with an appointed person. If this person changes, you must inform us as we may require evidence of that person's identity on arrival of the password.

If you drop your child off before the 8:15 am session you will be charged the full morning session fee **£6.50**

You will be fined **£5.00** if you are late to collect you child from the 4.15pm session and if after 4:30pm you will be charged for the full late session. **£12.00**

You will be fined **£5.00** if you are late to pick up your child from the 5.50pm session and after 6pm it will be **£1 per minute.**

### Behaviour and Conduct

Our staff maintain a courteous, caring and professional attitude towards children, parents, carers and colleagues always. We will not tolerate staff being treated disrespectfully or inappropriately by children, parents or carers and such behaviour may result in the termination of the club place.



## Witton Church Walk CofE Aided Nursery and Primary School

Families will be supported by managing disruptive or inappropriate behaviour and this will be reviewed by the Head teacher. However, if the circumstances are deemed unacceptable, or endangering the safety and wellbeing of other children, we may require your child to be withdrawn for an agreed period of time.

We will work with families to address any concerns or issues you may have when your child is attending the clubs. However, we reserve the right to withdraw your child's place if:

- You fail to adhere to the terms and conditions of the clubs
- You do not clear outstanding debts, subject to arrangements made with school
- Their behaviour is deemed unacceptable or endangers the safety and wellbeing of others attending the clubs, by the Head Teacher

**This policy will be reviewed every three years or sooner if required**

Version	Date Created	Owner	Date Approved by HT/Governors
1.0	June 2021	N Naylor	K Magiera October 2021
1.1	May 2024	N Naylor	K Magiera May 2024

**By booking on and taking a place at our wrap around care, you are accepting these terms and conditions.**