

The Hive at Wheelock Primary School

TERMS AND CONDITIONS



- I consent for my child to attend the before and after school club operated by Wheelock Primary School. I understand that the club has policies and procedures which are available for my reference at any time, and that there are expectations and obligations relating to both the club and myself and my child and I agree to abide by them all.
- I understand that the before and after school club is a play setting and that whilst my child is in attendance, Wheelock Primary School is legally responsible for him/her.
- My child will be provided with breakfast and/or a snack and drink whilst attending the club and I will ensure that any dietary requirements or allergies are formally communicated to the staff prior to attendance.
- Once my child is in the care of the before and after school club, they will remain as such until they are taken to class after the breakfast club and/or signed out and collected from the after school club.
- I will contact the club prior to the start of any session to request any additional sessions that have not been pre-booked during registration. I understand that I will be charged for all additional sessions attended and that these are charged at an additional cost of 75p per session. Additional sessions will be payable to the school upon receipt of an invoice.
- I will book my child into sessions on a termly basis and pay promptly upon receipt of each invoice issued by Wheelock Primary School, even if my child has not attended pre-booked sessions due to illness or holidays.
- I understand that should I wish to cancel my **contract** I will inform Wheelock Primary School in writing/via email giving a notice period of 4 weeks. The four week notice period will begin on the first Monday after the notice has been given.
All bookings paid for in advance and subsequently cancelled will be refunded in full or the amount added to your account as an account credit. Please telephone the office (01270 845911) or email office@wheelock.cheshire.sch.uk to cancel any bookings or amend any contracts.
- I understand that fees are payable monthly and that late payment will incur a £10 late payment fee.
- I understand that frequent late payment may result in my child's place at The Hive being withdrawn.
- I understand that if my account is still in arrears 28 days after an invoice has been issued, my child's place at The Hive may be withdrawn.
- It is my responsibility to ensure Wheelock Primary School is kept informed and up to date of any alterations to information provided regarding my child, i.e. contact details, medical conditions etc.

- I accept that my child may take part in messy activities while attending the before and after school club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- I understand that the before and after school club closes at 6.00pm. If, due to unforeseen circumstances I am going to be late I will contact the Manager directly as soon as possible on 01270 845909 and that should I not collect my child by 6.00pm that I will have to pay a charge of

Collection between 6.00pm and 6.15pm	£20.00
Collection between 6.15pm and 6.30pm	£30.00
Collection between 6.30pm and 6.45pm	£40.00
Collection after 6.45pm	£50.00
- If I do not collect my child by 6.30pm and the club has been unable to reach either myself or any of my emergency contacts, I understand that Wheelock Primary School will follow its safeguarding procedure and contact Social Services or the police.
- Whilst Wheelock Primary School tries to ensure the safety and security of items, I understand that they cannot be held responsible for loss or damage to my child's property.
- I have read the school's Behaviour Policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club. I also understand that I will still be invoiced for the missed sessions.
- Should there be any incidents or accidents at the before and after school club involving my child, I understand that I will be informed.
- If my child has an accident at the before and after school club he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child requires urgent medical treatment and I am unavailable, a member of staff from Wheelock Primary School has permission to sign any consent forms necessary for treatment on my behalf as stated on the Medical Form.
- Information held by the before and after school club within Wheelock Primary School will be treated as confidential. However, in certain circumstances such as in respect of child protection concerns, I understand that Wheelock Primary School has a legal duty to disclose certain information on to third parties including the Police, Social Care and health care professionals.
- I understand that a registration fee of £10 per family is payable upon submitting the Booking Form in order to secure the sessions required.

I have read and understood all of the above and agree to abide by all points at all times.