



Western Downland CE VA Primary School

Terms and Conditions Wraparound Care - After school Club Held at the Rockbourne Site

1. After School Club fees are £10 per session including minibus to the Rockbourne site where applicable.
2. An After-School Club Registration Form available from the school office must be completed and the contract must be signed before the child attends the club.
3. Parents/Guardians/Carers must ensure the After-School Club Leader is notified in writing of any changes to details on the registration form as soon as they **occur (in particular emergency contact numbers)**.
4. Parents must book and pay for the place for their child via ScoPay with at least a day's notice. Bookings made on the same day must be emailed or phoned through to the school office.
5. Although a variety of activities will be offered at the After-School Club, including the opportunity for children to do their homework, we will not make your child participate in any activity that they do not wish to. We will encourage your child to take part; however, we do not make any activity compulsory.
6. It is politely requested your child is collected from the After-School Club by 5.30pm.
7. Parents who are late collecting their child/ren will incur a penalty charge of £1.00 per child for every minute they are late after the official closing time of 5.30pm. This charge is to discourage people from arriving after 5.30pm and should not be seen as a charge permitting late collection. When collection after 5.30pm occurs regularly we reserve the right to withdraw access to the club.
8. Parents/Guardians/Carers must sign their child out of the After-School Club upon collection to ensure accurate registration details are maintained. If an authorised person has been nominated to pick up the child that person must be made known to the Club Leader.
9. The After-School Club reserves the right to exclude any child from the club whose behaviour is disruptive and prevents the After-School Club Leader from providing a safe, stimulating and happy environment for other children. This option will only be used in extreme circumstances and as a last resort after extensive consultation with parents/Guardians/carers and the children concerned.
10. The After-School Club has a responsibility to contact other agencies if we have concerns about the welfare of a child.

11. The After-School Club is governed by the rules, regulations, policies and procedures of Western Downland CE VA Primary School.
12. Where after school activities are provided by school staff or sports coaches, club members may attend, but will still be the responsibility of the After-School Club Leader.
13. If numbers on roll fall and the club proves not to be viable, parents will be given at least one terms notice in writing of our intention to close.

I have read the conditions which form the contract for the After-School Club and agree to abide by them.

Parents/carers signature:.....

Parents / carers name:.....
(PLEASE PRINT)

Child's name:.....Date:.....