

Camblesforth Wraparound Care: Terms and Conditions

Welcome to our Wraparound Care (WAC) service. To ensure a safe and well-run environment for your children, please review our terms and conditions below. Up-to-date pricing can always be found on the school website.

1. Sessions and Times

- **Breakfast Club (Monday–Friday):** 7:30 am – 8:50am. You may drop your child off anytime from 7:30am. A light breakfast is served until 8:15am, and children are taken to class at 8:50am.
- **After-school Club (Monday–Thursday):** 3:30pm – 6:00pm. Our team collects children from their classrooms at 3:30pm. A light snack is provided at 4:00pm.
- **Collection:** You are welcome to collect your child at any time before the session ends.

2. Registration and Booking

- **How to Register:** Before your child can attend, you must complete a **consent form below**.
- **Keeping Details Updated:** It is your responsibility to inform the Club Manager or School Office immediately of any changes to your contact details, emergency contacts, or your child's medical information.
- **Advance Bookings:** All sessions must be booked in advance.
- **Payment:** All fees and charges must be paid in advance online through **Arbor**. The person who makes the booking is responsible for ensuring payment is made.

3. Cancellations and Changes

- **Refunds:** To receive a refund for a booking, you must provide at least **24 hours' notice** of cancellation.
- **Late Cancellations:** If you provide less than 24 hours' notice, you will still be charged the full session rate.

4. Late Collections and Penalties

We ask that all parents/carers collect their children promptly at the end of their booked session.

- **Late Fees:** If you are 10 minutes late collecting your child, a **£5.00 penalty** per child applies. If you are 20 minutes or more past the club's closing time, the penalty increases to **£10.00** per child.
- **Conditions:** Penalties must be paid before your child can return to the club. We reserve the right to refuse admission to future sessions—even if already paid for—until outstanding penalties are settled.
- **Unplanned Attendance:** Any child not collected from school by 3:45pm who is not booked into the club will be charged the standard After-school Club fee.

5. Behaviour and Admission

We aim to provide a safe, positive environment for everyone.

- **Behaviour Expectations:** Persistent poor behaviour (such as bullying, rudeness, or damaging property) or serious one-off incidents that endanger others may result in your child being refused admission.
- **Incident Logs:** Staff record incidents of poor behaviour. Three recorded incidents may lead to temporary or permanent exclusion at the Club Manager's discretion.
- **Refusal of Service:** The school reserves the right to refuse admission if these terms (including payment and behaviour) are breached. **Refunds are not issued** if a child is refused admission for these reasons.

6. Help with Costs

You may be eligible for financial support through **Universal Credit** childcare or **Tax-Free Childcare**. For more information, please visit the [gov.uk](https://www.gov.uk) website.

7. Important Legal Information

- **Club Closures:** We reserve the right to close the club due to staff shortages, facility issues, or other essential reasons. We will provide as much notice as possible and are not liable for any personal costs or losses resulting from these closures.
- **Changes to Terms:** We may update these terms at any time and will notify parents/carers in writing.
- **Liability:**
 - **Medicine:** We accept no liability for administering medicine according to your written instructions. A signed medical form is required for any medication.
 - **Property:** We are not liable for loss or damage to personal property brought to the club.
 - **Medical Conditions:** We are not responsible for injuries related to pre-existing medical conditions that were not disclosed to us.