



### **IMPORTANT INFORMATION**

Shobnall Primary School Wrap Around Care Club cannot accept any child to attend unless a completed and signed Registration Form is submitted by the Parent/Person with parental responsibility.

Parents are responsible for ensuring that all contact details provided are kept up to date.

Contact details for the Wrap Around Care Club will be issued upon registration of the child/children to the Club.

Correspondence may be sent to the Club at the school address:-

Shobnall Stars  
Shobnall Primary School  
Shobnall Road  
Burton upon Trent  
DE14 2BB

### **HOME/WRAP AROUND CARE CLUB AGREEMENT**

I consent for my child to attend Shobnall Stars. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.

I understand that Shobnall Stars is a play setting and that whilst my child is there Shobnall Stars is legally responsible for him/her.

Once my child arrives at Shobnall Stars he/she will be in the care of Shobnall Stars until collected and signed out by an authorised person.

I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.

I will pay promptly for all booked and ad hoc sessions that my child attends.

It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).

I accept that my child may take part in messy activities while at Shobnall Stars. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.

Shobnall Stars closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the Club as soon as possible. I understand that I will be charged the late fee of £5.00 to cover the cost of the staff who are legally required to supervise my child.



If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Shobnall Stars will follow its **Uncollected Children Policy** and contact Social Care.

Gaining access to the building to collect their child/children will ONLY be via the School Hall unless prior notice has been given of an alternative collection point. Only Club staff will be allowed to give access to the Club and parents should not ask Children or other parents to let them in but should wait until a staff member allows access.

Whilst Shobnall Stars tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.

I have read the club rules and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the manager.

If there are any accidents or incidents at Shobnall Stars involving my child, I will be informed.

If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Shobnall Stars will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.

If a child becomes ill during a session, every attempt will be made to contact one of the people listed on the Registration Form to arrange collection of the sick child. The child will be cared for until collection. Medication can only be administered with specific written instructions and consent from a parent/person with parental responsibility.

Information held by Shobnall Stars regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.

I understand that aggressive and abusive behaviour towards staff will not be tolerated.

I agree that I will not use a camera, mobile phone or other mobile device on club premises.

I have read and **understood** the above terms and conditions and I agree to abide by them.

**Signed** \_\_\_\_\_ **Parent/Person with Parental Responsibility**

**Dated** \_\_\_\_\_