



**Great Waldingfield CEVC Primary School  
Early Birds and T-Birds Wraparound Club  
Terms and Conditions**

The following terms and conditions govern the basis on which Great Waldingfield CEVC Primary School agrees to provide a fee paying wrap around care both before and after school.

**Our obligation to you**

The school provides parents/carers with the opportunity to sign up for sessions using Arbor. We will try to accommodate your request for a place at Early Birds and/or T-Birds Club, but these are subject to availability as we work within set ratios.

Early Birds and T-Birds will run on a daily basis during term time.

If you have any concerns regarding the service we provide please contact Mrs Baker to discuss them.

**Your obligation to us**

You will need to consent to these terms and conditions if you wish your child to attend wrap around.

Please return the registration forms to the Birds staff before attending.

You must inform us immediately of any changes in your contact details, personal details, or your child's health details.

You must ensure that there is an alternative set of contact details which staff at the club can call if they cannot make contact with you.

We reserve the right to contact you to request that you collect your child if they become unwell whilst attending Early Birds or T-Birds, or if their behaviour is causing concern.

Full details must be given about anything that affects your child's health including allergies, medical conditions or recognised additional needs.

You must keep us informed as to the identity of the person/people who will be collecting your child from the club, if these people are different from those on the named adult collection form. If the staff are not satisfied that an individual is allowed to collect your child, we will not release them into their care.

Please do not drop your child off before the start time or arrive late to collect your child.

Please contact the club via their mobile phone 07762 022895 if you are unavoidably delayed and you will be unable to collect your child at the expected times. There will be a late collection charge of £5 if children are left after 5.30pm (Monday to Thursday) or 4.30pm on a Friday.

You must complete an online booking in advance of the selected sessions unless there is an emergency. The school has an obligation to contract the necessary ratio of staff to children and therefore prior notice is required.

In the case of an emergency you can still book your child into the wrap around care ( if there is space) by phoning the school office.

You will not present your child at the beginning of a day to wrap around care without first having booked a place or spoken to the School Office.

You will adhere to the collection time of 4.30pm and between 5.00pm and 5.30pm unless agreement has been made with the T-Birds Staff.

### **Payment of Fees**

The charges for each club are detailed on the school website, the leaflets and on Arbor.

Fees are payable in advance of your child attending the club. If payment has not been received, we reserve the right not to accept your child at the club. The only method of payment is via Arbor or Tax-Free Childcare Vouchers.

We may review the fees at any time, but we will give notice in advance.

Bookings can only be made on Arbor if your account is in credit.

A credit will be given if your child has not attended school that day due to illness and you have prepaid. You will need to phone the school office to cancel your booking and inform us of your child's absence.

Please note that 2 working days notice is required to cancel a session and not to be charged.

In the event of an emergency or bad weather resulting in the school closing we will inform parents/carers as soon as possible by text or email, via Arbor.

### **Suspension of a child from the club**

We may suspend the provision of clubs to your child at any time if you have failed to pay the fees due.

If your child's behaviour is deemed by us to endanger themselves, or the safety and wellbeing of others within the club it may be deemed necessary to suspend the provision of the club to the child whilst we try to address these issues with you.

### **Termination of the agreement**

We may terminate this agreement at any time.

We may terminate this agreement if:

You have failed to pay your fees.

You have breached any of your obligations to us under this agreement and you cannot put right that breach within 48 hours of you being notified of this breach.

You behave in an unacceptable way; we will not tolerate any physical or verbal abuse towards staff, volunteers or students on placement.

We take the decision to close the club. We will give you as much notice as possible in the event of such a decision.

**I understand that for my child to attend wrap around at Great Waldingfield CEVC Primary School I must agree to comply with all the sections of the terms and conditions.**