



St. Chad's C.E. Primary School

St. Michael Road, Lichfield, Staffordshire WS13 6SN

Tel: 01543 226080

Email: office@st-chads-lichfield.staffs.sch.uk

Achieve Through Belief

Wraparound Care Attendance

I confirm that I would like my child/(ren) _____ Year _____
 _____ Year _____
 _____ Year _____

To attend Breakfast Club, Afterschool Club or Both(*delete as applicable*) as per sessions I have booked or requested.

Terms and conditions

- Bookings, as far as possible, need to be made and paid for in advance via ParentPay. Please note the cut-off time for bookings is Thursday (at 11.59 pm) for the following week. A £5 administration fee will be charged for bookings requested after the cut-off.
- I have completed a OOSC Medical Form and will update the information if necessary
- Sessions available are:- Breakfast Club; After School Club until 5.00pm;After School Club until 5.55pm.
- All children attending breakfast club **must** arrive with an adult to be signed in on the register.
- Parents/Carers **must not** use mobile phones on the premises.
- If you need someone else to collect your child/children from After School Club then please inform a member of staff and use a password. We cannot release children to unknown/unauthorised adults.
- When leaving the premises please ensure your child/children are in your care at all times and take extra care when entering the car park. The gate outside the modular building is regularly used so it is important that you all leave together and please ensure the gate is closed behind you. **We ask you join us in taking an active part in safeguarding our children at this time.**
- If your child/children is/are uncollected from After School Club and no contact has been made from parents/carers, staff will follow the uncollected child policy.

Head of School: *Mrs J Aitken*
Deputy Headteacher: *Mr A Jones*



- Occasionally we have 'cinema time' and require your consent for your child to watch a PG film, eg. Frozen, Toy Story etc. **Yes I consent/No I do not consent** (Please delete as applicable)

Standard Charges:

Breakfast Club

7.45am - 8.45am £4.50 (inc breakfast)

After School Club

3.15pm – 5.00pm - £6.00

3.15pm – 5.55pm £12.00

Please note that all payments must be paid in advance on Parentpay. Failure to make payment will jeopardise your child's place in our Wraparound Care Clubs.

If you arrive after the booked session time to collect your child from After School Club you will be charged a lateness fee of £10.00 as well as the fee for the session attended. This charge is due to adult to child ratios which we must comply with for Ofsted regulations. Please note we require 7 days' notice for cancellations.

Please note persistent lateness may jeopardise your place in After School Club.

In an emergency

If you are held up for any reason, please telephone the direct After School Club number **01543 226081** to inform us so we can reassure your child/children.

Safeguarding children in Wraparound Care

St Chad's Wraparound Care team are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Anyone using St Chad's Wraparound Care will accept these principles. In the event of any concerns, advice from appropriate agencies will be sought.

If your child has had an accident at home then please inform a member of the breakfast club team. An injury on arrival form will be completed and you will be asked to sign this.

I accept the above terms and conditions.

Signed Parent/carer name _____

Date



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