



St Mark's CE Primary School

Wraparound Care

Sunset and Sunshine Club

Terms & Conditions

Our Terms and Conditions are designed to help us give your child a safe, secure and happy time with us. Please read them carefully.

Time & Location

Wraparound Care runs daily, term time only, and will be based mainly in the school hall; however, other parts of the school will be used when required.

The outside areas of the school will be used whenever possible. If poor weather, the outside covered areas may be utilised. Children are encouraged to have a coat available so they can go outside.

There are toilets within the school, which can be used by the club.

Enrolment

Parents are required to complete relevant forms that will be available on the Website and emailed via Parentmail to Parents.

Parents are required to update their information with the school office regularly to ensure that all health, medical and contact information is up to date.



Healthy Schools



Brantridge Lane, Staplefield, West Sussex RH17 6EN
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www.st-marks.w-sussex.sch.uk



Bookings, cancellations & payments

Cost will be £5.00 per session for Sunshine Club (Breakfast Club) commencing at 7.30 am – Breakfast included

Cost will be £2 per session for Sunshine Club (Breakfast Club) commencing at 8.15 am – Breakfast not included.

Cost will be £7.50 per session for Sunset Club for a period of 3.15 pm – 5pm (Monday/Tuesday/Wednesday/Thursday/Friday)

Late Fees if a child/ren is collected after the end of the session. Parents will be charged £5.

In return for St Mark's CE Primary School supplying Wraparound Care, Parent/Carers agrees to pay the agreed fee, monthly, in advance. Payment is due in full by the 1st working day of the month. It is the Parent's responsibility to ensure the payments are made in advance or the balance or a combination of both. A £25 administration fee will be levied each month payment is not made on time. This will be payable immediately. Repeated late payments or failure to pay a late fine may result in a withdrawal of the service.

If you wish to cancel a session, we require at least 24 hours confirmation of the cancellation in advance.

Changing or cancelling your set permanent booking: If you would like to remove sessions from your Term Booking (or cancel your Term Booking in full), you are required to give one calendar months' notice. You will be charged for your current booking for the duration of that month regardless of whether or not your child attends the sessions you wish to remove. After the duration of that month, your booking will change (or cease) according to your request.

Our Terms and Conditions are designed to help us give your child a safe, secure and happy time with us. Please read them carefully. Children's behaviour and end-of-day collections

Timekeeping: In order for our service to run smoothly, we ask all parents to be prompt when arriving and collecting children. You may of course ask someone else to collect your child if you are running late; we will require their name from you and photographic ID together with emergency contact numbers for them.





Late collections: The finish time of our service is 5 pm sharp. Please note that if you or your nominated person collects later than 5 pm you will be billed £5 per occurrence.

Behavioural expectations: All children are expected to behave according to our behaviour policy (which is available for you to read on our website). Any serious deviation from this may result in a child being removed from the club and not allowed to return. In this instance, no refund will be given.

Exclusion from using our service: We reserve the right to cancel your booking with us at any time, for reasons such as (but not limited to) repeated lateness collecting your child, or repeatedly paying your fees late. In these instances, we will write to you to give you a final warning. Should you collect late again or pay your fees late in the next 12 months we will cancel your booking, giving two weeks' notice to make alternative arrangements. In the event of us, cancelling your childcare you will be required to pay for your remaining fortnight in advance (if not already paid for). If you do not pay this fee, we will cancel your childcare with immediate effect.

Children's Welfare Sickness: We ask that if your child has sickness or diarrhoea they do not return to Wraparound Care for a period of 48 hours after the last episode.

We reserve the right to refuse admittance, and the right to suspend provision to any child if, in the opinion of St Mark's CE School, the child is not fit to attend due to illness.

Medicines: all medicines must be clearly named, labelled, and given to the Manager. This is a requirement even if the medicine is not to be administered during the session. Children are not allowed to have medicines in their bags. If we are required to administer medicine whilst your child is at Wraparound care, you will need to fill in a consent form and hand it to the manager upon arrival.

First aid: By accepting these terms and conditions you give permission for all necessary first aid to be administered to your child in the event of an emergency.



Toilet training: We understand that accidents do sometimes happen (and of course will deal with them sensitively when they do) but we cannot accept children who are unable to go to the toilet independently. By accepting these terms and conditions you confirm that your child is able to do this

