



UNDERWOOD WEST ACADEMY

Wraparound Club Contract

As Childcare Providers we will:

- Ensure that we provide a safe, secure and nurturing environment for your child.
- Provide childcare facilities for your child at the agreed times on the agreed dates.
- Provide a meal and drink for your child.
- Notify you at the earliest opportunity if we are going to be closed.

As Parents/Carers of a child in our Wraparound Club you will:

- Provide us with any information relating to your child's Wraparound Club place and complete all relevant documentation as requested.
- Notify us of any medical needs or special arrangements that may be needed for your child.
- Provide us with up to date contact details and immediately inform us of any change to this information.
- Inform us of any matters that are relevant to your child's safety and security.
- Keep us informed as to the identity of those persons authorised to collect your child from the Wraparound Club.
- Inform us immediately if your child is unable to be collected at the agreed collection time (Late fees apply).
- Inform us if your child is unable to attend the Wraparound Club.
- Adhere to the payment procedures as outlined in this document, at all times.

Payment of After School Club Fees

The fees for the Wraparound Club are:

A charge of £6 per session per child to be paid in advance at the time of booking via the School Spider App.

All bookings must be made via the School Spider App. Bookings can be made up to 24 hours before the session is required subject to availability.

If this procedure is not followed and places are requested on a 'last minute' basis, this will be subject to availability of spaces at the Club. You will need to pay for the session in advance. We are not obliged to honour these requests as places may not be available on the day. Wraparound Club is only available during term time excluding inset days – Wraparound Club will not be available when the school is closed to pupils.

Non-Payment of Fees

In the event of non-payment of fees for a session, your child's session in Wraparound Club will be cancelled and that place will then automatically be offered to the next child on the waiting list.

Late Collection Fees

You must collect your child at the agreed time of **no later than 5:30pm**. If you are unavoidably late, you need to let us know as soon as possible by calling 01270 260602. In the event of your child being collected late, a fee of £10 will be charged. After three late collections from Wraparound Club, your child will lose their place and their place will be automatically offered to the next child on the waiting list.

In the event of any child not being collected, it is school policy to contact the relevant authorities and arrange for emergency childcare for your child.

Cancellation

To cancel a booking you will need to provide 48 hours notice via the School Spider App. If you do not give us the required notice of any change or withdrawal then you will be required to pay in full for each session for which notice has not been given, refunds are not permitted for cancellations made with less than 48 hours notice.

Termination of Contract

You may immediately end this agreement if:

- We breach any of our obligations under this agreement, and have not or we cannot address any breach within a reasonable period of time.

School may immediately end this agreement if:

- You fail to pay the fees which are due.
- You have breached any of your obligations under this agreement.
- You behave unacceptably, as we will not tolerate any physical or verbal abuse towards the staff or management.
- You turn up excessively late for a collection (in excess of 30 minutes).

General

As a childcare provider, we are under an obligation to report any instances where we consider a child may have been neglected or abused to the relevant authorities, and may do so without informing you.

In the event of unexpected closure of the Wraparound Club, we are under no obligation to provide alternative childcare facilities for you.

If you have any concerns regarding the services we provide you should discuss this with a member of the school Office on 01270 260580.



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Wraparound Club Confirmation of Contract

I confirm that I understand the terms and conditions of this contract.

Child's Name		Class	
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Emergency Contact Number	
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Signature of Parent/Carer

Signature of Parent/Carer: _____

Name of Parent/Carer (please print): _____

Date of Signature: _____

Signature on behalf of Underwood West Academy.

Signature: _____

Name of Staff Member (please print): _____

Position in School: _____

Date of Signature: _____