



Bishop Winnington Ingram CofE School, CLUBS

hereafter referred to as the School Club/s

1.The Club/s commitment: 1.We will:

- 1.a Provide the agreed facilities for your child at the agreed times (subject to any days the club/s are closed).
- 1.b Try to accommodate any requests you make for any additions sessions and/or extended hours of childcare . Subject to legal staff/child ratios
- 1.c Try and accommodate any emergency requests for childcare where possible. Subject to staff/child ratios
- 1.d Provide you with verbal updates as to your child’s attendance on request.
- 1.e Try to make available a place for any sibling , subject to the club’s terms and conditions.
- 1.f Report any safeguarding concerns where we consider a child may be at risk, to the relevant authorities. We may do so without your consent and/or without informing you
- 1.g Close the club/s should BWI close
- 1.h Notify you of any days on which the club/s will be closed. If the club/s must close or we take the decision to close due to events or circumstances that are outside our control, we will notify you and request that you cancel any previously booked sessions which in turn will credit back to your account any monies paid for these sessions. We shall be under no obligation to provide alternative childcare facilities to you. If we need to close the school ‘on the day’, we will cancel/refund bookings.
- 1.i Provide a procedure for seeking to resolve any concerns regarding the services we provide. Please discuss these with the club/s managers
- 1.j Endeavour to accommodate all parents of children that require child care outside of normal school hours.. Subject to the club’s maximum operating number and terms & conditions. If a child’s needs requires additional support staff outside of statutory Ofsted guidelines, the school reserves the right to defer acceptance until a formal meeting with parents can be held and discussion has taken place regarding the payment of any additional staff required.
- 1.k Only release children to an adult or person over the age of 16 (proof of age may be requested) that is known to the school.

2.Your Commitment to The Club/s : 2. You Will

- 2.a Read and understand our policies and procedures within the club/s. These can be found on our website,
 - 2.b Give permission (by ticking the boxes) and signing the contract for our trained staff to administer medicines in the section headed WELFARE – FIRST AID & PRESCRIBED MEDICATION PERMISSION at the bottom of this contract.
 - 2.c Immediately inform us if your child is suffering from a contagious or infections disease. You must not allow your child to attend the club/s whilst suffering from a contagious or infections disease, which could be easily passed on to another child or staff member during the normal daily activities at the club/s.
- The below list shows our policies on certain illnesses, but is not exhaustive, as there may be other conditions of illnesses from which your child suffers which are not mentioned, but are considered contagious or infectious.
- Public Health England – Guidelines on Infections in Schools. We will follow the recommendations for the following:-
- Diarrhoea or vomiting—return after 48 hours after last bout of either if clear
 - Scabies - Return after first treatment
 - Head lice— Return after treatment
 - Flu and Swine Flu - Return after 5 days
 - Impetigo— Return 2 days after antibiotics
 - Measles— Return 4 days after rash starts
 - Chicken Pox— Return 5 days after rash starts
 - German measles— Return 5 days after rash starts
 - Verrucae No absence required
 - Hand, foot and mouth—no absence required
 - No absence required for other absences such as headache, earache, sore throat, tonsillitis, high temperature, conjunctivitis and cough or cold, we suggest the parent talks to our Welfare Assistant, and agree an appropriate response.
- We send children home if they have a high temperature.



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2.d Immediately inform us in writing of any changes to your contact details, or contact details of any regular collecting adults

2.e Keep us informed of whom will be collecting your child. If the person collecting your child is not usually responsible for collecting them we will require their name & contact details before the start of the club

2.f Have duty of care for handing over/collecting your child to/from their class teacher / nominated support staff. To ensure afterschool registration takes place.

2.g Expect to answer security question to verify your identity for any telephone enquiries concerning your child

2.h Inform us immediately if your child is subject to a court order and provide us with a copy of such order on request

2.i Immediately inform us if you are unable to collect your child from the club/s at the official collection time. A late payment charge may be applied (**£5.00 for every five minutes (or part thereof) for each child collected after the official closing time of the club**). Continued lateness will result in breach of contract and your child's place will be withdrawn.

2.j Refrain from bringing in toys or personal property into the club/s, we do not accept responsibility for any loss or damage to these items.

3. **Bookings and Payments;**

3.a It is the parents responsibility to book and pay for each club session that is required, sessions are not permitted to be altered on the day or historically, but can be cancelled in advance. Upon cancelling the monetary amount will be automatically credited back to your School Money account for use within the same club for another session.

3.b Bookings and Payments should be made via our School Money system. Bookings will not be confirmed without payment, when using Childcare Vouchers (Salary Sacrifice Scheme) or with your HMRC Tax Credit account, funds must have been sent to us and uploaded to your School Money account prior to booking (we require 14 days to allow for administration work). Please ensure that these clearly show your child's name and club required to ensure credits are uploaded to the correct club.

3.c Our fee structure will be notified to you in advance of your child starting the club/s, we may review these fees at any time, you will be informed about any changes to fees.

3.d If you have been unable to collect your child by the official collection time and as a result we have provided additional childcare, we reserve the right to charge the normal After School Club session charge.

3.e No refunds will be given for illness or bookings not removed before the day of attendance.

3.f It is the parent's responsibility to manage their School Money account. Refund requests for leavers or credit balance transfers to a sibling must be made in writing to the school within in the current academic year of the leaving date, any balances remaining after this time will be deemed as a donation and will be used to benefit the school.

Shared accounts will require both parties to send written requests, refunds will be made to one person/account only.

The school reserves the right to only refund when a pupil leaves the school. Balances cannot be transferred to another school

4. **Termination**

4. a We may immediately end this agreement and refuse entry if

4. b You have failed to pay your fees

4.b.a You have breached any of the obligations under this agreement and you have not or cannot put right that breach within a reasonable period of us asking

4. b.b. You behave unacceptably, as we will not tolerate any physical or verbal abuse towards staff

4. b.c Your child's behaviour is unacceptable or endangers the safety & wellbeing of any child or staff attending the club/s

4. c You may terminate this agreement, if we have breached any of our obligations or failed to put them right in a reasonable time frame.



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5. Employment or engagement of our staff:

The staff who look after your child at the club/s are directly employed by Bishop Winnington Ingram CofE School. We acknowledge that you may build up a strong rapport with our staff who care for your child and may consider employing or engaging them directly to provide childcare outside of the club/s environment. Our staff are not permitted to work for or provide services directly to you whilst still in the employment of Bishop Winnington Ingram CofE School unless we have given written consent. If you wish to engage a member of our staff on a regular basis which results in them leaving their employment with us, or reducing their hours of work to part time employment, you agree to pay Bishop Winnington Ingram CofE School the sum equivalent to 20% of the staff member’s gross annual salary at the time they left out employment, or reduced their hours of work to take up an engagement with you. This sum is intended to cover the costs incurred by us as a result of your direct engagement of our staff member. This provision will apply to any member of staff who had had contact with your child at Bishop Winnington Ingram CofE School in the 6 months prior to the termination of their employment or reduction in their working hours. This restriction applies whether or not you engage them directly or through a third party or agency or another intermediary. **Allergies / Special Arrangements**

It is the parents/guardians responsibility to inform the club/s staff of any special arrangements or allergies.

Outings

From time to time, the club/s may take the children on walk securely within our school grounds, by signing this contract you give permission for these activated to take place

6. GDPR (General Data Protection Registration):

In accordance with the GDPR, we are required under data protection legislation to protect the privacy and security of your personal information. We are responsible for deciding how we hold and use personal information and notify you of the information contained in our privacy notice, which can be found on our website, we can provide a hard copy of this should you require it.

Bishop Winnington Ingram may vary these terms and conditions upon giving you one months’ notice in writing.

WELFARE – FIRST AID & PRESCRIBED

MEDICATION PERMISSION

In the event of an accident or emergency, I give permission for the named first aider to administer emergency first aid treatment and if necessary Calpol, Nurofen or Piriton for pain relief.

In the event of illness, I give permission for prescribed medication to be administered in accordance with the medical professional’s directions.

All medicines must clearly show your child’s name, class and dosage & times to be given.

Contract Agreement

I hereby understand and consent to the terms and conditions as set out in this contract

Child’s Name

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Child’s Class

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Parent/s Signature

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Print name

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Date signed

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Signed on behalf of Bishop Winnington Ingram CofE School

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