



The Ark Wrap Around Care– Terms and Conditions

1. A completed registration form must be completed for all children using the facility
2. All bookings must be made and paid for no later than the Wednesday of the week before the required session
3. Children must be accompanied at drop-off for Breakfast Club. Children are not allowed to arrive at the Club unaccompanied.
4. For After School Club, parents need to specify in advance the collection time for their child. Collection times are 4.30pm and 5.30pm. Parents are able to collect before their specified time but no amendments to the charge will be made. Parents will be charged accordingly if they arrive after the time booked. £5 for each hour the child is present for – either in part or the whole hour
5. Any booking made without payment will be cancelled on the system. Payments must be made in advance.
6. The name of the usual person collecting your child should be notified on the registration form. To safeguard all children in our care we ask that a password be provided on the registration form which will be used if somebody other than the usual contact collects.
7. If a child is not collected by 5.30pm, staff will attempt to contact the nominated persons using the contact details provided on the registration form. If staff have been unsuccessful in contacting any of the authorised persons after 30 minutes, they will contact the Local Safeguarding Children’s Board (formerly Social Services) and follow their instructions.
8. If your child is ill and unable to attend, you must contact the school office by telephoning 01207 234020 to inform them.
9. In order to meet our duty of care, any child that has a place in a session where they do not appear will be presumed missing and the parents/carers will be contacted.
10. Parents/carers must ensure that the school is notified in writing of any changes to the registration form as soon as they occur (in particular, emergency contact numbers).
11. The Ark has a responsibility to contact Social Services if we are concerned in any way about the safety of a child. We have a duty of care for the welfare of the child and will share any concerns with the school, Child Protection Officer and SenCo.
12. All staff will respect the confidentiality of any information exchanged between them and parents/ carers.
13. If, after making a booking and paying, your child is unable to attend Breakfast Club or Wrap Around Care, you will not be able to have your payment refunded. Staff have been employed and food will have been ordered in advance for your child. An amendment can be made at the discretion of The Ark leaders with 48 hours notice.
14. Wrap Around Care cannot accept responsibility for a child’s possessions or valuables whilst they are attending the club.
15. All normal school rules and policies apply at Wrap Around Care. If you require Club staff to administer medicine (prescribed only), please complete a medicine form. The Ark policies can be found in The Ark tab on the school website.