

LYNGFORD PARK PRIMARY SCHOOL

Starlyngs Wraparound Care

TERMS & CONDITIONS

Child's Name:

Parent/Carer's Names:

1. BOOKING & REGISTRATION

- a. A completed registration form must be submitted to the school if you require a place at Starlyngs. Starlyngs staff should be notified if there are any changes to the information provided on the registration form.
- b. Children must be booked into Starlyngs via MCAS, 3 days in advance
- c. All payments are to be made online through MCAS
- d. If you are making a late booking over the phone then credit needs to be applied to account before we can book them in.
- e. If a booking has been made and your child does not attend the club without prior notice of 3 days, you will be charged for that session.

2. CONTRACT AGREEMENT

- I consent for my child to attend Starlyngs. I understand that the club has policies and procedures (which are available for reference on the school website), and that there are expectations and obligations relating to both the clubs and to myself and my child, and I agree to abide by them.
- I understand that Starlyngs is a play setting and that whilst my child is there Starlyngs staff are legally responsible for them.
- My child will be provided with a snack and drink whilst attending the 3.15-4.30pm session. I will inform staff of any allergies my child has.
- Once my child arrives at Starlyngs they will be in the care of Starlyngs staff until collected and signed out by an authorised person.
- I will notify the school before the start of the session if I am collecting my child from school on a day that they are booked to attend Starlyngs. I understand that I will be charged for that booked session.
- I will book my child into Starlyngs in advance via MCAS
- It is my responsibility to keep Starlyngs informed of any alterations to the information regarding my child (e.g. contact details, medical conditions etc...)
- Starlyngs closes at 5.45pm. If, due to, unforeseen circumstances, I am going to be late to collect, I will contact the Starlyngs team on 07493 977397 as soon as possible.

- If I do not collect my child by the end of their booked session, I understand I will incur a late collection charge of £10 to cover the costs of the staff who are legally required to supervise my child.
- If I do not collect my child by 6.15pm and the school has been unable to reach me or any of my emergency contacts, I understand that Starlynys staff will follow the Uncollected Children Policy and contact Children's Social Care.
- Whilst Starlynys tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss and damage to my child's property whilst at the club.
- I have read the school's wellbeing and behaviour for learning policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from Starlynys, and I will pay for any missed sessions unless agreed by the Headteacher.
- If there are any accidents or incidents at Starlynys involving my child, I will be informed.
- If my child has an accident at Starlynys, they will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of Starlynys staff will sign any consent forms as necessary for treatment on my behalf.
- Information held by Starlynys regarding my child will be treated as confidential. However, in certain circumstances, for example if there is a safeguarding concern, I understand that the school has a legal duty to pass certain information on to other agencies, including Police, Social Care and Health Care professionals.
- I understand that aggressive and abusive behaviour towards pupils, staff and visitors will not be tolerated.
- There is a Complaints Procedure Policy on the school website if required.

I have read the Uncollected Children Policy, the Wellbeing and Behaviour for Learning Policy and the Starlynys Admission and Fees Policy on the school website. I have read and understood the above terms and conditions and I agree to abide by them.

Signature:

Date:

When collecting your child from Starlynys After School Club, please call the Starlynys team on 07493 977397 to let them know you are at the gate.