



SUNSHINE WRAPAROUND CARE

STANWICK PRIMARY ACADEMY BEFORE AND AFTER SCHOOL CLUBS

Terms and Conditions 2022-2023

Stanwick Primary Academy Terms and Conditions relate to our Sunshine Club. Parents/Carers need to complete the Sunshine Club registration form before their child's first session and, by doing so, are agreeing that they have read and understood all terms and conditions.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/Carers must ensure that all details on the registration form are accurate and up-to-date. Any changes must be made in writing and given to the school office to pass onto the Sunshine club staff.
3. A waiting list system may be implemented when the need arises. The waiting list will operate on a first-come-first-served basis, with the exception of children with pupil premium allowance and to siblings who will have priority for the same day (s) as a sibling already attending.
4. Parents/Carers must inform Sunshine Club staff of any allergies or dietary requirements.
5. To access the club, parents/carers must use the double doors at the rear entrance to the school hall.
6. Parents/Carers will not be allowed to stay with their child in the club. We may have open sessions at specific times in the term and you will be invited to join us.
7. The Before School Club starts at 7.30am. Children must arrive before 8.10am if they wish to have breakfast. This session **MUST** be booked in advance on Wisepay.
8. For the Before School Club "short session" children can be dropped off at 8.30am. This session **MUST** be booked in advance on Wisepay as we cannot accept cash payments on the day. No breakfast will be provided.
9. The After School Club **MUST** be booked on Wisepay by 3pm on the day the session is required. The club finishes at 6pm and children should be collected promptly.
10. The After School Club "short session" runs between 3.25pm and 4.30pm. This **MUST** be booked on Wisepay by 3pm on the day the session is required as we cannot accept cash payments on the day.
11. The After School "transfer from another club" session runs from the outside provider's club end time until 6pm. This **MUST** be booked on Wisepay by 3pm on the day the sessions are required as we cannot accept cash payments on the day.
12. All children attending Before School Club will join the rest of the school at 8.50am by going straight into their classrooms, and will join the After School Club directly from their class in the afternoon.
13. The Sunshine Wraparound Club will not run on days the school is closed to the pupils. Parents/Carers will not be charged for days that the club is closed.
14. Fees are charged to cover staffing costs, general running costs and for the breakfasts/snacks when applicable. All Sunshine Wraparound Club staff are employed by the school and have a current DBS certificate.



15. If your child is unable to attend a booked session, please notify the club staff. Please also notify the school office if your child will not be attending school, following the usual absence procedure. Please note: At the time of booking, you select the specific days/dates which you would like your child to attend. If your child is unable to attend for any reason you will not be entitled to a refund. However, if more than 48 hours' notice is given we can transfer the booking to another date.
16. Before School Club is £4.50 per session, regardless of arrival time.
17. Before School Club short session is £1.00 per session
18. After school Club is £8.50 per session regardless of collection time.
19. After School Club Short Session is £3.50 per session (if collection is after the pre-paid time of 4.30pm, a full session will be charged)
20. After School Club transfer club session is £5.00 per session.
21. All payments for Sunshine Club must be paid in advance via WisePay, at the time of booking.
22. We accept Child Care Vouchers. Please contact finance@stanwickprimary.org.uk for further information.
23. Fees will be reviewed annually and parents will be notified of any changes.
24. The Wraparound Club policies and procedures reflect the school policies and procedures which can be found on the school website.
25. The Sunshine Wraparound Club staff reserve the right to exclude any child whose behaviour is disruptive, following the school's behaviour policy.
26. The Sunshine Wraparound Club staff will inform you of any accidents or incidents involving your child through the usual school communication procedures. There will be a qualified First Aider on site.
27. We will endeavour to provide a high-quality service to children and will seek feedback from parents from time to time. If you have any concerns please speak to the Sunshine Wraparound Club staff. If this is not resolved, please follow the school's formal complaint procedure.

*Any queries regarding our wrap-around care facilities e.g. terms and conditions, bookings, fees, collection times etc, please contact the Sunshine Club team in writing and leave in the school office. Our telephone number is **01933 839099**.*