



St Mary's Catholic Primary School
Rising Stars Wrap Around Care Club

PARENT / CARER AGREEMENT

Child's name _____

Parent or Carer's Name _____

In this document Rising Stars Wrap Around Care Club refers to Before school and After School Club.

- I consent for my child to attend Rising Stars Wrap Around Care (WAC).
- I understand that the club has policies and procedures. I agree to abide by them.
- I understand that whilst my child is at Rising Stars Wrap Around Care Club, Rising Stars WAC is legally responsible for my child.
- Once my child arrives at Rising Stars Wrap Around Care, he/she will be in the care of the Club until collected and signed out by an authorised person.
- I will notify the Club before the start of the session if I am not dropping off my child on a day that he/she is booked to attend the Club. I understand I will be charged for the pre-booked session, even if my child does not attend.
- My child will be provided with a healthy snack and drink whilst at the After School Club unless otherwise requested.
- Sessions must be booked and paid in advance by at least half a term's notice. Booking forms need to be returned as quickly as possible. Without a completed booking form being received by the Club, my child's place is not booked at the Club.
- I will pay promptly for all booked sessions whether my child attends or not (for example, due to illness or other). I understand that I am paying for a space at the Club, so if my child cannot attend I am still required to pay as staff have been booked and snacks purchased on pre-booked numbers.
- If I wish to cancel my child's place in the club or to cancel any sessions, I understand that 4 weeks notice must be given. Any sessions booked within this period will still be charged.
- Payment of adhoc (emergency) sessions will be paid at the time of short-notice booking or on the day of the session. Ad hoc sessions can only be booked if the office agrees that there is space to accommodate my child.
- It is my responsibility to keep the office informed of any alterations to the information regarding my child (e.g. contact details, medical conditions etc.)
- I understand that Rising Stars Club is a play setting.

- I accept that my child may take part in messy activities whilst at Rising Stars Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Whilst Rising Stars Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property.
- I have read the Club's Behaviour Management Policy and agree to its terms.
- If there are any incidents or accidents involving my child, I will be informed.
- If my child has an accident at the Club, he/she will be treated by a qualified First Aider and I will be informed as soon as possible. If my child needs urgent medical treatment from external agencies and I am unavailable, a member of staff from Rising Stars Club will sign any consent forms necessary for treatment on my behalf. This is as stated on the Club's medical form.
- Information held by Rising Stars Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to one of the designated senior persons responsible for Child Protection at the school. Rising Stars Club adheres to the Safeguarding Policies of St Mary's catholic Primary School
- I understand that aggressive or abusive behaviour towards staff will not be tolerated.
- If you require any further information on these Terms & Conditions, please ask the office to explain.

We hope you and your child enjoy the facilities we offer you.

Parents will be advised if there are any changes to this policy.

I have read and understood the above terms and conditions and agree to abide by them.

Signature:

Date: