BPS Wrap-Around Care

CONDITIONS OF PROVISION

Please read these Conditions of Provision carefully. All bookings for wrap around care are taken on the understanding parents/carers have read, understood and agree to adhere to this document.

1. REGISTRATION, SESSIONS AND CHARGES

1.1. Care is provided from 7:30am - 8:45am and 3:15pm - 6:00pm during term.
1.2. Bookings should be made at least 3 days in advance via Parentmail. Emergency bookings may be accepted, subject to numbers, within 24 hours of the session. Emergency bookings should be arranged and confirmed by the school via telephone (01280 812864).
1.3. We require at least 3 days notification of a booking cancellation or alteration. An administration fee of £2 will be deducted for all cancellations made in this time frame. Any cancellations with less than 3 days' notice will not be eligible for a refund.
1.4. Please collect your child **promptly** at the end of their session. Extra care for children who are collected late will be charged at £2.50 every five minutes (or part) outside the booked session. If you are going to be unavoidably delayed and unable to arrange collection, please contact us on 07707525982 to enable us to arrange supervision. If a child is not collected on time, we will telephone you or your emergency contact. If we cannot reach you after 30 minutes of trying, we will follow safeguarding procedure and contact Social Services/Police.
1.5. Payments must be made at the time of booking. Any outstanding fees beyond 7 days will result in future bookings not being accepted. Legal action may be taken and the costs added to the outstanding fees if payments are not made. Any default on payment will incur administration fees.
1.6. Accounts in debt will informed via email.
1.7. To discuss any issues or concerns regarding payment, contact Jake Townsend, Finance Manager, 01280 812864.

2. SAFETY

2.1. The club is based within a busy school site. Please do not drive onto the site after 7:30am or before 4:30pm.
2.2. BPS wrap around care operates a Child Protection Policy, in line with the main school policy. Copies are available on the website or from the school office.

3. SICKNESS, ABSENCE, AND SPECIAL REQUIREMENTS

3.1. If your child becomes ill during a club session, a member of staff will contact the parent/guardian or the emergency contact. Please choose your emergency contact carefully to be sure they are likely to be available for collection if you are not.

3.2. Please inform the school office if your child is not attending.
3.3. Fees are due during periods of absence including sickness.
3.4. We will follow the information provided by parents regarding dietary needs on medical (diagnosed in writing by a doctor or dietician), religious & ethical grounds.

4. OTHER CONDITIONS OF PROVISION

4.1. BPS Club does not accept responsibility for accidental damage to or loss of property. The club does maintain those insurances required by law. Details of these are available from the office along with copies of Employer's Liability and Public Liability Insurance policies.
4.2. Your child's personal data will be accessed via the school's data base. The data is stored in the UK. The staff occasionally take photographs within the club, these photographs will only be used in line with parental consent for school photographs.

DECLARATION

By booking your child into wrap around care, you agree to abide by the above Condition of Provision.