

Parent/Carers Ad-hoc contract (by booking ad-hoc sessions I agree to the following):

Note; Wrap Around Care Club will be shortened to WACC throughout the contract.

1. **Ad-hoc WACC Collection Time:** I understand that the collection time for WACC ad-hoc sessions is 4.15pm and agree to collect my child before this time. I understand that this facility may be removed if I fail to collect my child on time.
2. **Consent for WACC Attendance:** I consent for my child to attend WACC. I understand that the WACC has established policies, procedures and expectations, and I agree to abide by them.
3. **Child's Care and Responsibility:** Once my child arrives at WACC or is collected by WACC, they will be in the care of the WACC Team until collected by a "named" responsible adult, details of which are held by Hagley Primary School.
4. **Snack:** My child will be provided with a snack and drink whilst at the Club.
5. **Absences:** I will inform the WACC if I am collecting my child from School on a day that he/she is booked into the Club.
6. **Updating Personal Information:** I understand that it is my responsibility to keep Hagley Primary School informed in writing, of any changes to my child's information, including emergency contact details, medical details and other important updates.
7. **Messy Play:** I understand that whilst at the WACC my child may get involved in messy activities and will provide my child with appropriate clothing to accommodate this if necessary.
8. **DVD's:** I understand that from time to time children within WACC are able to enjoy a appropriate film, I understand that some of the movies viewed are rated PG.
9. **Late Collection:** If I am delayed due to unforeseen circumstances, I will contact the WACC as soon as possible to inform them.
10. **Late Collection Fees:** If my child is not collected by 4.15pm I will pay a charge of £10 per child, per late collection. I will also be charged an additional £10 per child for every 15minutes thereafter.
11. **Uncollected Children:** If any child is not collected by 4.15pm, after doing everything possible to contact parents and emergency contacts, then the WACC staff will be legally required to contact Social Services.
12. **Personal Belongings and Security:** Whilst WACC try to ensure the safety and security of items, The WACC are not responsible for any loss or damage to personal belongings whilst at the WACC.
13. **Mobile Phones:** I understand children will not be allowed to use their own mobile telephones during their time at the WACC. Mobile telephones will be handed to WACC staff and kept in a box at WACC reception. Please note that parents and carers are not allowed to use mobile phones whilst in WACC.
14. **Incident Reporting:** If my child is involved in an incident at WACC, I will be notified as soon as possible.
15. **Accidents and Emergency Medical Treatment:** If my child has an accident, then he/she will be treated by a qualified first aider and in the event of an emergency, I will be informed of the situation as soon as possible. If there is a situation where my child needs urgent medical treatment and I am unavailable, a WACC staff member may sign any consent forms necessary for treatment on my behalf. For non-emergency first aid, written information is provided
16. **Toileting:** I understand that my child must be able to use the toilet independently to attend WACC, unless there is a medical reason. I understand that my child's place at the WACC may be withdrawn if my child is not able to use the toilet independently.
17. **Confidentiality and Safeguarding:** Any information and details regarding my child will be treated as confidential. However, in cases of child protection concerns, the WACC may be required to share information with external agencies such as Police, Social Services and Health Care Professionals.
18. **WACC Fees and Payment Updates:** WACC fees, including late payment fees, and late collection fees, are reviewed annually. A minimum of 4 weeks' notice will be given for any changes to fees. Up-to-date information will be available on the school website.
19. **Payment options:** I understand that due to the ad-hoc service I am only able to book and pay for ad-hoc sessions through ParentPay.