

# Riverboats Wraparound Care, Upton-upon-Severn CofE Primary



## Terms and Conditions

### **BEFORE WE CAN ACCEPT YOUR BOOKING, YOU MUST READ AND AGREE TO THE FOLLOWING TERMS AND CONDITIONS OF THE CLUB**

- Your child must be registered with Upton-upon-Severn CofE Primary and Pre School/Riverboats Holiday Club before bookings are made, even if you only intend to use the club occasionally.
- Registration and Booking forms are online and can be obtained from the school office
- Please fill in a booking form for each half-term in advance.
- A minimum of 48 hours' notice must be given to book any sessions. However, 'Ad-hoc' bookings may be possible if staffing levels allow, please email '[riverboats@uptonuponsevern.worcs.sch.uk](mailto:riverboats@uptonuponsevern.worcs.sch.uk)' adding subject 'Wrap around Care'.
- It is preferable to make all bookings in advance using a booking form.
- A minimum of 48 hours' notice must be given to cancel a pre-booked session otherwise, the full rate will be charged 'Cancellation Timescale'. Exceptional circumstances for short notice cancellation may be considered at the discretion of the Lead Supervisor.
- All sessions booked, and not cancelled within the required Cancellation Timescale, will be invoiced a month in arrears and are to be paid for within 14 days of invoice date.
- All invoices will be emailed to your child(ren)'s first named contact.
- If invoices are not paid in time, your child(ren) may **NOT** be able to attend any future sessions.
- You must inform us, preferably in writing, if anybody else, other than those listed on your child's records, will be collecting your child.
- Anyone picking a child up **MUST** ensure a staff member has signed their child out with the time of leaving.
- Parents must inform the Wraparound Co-ordinator of any change of address, contact phone numbers or changes in medical conditions.
- In an emergency, trained staff will administer first aid, and accompany them to hospital if required.
- Staff will administer medicine such as those provided for asthma, diabetes etc. Staff will administer prescription only drugs, providing the correct consent forms have been completed in the school office/Riverboats Holiday Club.
- Children who are ill must not attend the club and in the event of sickness or diarrhoea must be off for 48 hours after the sickness or diarrhoea has finished.
- Parents should park in School Lane, Gardeners Walk or the library car park and use the designated entrance in Price's Lane when collecting their child(ren) from the club. Please do NOT use the staff car park or Price's Lane (unless you have a disability-parking badge to use the disabled space).
- If your child is ill whilst at the club, staff will contact you to collect your child.
- Please do not arrive late to collect your child. Children can become distressed if they think they have been forgotten. If lateness is unavoidable then please telephone us on 01684 592259 (option 2). If your child stays into the next session, the fee for this session will apply.
- Parents who are late in collecting their child after 6.00pm will incur a charge of £5.00 per 15 minutes.
- The Wraparound Co-ordinator may have to contact the Police and/or Children's Services if a child is left for more than 45 minutes without prior consent and ALL emergency contact numbers have failed to establish a link with the family.
- Any concerns should be referred to the Wraparound Co-ordinator and/or Head Teacher in the first instance.
- Should you wish to make a formal complaint about Riverboats wraparound care, please follow the school complaints policy and procedures.
- All behaviour issues will be dealt with in line with the school behaviour policy. Should the need arise; issues with children will be brought to the attention of their parents and/or Head Teacher. If an issue

cannot be resolved satisfactorily then in exceptional circumstances a child may be asked to leave Riverboats Wraparound Care.

- All children will be registered by the Lead Supervisor upon their arrival at the club. The Lead Supervisor and Supervisors will adhere to all Upton-upon-Severn CofE Primary and Pre School policies along with relevant legislation such as: *Disability Discriminations Act, Race Relations Act, Sex Discrimination Act, Children’s Act, Data Protection Act and adheres to other school policy and procedure such as Safeguarding and Bullying*. The policies will be kept on our website and paper copies can be obtained from the school office.
- We are Riverboats Wraparound Care. During your child’s time with us, we will gather and use information relating to you and your child. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left. Anything that we do with an individual’s personal data is known as “processing”.
- Our privacy policies, which can be found on our website [uptonprimaryschool.education](http://uptonprimaryschool.education), sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.
- Riverboats wraparound-care charges are detailed below; these charges are subject to change. The School's Governing Body will give at least half a terms notice of any changes to the prices listed below.

## Riverboats Wraparound Care – Current Prices (With effect from 1st November 2021)

### Breakfast Club is from 7:30am – 8.45am

- Breakfast will consist of cereal, waffles, pancakes or toast with a selection of spreads and a drink. We will endeavour to cater for all special dietary requirements as are notified to us.
- At the end of the breakfast club session the children will be sent to their classrooms at 8.45am; Nursery and Reception children will be taken to their classrooms.

### After School Club is from 3:05pm – 6.00pm

- A snack and drink will be provided straight after school.
- A light tea will be provided at 5.00pm for those children booked up to 6.00pm consisting of a meal such as beans on toast, stuffed pitta bread or crumpets with a drink. We will endeavour to cater for all special dietary requirements as are notified to us.
- There will be a range of activities at the After-School Club which may include film club, water fun, board games, sport, play and (weather permitting) outdoor activities. We will also provide an area for reading and homework.

Session	from	until	Cost of whole session or part thereof per child
Breakfast club	7.30am	8.45am	£4.50 - light breakfast served up to 8.15am
The Moorings (after school club)	3.10pm	4.30pm	£5.00
	3.05pm	6.00pm	£10.50 - to include a light tea at 5.00pm
Full Wrap! (Breakfast and The Moorings)	7.30am To 8.45am	3.05pm to 6.00pm	£14.00 - light breakfast served up to 8.15am with a light tea at 5.00pm

# Riverboats Holiday Club

## Current Prices (With effect from 1st November 2021)

### **'Full Day' Wrap from 8.15am to 5.30pm - £32.00 per child per day**

- Breakfast will consist of cereal, toast, pancakes and waffles with a selection of spreads and a drink. We will endeavour to cater for all special dietary requirements, but notification must be given in advance on the registration form. Children should bring a packed lunch and drink each day with them.
- A light tea will be provided at 5.00pm consisting of a meal such as beans on toast, wraps and pasta bake with a drink.

### **'School Day' Wrap from 8.45am to 3.05pm - £17.00 per child per day**

- Mid-morning/afternoon snack and drink will be provided. Children should bring a packed lunch and drink each day with them.

There will be a range of activities at the Riverboats Holiday Club which may include film club, art, craft, water play, sports, party games, cookery, computers and (weather permitting) outdoor activities. The use of the school field and forest school is also available for the children to use under close supervision. All Children need to bring wellington boots and/or outdoor shoes where applicable and a change of clothes/sun cream for warm weather days.

**Please remember that you must ensure we have up to date contact numbers. Let us know of any changes immediately.**

### **Payment options**

- Our method of payment is via:
  - For children who attend Upton-upon-Severn CofE Primary School - Payments4Schools
  - For all other children - BACS or credit/debit card through SumUp
- Childcare vouchers and Tax-Free Childcare payments are accepted; please discuss arrangements with the school office.
- Payment is required within 5 days of receiving booking confirmation email to secure your child's booking. A surcharge of £10 will be added onto overdue accounts and further use of the club may be restricted until the debt is cleared.