

(Please Keep For Your Information)

Rivelin Wraparound Club

Before School and After School Child Care

Rivelin Primary School offers their own breakfast and after school care provision. The sessions are charged at £4 for breakfast club which is open from 7.45 am. Each child will receive a healthy breakfast and a drink with quiet space and activities so they are ready for the start of school. Children are accompanied to class at 8.40 am. The after school care is £8 per session, KS1 children will be collected from their class at 3.05 pm and KS2 children will be collected from the KS2 hall at 3.10pm. There will be a healthy snack and drinks available. The provision ends at 6.00pm and we would ask that all children are collected promptly to avoid extra charges to parents. **Children will only be allowed home with a responsible adult that is known to the staff on duty.**

During Wraparound Club's opening hours, the staff can be contacted directly using the following mobile number: **07982410192**. If you are having difficulty collecting your child on time, then please ring this number. The staff will have copies of your registration form and medical form for use in emergencies. This will be stored securely in an area where it is easily accessible for staff.

Wraparound Club has its own email address as follows: **wraparound@rivelin.sheffield.sch.uk**

This provision is registered under the school so when you notify the tax credits of your childcare provision you need to use the school's OFSTED registration number: 107081. If you wish to use childcare vouchers through your employer's HR, then you need to give them the following details:

Rivelin Primary School
Morley Street
Sheffield
S6 2PL

OFSTED No: 107081

DFE No: 2338

LEA No: 373

Cancellation Policy

Please note that the club reserves the right to charge you for booked sessions which have not been cancelled by Wednesday of the week before

Rivelin Wraparound Club - Parent/Carer's Contract

(Please return to the school office)

Child's Name:	Class:
Parent/Carer Name:	

- I understand that Rivelin Wraparound Club is a play care facility and that whilst my child is there, the staff are legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child is delivered in person by a parent or carer to Rivelin Wraparound Club he/she will be in the care of the staff until collected and signed out by a 'named' responsible adult.
- I will inform the person in charge if I am collecting my child from school on a day that he/she is booked in to the club.
- I will book into the club on a weekly basis.
- It is my responsibility to keep the staff informed of any alterations to information regarding my child.
- The after school care closes at 6.00 pm and if for any unforeseen circumstances I am going to be late I will contact the staff directly.
- If my child is not collected by 6.00 pm I will pay a £10 charge per quarter of an hour to cover the costs of the two staff who are legally required to stay.
- If any child remains at 6.30 pm after doing everything possible to contact parents and emergency contacts, then the staff at the club will be required to contact Social Services.
- Whilst we try to ensure the safety and security of items we cannot be held responsible for anything lost or stolen.
- I am aware of the school behaviour policy and agree to its terms. If there are major issues with my child's behaviour they will be discussed with my child and myself. I understand that if their behaviour does not improve my child may not be allowed to attend.
- Should there be any incidents at Rivelin Wraparound involving my child then I will be informed of the situation.
- If my child has an accident, then he/she will be treated by a qualified first aider and I will be informed of the situation. In cases of serious injury an accident form will be completed and parent/carers will be asked to sign this form to show they are aware of this injury.
- If there is a situation where my child needs urgent medical treatment and I am unavailable, the member of staff from Rivelin Wraparound may sign any consent forms necessary for treatment on my behalf.

- Any information and details regarding my child will be treated as confidential. However, there may be times for example in cases of child protection concerns, when details of my child may be passed on to other agencies. For example, Police, Social Services, and Health Care Professionals.
- Please note that the club reserves the right to charge you for booked sessions which have not been cancelled by Wednesday of the week before.

Emergency/Last Minute Bookings

If you need to make a last minute booking, please telephone the school who will pass on details to the “Rivelin Wraparound Club” Staff. Please only use this for unforeseen circumstances as extra children will affect our staffing ratios.

Payment

In the interim period, 25/03/19 – 24/7/19, payment for regular and ad-hoc sessions must be made within 7 days of the invoice, which will be sent out monthly in arrears. Please pay on Schoolcomms by credit or debit card.

From 25/07/19, payment for regular and ad-hoc sessions must be made at the time of booking. The system will not allow bookings to be made where accounts are in arrears. Please therefore ensure that all accounts are up to date before bookings are required from the start of the new school year. Please pay on Schoolcomms by credit or debit card.

Please return this form to the school office as soon as possible. By completing and returning this form you are confirming that you have read and understood the above terms and conditions and agree to abide by them.

If you have any questions, please feel free to contact the school office on 0114 2341304.

Please return this page the school office.

**Does your child have any special requirement e.g. diet, allergies, other requirement
Yes/No?**

If yes, please provide details

Does your child have any special Medical Conditions Yes/No?

**If yes, please provide details and information of any medication that we may need to
know about**

**Please Supply the details of 2 people who will be collecting your child. Please note that
no one under 18 may collect a child**

1st Contact

Name

Telephone Number

2nd Contact

Name

Telephone Number

Print Name: _____

Signature: _____

Date: _____