



Cleadon Owls Terms and Conditions

General

- I consent for my child to attend Cleadon Owls Wrap Around Care Provision.
- I understand that the Cleadon Owls staff will be responsible for my child once on the Academy premises and whilst out on pre-planned trips.

Policies

- I agree to abide by the policies and procedures of Cleadon Church of England Academy (copies can be requested or these are available on the Academy website).

Drop-off / Collection

- I will drop off and collect my child at the Academy entrance signing the register.
- I understand that Cleadon Owls closes at 6pm. If, I am going to be late, I will contact the staff as soon as possible.
- I understand that if my child is not collected by 6:45pm then staff will follow the procedures for an uncollected child and contact Social Services.

Booking

- I will book my child into Cleadon Owls on a half termly basis.
- I will pay for all sessions in advance of them taking place.
- I will notify the Cleadon Owls staff if my child cannot attend a booked session. I understand that full payment will be taken if I fail to inform staff of absence.
- I understand that there could be some slots available on a day to day basis however this will depend on staff ratios.

Behaviour

- I have read the Cleadon Church of England Academy behaviour policy and agree to its terms.
- I understand that persistent misbehaviour may mean that my child is asked to leave Cleadon Owls.
- I understand that my child will be expected to follow the Academy's values and behaviour expectations at all times treating staff with respect.
- I understand that aggressive and abusive behaviour will not be tolerated towards Cleadon Owls staff.

Information

- I will notify staff of any allergies that my child has.
- I will keep the Cleadon Owls staff informed of any changes in my child's personal information / contact details as soon as possible after a change has occurred.

- I understand that any information provided by myself regarding my child will be treated confidentially. However, in certain circumstances, (e.g. Safeguarding) this information may be passed on to other agencies if required.

Injury / Illness

- I will collect or arrange collection of my child if they become unwell during a session.
- I understand that my child will be treated by qualified First Aiders at Cleadon Owls if they suffer a minor injury.

Snacks

- I will notify staff of any dietary requirements that my child has.
- I understand that my child will be provided with healthy snacks and drinks at the provision.