



**SHINE CLUB WRAPAROUND CARE
ST PETER'S CE ACADEMY BEFORE AND AFTER SCHOOL CLUBS
Terms and Conditions**

St. Peter's CE Academy Terms and Conditions relate to our Shine Club.

Parents / Carers need to sign up on Arbor to register for Shine Club, if your child attends Raunds Park Infant School you need to complete a registration form before their child's first session and, by doing so, are agreeing that they have read and understood all terms and conditions.

1. Parents/Carers **must** ensure that all medical and contact details on Arbor are accurate and up to-date.
2. A waiting list system may be implemented when the need arises. The waiting list will operate on a first-come first-served basis.
3. Parents/Carers must update Arbor and inform Shine Club staff of any allergies or dietary requirements.
4. To access the club, Parents / Carers must call the school line on 01933 622400
5. The Before School Club starts at 7.40am. Children must arrive before 8.20am if they wish to have breakfast. This session **MUST** be booked in advance on Arbor.
6. The After-School Club starts at 3:30pm. This session **MUST** be booked in advance on Arbor. The club finishes at 5:30pm and children should be collected promptly.
7. All children attending Before School Club will join the rest of the school at 8.40am by going straight into their classrooms, or walked round to Raunds Park Infant School and will join the After-School Club directly from their class in the afternoon or collected from Raunds Park Infant School.
8. The Shine Wraparound Club will not run on days the school is closed to the pupils. Parents / Carers will not be charged for days that the club is closed.
9. Fees are charged to cover staffing costs, general running costs and for the breakfasts/snacks when applicable. All Shine Wraparound Club staff are employed by either Raunds Park Infant School or St. Peter's CE Academy and have a current DBS certificate.
10. If your child is unable to attend a booked session, please notify the school office at St. Peter's CE Academy and Shine Club. Please note: Pre-booked session can be amended; however, the office requires 48 hours' notice. At the time of booking, you select the specific days/dates which you would like your child to attend.
11. Before School Club is £4:00 per session, regardless of the arrival time.
12. After school Club is £8.00 per session, bookable as two separate hours at £4.00 per hour.
13. All payments for Shine Club must be paid in advance via Arbor, at the time of booking.
14. We ask that if you do book sessions without a credit on the account, that the balance is cleared within 5 working days. Failure to credit the account within this timeframe could result in the withdrawal of this facility
15. We are able to accept Child Care Vouchers. Please contact St. Peter's CE Academy to discuss this option.
16. Fees will be reviewed annually and parents will be notified of any changes.
17. The Wraparound Club policies and procedures reflect the school policies and procedures which can be found on the school website.
18. The Shine Wraparound Club staff reserve the right to exclude any child whose behaviour is disruptive, following the school's behaviour policy.
19. The Shine Wraparound Club staff will inform you of any accidents or incidents involving your child through the usual school communication procedures. There will be a qualified First Aider on site at all times.
20. We will endeavour to provide a high-quality service to children and will seek feedback from parents from time to time. If you have any concerns, please speak to the Shine Wraparound Club staff. If this is not resolved, please follow the school's formal complaint procedure.

If you have any queries regarding our wrap-around care facilities e.g. terms and conditions, bookings, fees, collection times etc, please contact the Shine Club team in writing and leave in the school office. Our telephone number is 01933 622400.