



SHINE CLUB WRAPAROUND CARE
ST PETER'S CE ACADEMY BEFORE AND AFTER SCHOOL CLUBS
Terms and Conditions 2020-2021

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

Parents / Carers need to complete the Shine Club 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) Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
- 2) Parents/Carers must ensure that all details on the registration form are accurate and up to-date. Any changes must be made in writing and given to the school office to pass onto the Shine Club staff.
- 3) A waiting list system may be implemented when the need arises. The waiting list will operate on a first-come-first-served basis, with the exception of children with pupil premium allowance and to siblings who will have priority for the same day(s) as a sibling already attending.
- 4) Parents/Carers must inform Shine Club staff of any allergies or dietary requirements.
- 5) To access the club, Parents / Carers must use the double doors at the right-hand side entrance to the school hall (next to the bike and scooter rack).
- 6) 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 Wisepay.
- 7) The After-School Club starts at 3:30pm. This session MUST be booked in advance on Wisepay. The club finishes at 5:30pm and children should be collected promptly.
- 8) All children attending Before School Club will join the rest of the school at 8.40am by going straight into their classrooms, and will join the After-School Club directly from their class in the afternoon.
- 9) 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.
- 10) 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.
- 11) 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: At the time of booking, you select the specific days/dates which you would like your child to attend. If your child is unable to attend for any reason you will not be entitled to a refund.
- 12) Before School Club is £3:00 per session, regardless of the arrival time.
- 13) After school Club is £6.00 per session, bookable as two separate hours at £3.00 per hour.
- 14) All payments for Shine Club must be paid in advance via WisePay, at the time of booking.
- 15) We will be able to accept Child Care Vouchers in September, once the system is set up. St. Peter's CE Academy will notify parents when this is available.
- 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.

Mountbatten Way, Raunds, Wellingborough,
Northamptonshire NN9 6PA

T: 01933 622400

E: enquiries@stpetersschoolraunds.co.uk

www.stpetersschoolraunds.co.uk



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- 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.
- 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 Sunshine 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.

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