



Highfield Primary School

Sandringham Green, Leeds, LS17 8DJ

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Headteacher: Jonathan Feeley

Deputy Head: Liz Bowker.

Parent/Carer's Highfield Wraparound Childcare (HWC) Contract

Childs name: _____ (one per child)

Parent or carer's name _____

- I consent for my child to attend HWC. I understand that HWC has policies and procedures (which are available for reference at the club) and that there are expectations and obligations relating both to HWC and to myself and my child and I agree to abide by them.
- I understand that HWC is a play setting and that whilst my child is there HWC is legally responsible for him/her.
- My child will be provided with food (if they are in attendance at the appropriate time) unless otherwise requested. We are happy to accommodate dietary requirements where possible.
- Once my child arrives at HWC he/she will be in the care of HWC until collected and signed out by an authorised person.
- I will notify HWC before the start of the session if my child is not attending. I understand that I will be charged for the booked session.
- I will book my child into HWC on a termly basis and will pay promptly for all booked sessions whether my child attends or not (e.g. due to illness or holidays), unless I have made other arrangements with the manager.
- It is my responsibility to keep the HWC manager informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at HWC. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- HWC closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late I will contact the manager/deputy as soon as possible.
- If I do not collect my child by 6.00pm I will pay a charge of £10.00 per 5 minutes late fee.
- If I do not collect my child by 6.15pm and HWC has been unable to reach me or any of my emergency contacts, I understand that HWC will follow its **Uncollected Children Policy** and will contact Social Care.
- Whilst HWC tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property.
- I have read the club's **Behaviour Management Policy** and agree to its terms and appreciate that in some circumstances it may be necessary to follow the steps set out in the behaviour management policy which can ultimately result in my child being excluded from HWC and I will pay for any missed sessions unless otherwise agreed with the manager.



Stephen Lawrence

EDUCATION STANDARD



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- HWC sees communication with parents as very important so if there are any accidents or incidents at HWC involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from HWC will sign any consent forms necessary for treatment on my behalf, as stated on the HWC **Medical Form**.
- Information held by HWC regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that HWC has a legal duty to pass certain information on to other agencies, including the police, social care and health care professionals.

I have read and **understood** the above terms and conditions and I agree to abide by them.

Signature: _____

Date: _____

Please keep a copy for yourself and return this form to the school office.