



## **Wombwell Park Street Primary School**

### **Morning Activity Club School/Parent Agreement 2023-24**

#### **Aims**

To support working parents with a before school childcare provision Monday to Friday from 8am until 8.35am by providing planned play activities on a term time only basis. At 8.35am pupils are taken to their classrooms and passed over to their teachers.

#### **School will:**

1. Be responsible for the care and supervision of children. School staff will treat pupils with respect at all times. Children will not be allowed to leave the Morning Activity club room on their own or be left unsupervised at any time.
2. Ensure the health and safety of the children under their care. We will comply with legal guidelines/standards relating to the adult/child ratios.
3. Charge £2 per session.

#### **Parents must:**

1. Book Morning Activity Club sessions using the School Gateway. Bookings should be made at least 48 hrs in advance to secure a child's place and sessions paid for in advance. The school reserves the right to withdraw a child's place in the club if fees are not paid in full. Advance booking is essential in order that the provision for the club can be prepared and plan adequate supervision in line with local authority requirements. We cannot guarantee places to pupils turning up on the day due to limited spaces.
2. Provide 48 hours' notice for cancellations in order for a refund to apply. Booked sessions where the cancellation notice is less than 48 hours will be charged in full.
3. Enter school through the main Reception. For safety reasons it is essential that parents and children do not arrive any earlier than 7:55am.
4. Ensure children attending the club are not left unsupervised before 8am. At the start of the session, please hand your child over to a member of staff from the club who will register them accordingly. This is for Health and Safety and Safeguarding reasons and due to the fact that school is not insured for the care of pupils before 8am.
5. In the event of a parent wishing to make a complaint, this should be made in the first instance to the Morning Activity Club Leader. If a parent is still concerned then the matter should be referred to Mrs Lawson, Head Teacher.

#### **Pupils must:**

1. Treat staff with respect at all times.
2. Continue to follow the school Golden Rules
3. Play and learn alongside other children in an amicable manner
4. Inform a member of staff if they need to leave the provision for the toilet etc.