



Guilden Morden CofE Primary Academy

***Together we work to succeed and flourish***

*Our school community is centred on the friendship of Christ, rooted in love and respect,*

*enabling all to flourish. Through the courage given to us by the Holy Spirit we will be visible children of God.*

**WRAPAROUND ADMISSIONS POLICY AND TERMS OF MEMBERSHIP**

Cool School Club is committed to safeguarding and promoting the welfare of children in our care and expects all staff and volunteers to share this commitment.

Guilden Morden Cool School Club offers high quality care before and after school for children. The Club is Ofsted registered as part of the provision offered by the school.   
The Designated Person for Child Protection is **Helen Smith**.

The following protocols have been devised to ensure the smooth running of the club, to avoid problems, to keep the children safe and ensure they all have an enjoyable time. Failure to follow the rules may result in membership of the club being terminated.

1. The club is open to all children aged 3 to 11 years old who attend Guilden Morden School, and is open term time only.
2. All children must be registered with the club before they attend.
3. All regular bookings made must be paid for upon receipt of invoice.
4. Priority will be given to regular bookings.
5. Casual bookings cannot be guaranteed a place, and will incur an additional charge.
6. Payments should be made by MCAS/Voucher/BACS.
7. Fees will not be charged if the club is not open.
8. Suitable clothing and footwear must be worn for outdoor play (no crocs or long dressing up clothes)
9. Equal Opportunities – the club is available to provide care for all children, using the admissions criteria, regardless of gender, cultural background, disability or religion and we will respect everyone attending the club.
10. Collection – your child will not be allowed to go home without a parent/carer or someone appointed by a parent/carer. We will always contact you if we are unsure of the person collecting your child. Always advise us if someone different is collecting you child and ensure they have the password associated with each child they are due to collect. Please also ensure emergency contact numbers are kept up to date.
11. It is essential that you inform us if a child is going to miss a booked session, either through illness or some other reason. Please let us know so we do not waste time looking for them at the start of the session. You will still be charged for the usual rate that applies.
12. All children must be collected from the After School Club by **5.30pm**. There will be a late collection fee of **£5 for every 5 minutes** after their booked time up to 5.45pm. If a child is not collected by 5.50pm, and we cannot contact anyone on the registration form, Social Care will be contacted.
13. We hope your child has an enjoyable time with us. We expect them to be respectful and courteous to each other and the club staff. They are expected to follow any instructions that are given to ensure the safety of everyone. If there are any persistent problems the club leader will discuss this with the parent/carer of the child.
14. If you consistently book places which you do not use, After School and Breakfast Club has the right to withdraw the offer of a place.
15. Please discuss any day to day problems with the School Office.
16. The Club will require half a terms notice to cancel a permanent place. If your child does not attend a booked session, you will still be charged, with no refund.
17. Bookings may only be made through the school office, either in person, by telephone 01763852318 or email [office@guildenmorden.cambs.sch.uk](mailto:office@guildenmorden.cambs.sch.uk)
18. It is the parent’s\carer’s responsibility to ensure the Club has access to any medicine that the child requires, while they are in Club’s care, this may include inhalers, epipens etc.
19. It is the responsibility of the parent to ensure the Club is aware of any allergies or special dietary requirements their children may have. The School’s policy is to ensure a nut-free environment and the Club’s breakfast and afternoon snack will not include any nut based products.
20. The Club uses the Behaviour Policy of Guilden Morden Primary Academy and will reserve the right to refuse admission where there are consistent or serious concerns about behavior. Arrangements for re-admission will be subject to discussion and agreement between the Play Leader and the parents/carers.
21. The Club is committed to equality, as outlined in the school’s Equality Policy statement.
22. Complaints will be dealt with in line with the school’s Complaints policy.

We thank you for your assistance in helping to ensure the Club is an enjoyable and safe place for your child.

**I agree to the above terms and conditions:** *(please sign and date)*

Child’s name: Date:

Parent signature: Parent name:

To contact the After School and Breakfast Club Leader to advise any changes in arrangements (eg child’s absence from the club or for any other reason)

please contact:

School Office 01763 852318 between 8.30am and 3.30pm

Cool Club contactable until 5:30pm on the same number.

Any correspondence should be sent to:

Email: office@guildenmorden.cambs.sch.uk

Guilden Morden School After School Club/Breakfast Club

Contents:

1. Safeguarding Policy

2. Medicine Policy

3. Behaviour and Discipline Policy

4. Special Educational Needs Policy

5. Complaints Policy

6. Food Allergy Policy

7. Emergency Evacuation Procedure

8. Missing Child Procedure

(Copies of policies on school website and in school office)