



Harbury CofE Primary School  
Wraparound Care

## Terms & Conditions

### Registration

- All parents / carers must complete our Registration Form before a child can be accepted at The POD. Registration must be done directly on The POD Booking system [www.the-pod.childcare-online-booking.co.uk](http://www.the-pod.childcare-online-booking.co.uk)
- By registering, the parent / carer gives The POD permission to take your child/children off site – this may be for the purpose of, but not limited to, a walking bus or organised trip.
- The POD must be notified of any changes in Registration details, as soon as possible, in writing by the parent / carer.

### Booking Sessions

- All sessions requested by parents / carers are subject to availability.
- All sessions booked must be paid for in advance.
- No parent / carer should consider a booking as being accepted until payment has been received by The POD.
- Bookings may be made up to **24 hours** before the start of any session. Children will not be able to be booked in after that time.
- The POD will credit all fees charged if the club is forced to close due to unforeseen circumstances.
- There is a 4 week notice period for the reduction of contract sessions. All requests for this should be sent by email to [harburypod@welearn365.com](mailto:harburypod@welearn365.com)

### Responsibility for attendance

- It is the parent / carer's responsibility to ensure that their child / children arrive, on time, to The POD each morning, and are signed in by a member of staff.
- It is the parent / carer's responsibility to ensure that their child / children are aware that they will be attending any After school sessions at The POD.
- It is the parent / carer's responsibility to notify the school if there are late changes made to their child / children's club attendance on that day.



### Penalties for Late Collection

- It is the responsibility of all parents / carers collecting children to do so promptly at the end of the session. Failure to do so will expose the parent / carer to the payment of a financial penalty and will constitute a breach of the terms and conditions, entitling The POD to exclude the child from subsequent sessions.

### Responsibility for Payment

- The responsibility for payment of all fees, charges and penalties always lies with the person who has made the booking.
- Failure by The POD to make a written or verbal request for payment of fees does not constitute an excuse or reason for late, or non-payment under any circumstances.
- Failure to settle all fees and/or penalties when due may result in the club taking (including legal action) to recover any outstanding sums.

### Childcare Vouchers

- The POD will happily accept payment via Childcare Vouchers or National Savings Vouchers, please select **Harbury C of E Primary School** when linking your providers account.

### Legal: Waivers, Exclusions and Jurisdiction

- These terms and conditions are governed by English law and subject to the jurisdiction of the courts of England and Wales.
- The POD shall not be liable for any direct or indirect loss suffered by parents / carers because of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure.

club taking



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## Consent Forms

- I consent to my child attending The POD Wraparound care provision at Harbury CofE School.
- I understand that the club has policies and procedures and that there are expectations and obligations relating to the conduct of my child and myself and I agree to abide by them. I understand that failure to do so will mean that my child may no longer be able to attend the POD.
- I understand that if my child's behavior during The POD sessions is deemed to be dangerous to themselves or others around them that I will be contacted and asked to collect them immediately.
- I understand that my child will be provided with a small snack, light meals & drinks whilst in a POD session (unless otherwise requested).
- Once my child is delivered for breakfast/collected for an after-school session he/she will be in the care of the POD team until collected and signed out by a team member.
- I accept that whilst in the POD my child may get involved in messy activities.
- I understand that the POD team members cannot be held responsible for any lost or stolen items.
- I understand that should there be any incidents during a POD session involving my child, I will be informed of the situation.
- I understand that the information given on this registration form is confidential. However, there may be times, for example in the case of safeguarding concerns, when details may be passed to other agencies in line with the child protection requirements.



- I confirm that the information given on this form is correct and agree to notify the POD of any changes in detail as soon as possible.
- I have read and, in signing this form, accept the above conditions for my child attending the POD Wraparound care provision at Harbury C of E Primary School.
- I give permission for the named child to *(please tick as appropriate)*
- Play in the school grounds with supervision.
  - Have their face painted.
  - Take part in individual and group photos.
  - For photos to be used in promotional material regarding the POD.

### Loss or Damage to Property

Whilst every care will be taken of property, The POD or Harbury School cannot be held responsible for the loss of or damage to children's property. Parents should ensure that their children take care of their personal belongings, and we highly recommend that all parents do not encourage personal items, toys etc... to be brought in from home.

### Comments & Feedback

- We are committed to providing the highest quality of care and service for you and your children. If you have any comments or feedback, please email us directly on [harburypod@welearn365.com](mailto:harburypod@welearn365.com) or request to speak directly to a team member during drop off or collection times.
- Alternatively, you can speak with The POD Manager in person or via our contact number 01926 613384 or by sending a private Dojo message.
- If you have a complaint, please speak to The POD Manager as outlined above, or refer to our complaint's procedure.

**Signed:**..... **Name:** ..... **Date:** .....

