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Head Teacher: Mrs S Frost
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TERMS AND CONDITIONS OF ASHFIELD JUNIOR/INFANT SCHOOL FUN CLUB

- The club operates during Term Time Only.
- In order to use our 'Wrap Around' facility you must register your child, even if you only intend to use the club occasionally.
- Booking **must** be made on line by parents/carers, also at this time you will be expected to pay for the sessions which you are booking.
- To cancel a session, you must contact Mrs Thwaites, **24 hours** before the start of the booked session. If this procedure is **not followed** you will be charged for that session.
- If your child is booked into club but is ill and cannot attend you **must** inform Mrs Thwaites, in order for her to cancel the session. In this case you **will not** be charged for the session.
- If your child becomes ill during a session, club staff will contact parents to collect their child/children.
- Children **must be** brought to and from club by an adult and must be signed in and out.
- Children from Ashfield Infants school will be escorted to and from school by club staff.
- Staff will only administer prescribed medication if this is absolutely necessary, a parent/carer **must** complete a medial form giving staff permission to do this.
- Staff **will not** administer non-prescribed medication.
- If there are any behaviour issues relating to a child, staff in club will bring this to the attention of parent/carers. If this becomes consistent and the behaviour issue cannot be resolved by either club staff or Mrs Thwaites, the child will not be allowed to continue to use the wrap around care facility.

