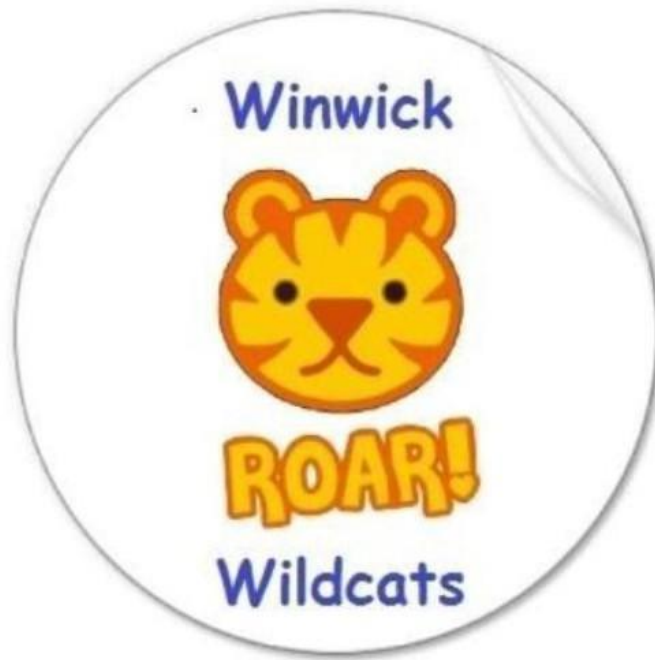




Winwick Wildcats Breakfast and After-school Link Club **Wrap-around Care**

Based at Winwick Church of England Primary School



Handbook & Key Information

Last Updated: October 2025

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Winwick Wildcats Breakfast and After-school Link Club

Based at Winwick Church of England Primary School

Handbook

Introduction and Aims

Welcome to the **Winwick Wildcats Breakfast and After-school Link Club**. Our Link Club is an extension of the school day, offering a safe, stimulating, and nurturing environment for children before and after school hours. As a Church of England school-led provision, we aim to uphold our school's Christian vision 'In God's Love, aspire and achieve to be the best' which is underpinned by our Christian values, the core of which are Love, Respect and Perseverance.

Link Club Aims

1. To provide high-quality, reliable, and affordable childcare for children attending the school.
 2. To create a safe, happy, and engaging environment where children can relax and socialise.
 3. To offer a variety of supervised activities that promote well-being, creativity, and social skills.
 4. To ensure a smooth and seamless transition for children between the club and the school day.
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Operational Information

Club Sessions, Fees and Times

Session	Start Time	End Time	Fee Per Session
Breakfast Club	7.45am	8.45am	£5
School Day	8.45am	3.15/3.20pm	n/a
After-school Link Club	End of school day	6.00pm	£10

The Link Club operates during **term time only** and is closed during school holidays and In-Service Training (INSET) days. At specific points during the year, we also hold staff training sessions where the club will be closed; dates of these are shared with parents and carers in advance.

Registration and Booking

1. **Registration:** All children must have a completed and signed registration form on file before attending their first session. This must include up-to-date contact details, medical information, and emergency contacts.
2. **Booking Method:** All sessions must be booked and paid for in advance via Arbor.
3. **Advanced Booking Deadline:** All bookings for Breakfast and After-school Club must be paid for a minimum of **one full week (7 days)** in advance of the session. This allows school to ensure correct staff-to-child ratios are maintained. *(For example, to book a session for Monday 28th October, the booking and payment must be completed by the previous Monday, 21st October).*
4. **Ad-Hoc Bookings:** We may be able to accommodate last-minute bookings subject to availability and staffing ratios. Please contact the school office as early as possible.

Fees and Payments

Session Fees

Session	Fee Per Session
Breakfast Club	£5.00
After-school Link Club	£10.00

Payment Terms

- Sessions are bookable via Arbor, with payment expected at the time of booking and in advance of the session; a minimum of one week in advance.
- Payment is required at least one week in advance of the session, failure to do so may result in your session being cancelled with the place being available for an alternative booking.
- Childcare Vouchers are accepted as payment towards Link Club bookings. Please contact the school office if you require further details about this and they will support you to coordinate these payments.
- **Non-Payment:** Failure to pay fees promptly may result in a review of the child's place and, potentially, the withdrawal of the club place. Unpaid late collection charges will also lead to the suspension of the place until settled.
- **Please also see the details noted below regarding Late Collection and Cancellations.**
- **We reserve the right to review all charges periodically.**

No Refund Cancellation Policy

As the Link Club must commit to staffing, catering, and resource costs based on advance bookings, the following applies:

- **No Refunds for Cancellations:** Once a session has been booked and paid for, the place is confirmed. **The Link Club operates a strict no-refund policy.** This applies to all reasons for non-attendance, including, but not limited to:
 - Child illness.
 - Family holidays taken during term time.
 - Non-attendance due to change in parental circumstances (e.g. collection at the end of the school day).
 - **Exceptions:** Where Link Club is closed due to school-initiated closure due to unforeseen events, a refund will be provided.
 - **Non-Payment:** Failure to pay fees promptly and in-line with the advance booking deadline will result in the session booking being cancelled and the child being unable to attend.
-

Link Club Policies

1. Attendance, Arrival, and Collection Policy

Breakfast Club Arrival (7:45 am - 8:45 am)

- Children must be dropped off at the designated entrance for the Link Club: School Entrance
- For safety and security, the main doors are locked. Please ring the bell to alert a member of staff of your arrival.
- Parents/Carers **must** sign their child in with a member of Link Club staff.
- At 8:45 am, children will be escorted directly to their classrooms ready for the start the school day.

After-School Link Club Collection (Up to 6:00 pm)

- Children will be registered by Link Club staff at the end of the school day.
- Children must be collected by a parent/carer or an authorised person over the age of 16.
- The authorised person **must** sign the child out and confirm the collection time with a member of Link Club staff.
- Link Club staff will only release a child to an authorised person listed on the child's registration form. If an alternative person is collecting, the school office **must** be notified in advance. If staff have any doubt about an individual's identity, they will contact the parents/carer immediately.

Collection of Children from Link Club

Parents/carers should provide at least four contacts for people who are allowed to collect their child from club. If a person collecting a child is not known to the club staff and/or they are not on a collection list, staff will ring the parent/carer for confirmation, the child will not be released with any adult until this confirmation is received.

If a parent/carer contacts Link Club to inform them that a person who is unknown to staff will be collecting their child, we will implement a **password procedure** with the parent. The parent will choose a **one-time only password** to give to the person collecting the child, if the password does not match the password given the child will not be allowed to be collected by that person; contact will then be made with the parents. Parents must email the name of the person collecting their child, along with the one-time only password to the school office; this must be done even if the parent/carer has informed staff verbally.

2. Late Collection Policy and Payment/Charging Policy

Breakfast Club is charged at £5.00 per child, per session – 7.45am-8.45am – **last entry for Breakfast is 8.20am**. After-school Club is charged at £10.00 per child, per session – Children are collected at the relevant finishing times, with Link Club closing promptly at 6pm.

Fees are payable via Arbor at the time of booking; if payment is not made at least one week in advance of a session, the place will be withdrawn. Childcare Vouchers can be used against payment; please contact the main school office for details about how to do so. If a child is absent, sessions must be paid for. Cancellations should be emailed directly to the school office: winwick_primary@sch.warrington.gov.uk.

The After-School Link Club closes promptly at **6:00 pm**. Staffing ratios and security procedures are based on this finish time. Punctual collection is a requirement of using the club.

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Late Collection Times	Late Collection Charge
6.01pm-6.15pm	£5.00
6.16pm-6.30pm	£10.00
6.31pm-6.45pm	£15.00
6.45pm Onwards	Please note, an additional £5.00 for every further 15 minutes or part thereof.

Important Note:

- Late charges are per child and will be added to/be payable via Arbor.
- Repeated late collection may result in the club having to review the provision of future sessions for the child/family. In extreme or repeated cases, a final warning will be issued, and subsequent late collections may lead to the permanent withdrawal of the club place.
- Parents/carers are expected to contact school as soon as possible if they are aware they will not be at school in time for a 6pm collection.
- If a child is not collected by 6.00pm, and no communication has been received to notify staff of a late collection, our Link Club staff will try to ascertain contact with parents/carers.
- Where a child is not collected and no notification/communication is received from parents/carers, our Link Club team will follow Safeguarding Procedures for Uncollected Children.

Enrichment Clubs

Where parents/carers wish for their child to attend an Enrichment Club before attending After-school Link Club, these should be booked and paid for via the usual system on Arbor. Where children are booked onto **School-led** Enrichment Club and then attend After-school Link Club, parents/carers can request a refund for all School-led Enrichment Clubs attended. Refund requests can be made by emailing the school office once all sessions have been completed. Refunds will then be processed in the following half term; please note, where an additional supplement has been paid for certain clubs, this will not be refunded. Enrichment Clubs led by external providers are not eligible for a refund.

PTFA Events

Where parents/carers wish for their child to attend a PTFA event before attending After-school Link Club, these should be booked and paid for via the PTFA requested route of payment. These must be paid for separately to Link Club and refunds will not be given for these events.

3. Food and Drink Policy

Breakfast Club

- A nutritious breakfast will be provided between **7:45 am and 8:20 am**.
- Breakfast typically includes a choice of low-sugar cereal, toast, fruit, yoghurt and water/milk.
- **No food will be served after 8:20 am** to allow for sufficient time for eating, clearing away, and transitioning to the school day.

After-School Link Club

- A healthy snack (e.g., fruit, vegetable sticks, crackers, breadsticks, wrap/bread with savoury filling) and a drink will be provided upon arrival at the club. This is not intended to replace a main evening meal.

Allergies and Dietary Needs

- Parents/Carers **must** inform the Link Club (via the registration form) of any allergies, dietary requirements, or cultural/religious food restrictions.
- A detailed care plan will be put in place for children with **severe allergies** (e.g., nut allergies, requiring an EpiPen).
- Should dietary/allergy need change, parents/carers **must** report this to the Link Club staff as soon as possible so that our records can be updated.

In-line with Early Years guidance, a member of staff with Paediatric First Aid training will be responsible for supervising children when they are eating.

4. Behaviour Policy and Code of Conduct

The Link Club follows the school's main **Behaviour and Rewards Policy**.

- Children are expected to be polite, respectful to staff and their peers, and look after themselves, the equipment and premises.
- Staff will use positive reinforcement, praise, and a clear system of rewards and consequences.

We will challenge unacceptable/unsafe behaviour at all times. We will encourage positive behaviour through praise and reward, in-line with school policy and - when necessary – we will apply sanctions to combat negative behaviour. We will:

- Explore the reasons for the behaviour and provide explanations as to why the behaviour is unacceptable.
- Be consistent in our approach to unacceptable behaviour. All staff will support each other in this approach, and inform each other of any methods used successfully.
- Report all serious incidents to School Leadership Team.
- If unacceptable/unsafe behaviour of any kind persists the place at Link Club will be withdrawn.

Informally, and in conjunction with parents/carers, we will decide what methods to use to correct any unacceptable behaviour; it is hoped that these methods will be reinforced at home. Each child is an individual and so methods used will vary but will be adapted according to the possible causes and the child's developmental age and needs.

Link Club endeavours to work in partnership with parents/carers and the Link Club Manager will inform parents of any behavioural issues as and when they occur, this will be communicated to them either verbally or via email. We will:

- Inform parents in club or via email to let them know of any issues or situations occurring within the club involving their child.

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- Monitor the situation in conjunction with parents giving daily/weekly updates if necessary by email.
- Meet with the parents to discuss methods or strategies which can be used to try and resolve behavioural issues.

In the event that behavioural issues continue and they are having adverse effects on the children in our care or staff we will revoke the child's place at the club.

This decision would not be taken lightly and would only be made once all of the above actions have been followed. As a childcare provision, we have a duty of care for all the children attending the club, and also our staff; if a child's behaviour is jeopardising the level of care that we can give this becomes a safeguarding issue and must be addressed immediately. The complaints procedure will be open to any parents/carers who have any concerns arising from this.

Our School Rules/Values



In our school we show the values of...

RESPECT: we listen to everyone equally

COURAGE: we work hard and challenge ourselves

FRIENDSHIP: we are kind and look after each other

FORGIVENESS: we forgive each other and ourselves

TRUTH: we are honest and tell the truth

GENEROSITY: we look after our community and the wider world

TRUST & HOPE: we put our trust and hope in Jesus and the example He has set

Winwick Wildcats Link Club Children's Code of Conduct

Our Christian Values

Winwick Wildcats Link Club is part of our school family. We ask all children to follow our core school values while they are in Link Club.

My Promises to the Link Club

As a member of the Link Club, I promise to:

1. **Be Safe:** I will listen carefully to instructions from the staff, especially during movement, activities and play. I will use equipment safely and respectfully and will not run indoors.
2. **Be Kind and Respectful:**
 - I will treat all staff and other children with kindness and respect, using polite words and manners.
 - I will include everyone in my games and activities.
 - I will be gentle with my friends and keep my hands and feet to myself.
3. **Be Responsible:**
 - I will look after the toys, games, and resources in the club and help staff tidy them away when asked.
 - I will keep my hands clean, especially before and after eating my snack or breakfast.
 - I understand that the staff are in charge of the club, and I will follow their directions immediately.
4. **Be Thankful:** I will be thankful for the food provided at breakfast and snack time, and I will try to eat what is offered.

What Happens If I Forget My Promise? If I forget my promises, the staff will remind me of the rules. If I continue to disrupt the club or cause harm, the staff will speak to my parents about my behaviour.

Winwick Wildcats Link Club Parents/Carers Code of Conduct

Partnership in Care

We value our partnership with parents and carers in ensuring the safety and well-being of all children attending the our Winwick Wildcat Link Club. By registering your child, you agree to abide by the our policies and procedures, including the Code of Conduct.

1. Operational Compliance (Mandatory)

- **Advance Booking:** You must book and pay for all sessions **one full week (7 days) in advance** of the required date, in-line with the Advance Booking Deadline policy.
- **Sign-In/Out:** You must sign your child in (Breakfast Club) and out (After-School Club) on the club register, confirming the time and your signature.
- **Authorised Collection:** You must notify the Link Club staff and/or school office in advance if an alternative or unlisted person will be collecting your child. Staff will not release a child to an unauthorised person.

2. Punctuality and Late Charges

- **Collection Deadline:** You must collect your child promptly by **6:00 pm** from the After-School Link Club.
- **Late Charges:** You agree to accept and pay the late collection charges for each child, as set out in the Link Club Handbook (starting at £5.00 for 6.01pm to 6.55pm) immediately upon receipt of the charges being allocated to your account. Repeated late collection may result in the loss of your child's place.

3. Financial and Cancellation Policy

- **Payment:** You agree to pay for all booked sessions no later than one full week (7 days) in advance of booking.
- **No Refund Policy:** You acknowledge and accept that **no refunds or credits** will be issued for booked and paid-for sessions that your child does not attend for any reason (with the exception of when there is a school directed Link Club closure).

4. Communication and Respect

- **Information:** You are responsible for ensuring all contact details and medical/allergy information on your child's registration form are kept up-to-date.
- **Respect:** Treat all Link Club staff with respect and courtesy. Any concerns or complaints should be raised respectfully with the Link Club Manager in the first instance.

Link Club Staff Code of Conduct

Principles of Practice

All staff working in the Link Club provision are representatives of the school and must adhere to all school policies (including Safeguarding, Health & Safety, and Behaviour and Rewards) at all times.

1. Professional Conduct and Responsibility

- **Adherence to Policy:** Staff must be fully familiar with and adhere to the Link Club Handbook, particularly all procedures related to collection (6:00 pm deadline) and late charges.
- **Punctuality:** Staff must be punctual for their shifts to ensure appropriate staff-to-child ratios are maintained at all times. Absence must be reported in-line with school procedures.
- **Confidentiality:** All information regarding children, families, and other staff members must be treated with the utmost confidentiality and only shared with the Link Club Manager or Designated Safeguarding Lead (DSL) when appropriate.
- **Positive Role Model:** Staff must act as positive role models, upholding the school's Christian ethos and values, demonstrating patience, fairness, and positive reinforcement with the children.
- **CPD & Training:** Staff must engage with relevant CPD and training to enable them to be effective in their designated roles.

2. Safeguarding and Child Welfare

- **Security:** Staff are responsible for the physical security of the children, including supervising sign-in/out procedures and ensuring all doors are secure during operating hours.
- **Ratios:** Staff must ensure that the required staff-to-child ratio is maintained at all times and accurately record attendance.
- **Reporting Concerns:** Any concern regarding a child's safety, welfare, or behaviour must be reported immediately and accurately to the Link Club Manager and/or the school's DSL.
- **Accidents and Illness:** Follow all procedures for recording accidents and managing illness, ensuring parents are contacted promptly when necessary.

3. Activity and Environment Management

- **Engagement:** Provide a variety of fun, stimulating, and age-appropriate activities that allow children to choose, relax, and socialise.
- **Food Handling:** Follow all hygiene procedures when preparing and serving food, paying close attention to allergy alerts and dietary requirements.
- **Transition:** Ensure the safe and smooth transition of children to their classrooms (Breakfast Club) or the safe handover to parents/authorised collectors (After-School Club).

5. Safeguarding and Child Protection Policy, including Uncollected Children

Winwick Wildcats is a school led provision and, as such, adopts and follows all school policies and procedures linking to Safeguarding and Child Protection, as well as receiving the same training safeguarding training as our teaching team.

- The Link Club is committed to safeguarding and promoting the welfare of children.
- All Link Club staff are subject to enhanced Disclosure and Barring Service (DBS) checks and receive regular safeguarding training.
- Any concerns about a child's welfare or safety will be reported immediately to the **Designated Safeguarding Lead (DSL)** for the school (The Headteacher or Deputy/Assistant Head in their absence), following the school's main Safeguarding Policies and Procedures.
- Should a child be collected at the end of the day without informing the school office, staff will ensure

Uncollected Children

In the event that a child is not collected by an authorised adult at the end of the session, the Link Club puts into practice agreed procedures. This ensures that the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

If a child is not collected at the end of a session we will:

- Check the child's contact details and try and contact their parent/carer and every other contact on their file.
- If the child has not been collected and parents/carers are not responding to calls the School Business Manager (SBM) will be informed.
- If a child has not been collected after one hour the SBM will inform the Headteacher/DSL before contacting the local authority's Children's Services Team.

Missing Child

Children's safety is the highest priority with the procedures and systems we have in place it would be highly unlikely that a child could go missing, however in the event of a child found to be missing or leaving the club, during the session without a member of staff being aware, we will:

- Inform all staff immediately
- Check the registers to make sure all other children are on the premises.
- Carry out a thorough search of the building, playgrounds and outside areas, including checking doors and gates for any breach of security.
- If the child is not found, the parent/carer will be contacted and the missing child reported to the police within 5 – 10 minutes.
- Staff will establish when and where the child was last seen and records this.
- Staff will contact the Business Manager/Headteacher to inform them of the current situation.

Where a parent/carer has booked their child into Link Club but wishes to collect them at the end of the school day, they must inform the school office so that the child is not identified as being missing.

6. Accidents, Illness, First Aid and Medication Policy

- **Illness:** If a child becomes unwell during the Link Club, staff will contact the parents/carers immediately to arrange collection. Children who have been ill (e.g. vomiting and/or diarrhoea) must not attend the club for **48 hours** after the last episode. If your child tells us that they have been sick within 24 hours, we will contact parents/carers to collect your child. Cuts or open sores should be covered with a plaster or other dressing.
 - **Accidents:** All accidents will be recorded in the school's Accident Book. For any head injury or more serious incidents, parents will be informed as soon as possible. If an ambulance is required, parents/carers will be informed as soon as possible; if the parent/carer is unable to get to the school site, a member of the Link Club team/school staff will accompany them in loco-parentis until the parents/carers are able to get to the child. We follow guidelines of reporting injuries, diseases and dangerous occurrences (RIDDOR) for the reporting of accidents and incidents; should a child receive medical attention following an accident at Link Club, parents/carers must inform school to enable them to complete the appropriate follow-up reporting that may be required.
 - **First Aiders:** There will always be a trained First Aider onsite for Breakfast and After-school Club, including someone who holds Paediatric First Aid training.
 - **Medication:** Link Club staff can only administer prescribed medication if a **signed and dated medical consent form** has been completed by the parent/carer. Medications will only be given where the medication is required to be given four times a day. All medication must be provided in its original container, clearly labelled, and stored securely by the Link Club staff. Parents/carers must hand over/collect the medication from a staff member.
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7. Staffing and Ratios

Winwick Wildcats is a school led provision; the strategic leadership is managed by the Headteacher and Business Manager, with oversight from School Governors. Recruitment is completed by the School Leaders, following all safer recruitment practices.

- School Leaders ensure that all staff are fully inducted, trained, and supervised by the Link Club Manager.
 - Our Business Manager, Headteacher and School Governors also support the Link Club Manager
 - The Link Club provides a staffing ratio in-line with guidance. We also take into consideration the age range of the children in attendance, where required; this will be amended to allow for additional staffing and will be reviewed on a weekly basis, with adjustments made, if required.
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8. Fire Safety

We ensure that our premises present no risk of fire by ensuring the highest possible standards of fire precautions, with all necessary risk assessments and systems in place which are carried out by a 'competent person'.

- There will always be staff onsite who are trained Fire Wardens who will assist with the safe evacuation/procedure in the event of a fire.
- Fire Drill Practice will be completed termly with children at Link Club, in addition to the Fire Drill that takes place within the school day termly.

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Emergency Evacuation

A person discovering a fire should: Raise the alarm immediately

Evacuate the Building as follows:

- Staff must remain calm and follow procedures to ensure that all children/Link Club staff are evacuated safely from the building
- Keep children calm and provide clear instructions to enable them to evacuate the building quickly and safely.
- Line the children up at the nearest clear fire exit, carryout a quick head count and leave the building, taking registers and key information with them.
- During this time the remaining staff will check the toilets, corridors, hall (and other areas being utilised for Link Club) for other children, closing all doors as they exit.
- Once assembled at the assembly point the register will be taken. Where it is identified that there is someone missing, the Fire Warden/Site Manager must be alerted immediately.
- Return to the building only if safe to do so, when instructed by a Fire Warden/Site Manager.
- Record all information.

9. Suggested Link Club Activities

This list provides ideas for staff to ensure a balanced, engaging, and age-appropriate program. Activities should be chosen to promote our school's Christian values and provide opportunities for relaxation and social engagement.

1. Breakfast Club (7:45 am – 8:45 am)

The Breakfast Club environment should be calm and supportive to ease children into the school day. Activities should be quiet, focused, and optional.

Category	Suggested Activities	Focus
Quiet/Focus	Reading corner (books and comics), independent drawing, colouring sheets, simple maze puzzles, and word searches.	Calmness, Literacy, Focus
Table-top Games	Simple card games (e.g. Uno, Snap), low-level board games (e.g. Connect 4, Jenga), and individual construction challenges (e.g. Lego or Duplo).	Social skills (quietly), Hand-eye coordination
Creative	Free drawing, providing paper and coloured pencils/crayons, or simple origami/paper folding activities.	Creativity, Fine motor skills
Preparation	Time set aside for quiet reflection or simple 'thought for the day' linked to the school's Christian ethos.	Spiritual/Moral development, Transition

2. After-School Link Club (End of School Day – 6:00 pm)

The After-School Link Club is longer and should offer a mix of energetic and relaxing activities, providing children with choice and the chance to unwind after their academic day.

Category	Suggested Activities	Focus
Physical/Outdoor Play	Dance activities. Organised team games (weather permitting), running games, skipping ropes, ball games, or structured play on the school playground.	Health, Teamwork, Energy release
Creative Arts	Weekly craft challenges, painting, modelling (e.g. with playdough), making collages, or creating paper-mâché projects.	Imagination, Fine motor skills
Construction/Design	Advanced building blocks (e.g., Lego, K'nex), junk modelling (using recycled materials), or designing and building small-scale challenges (e.g. bridges).	Problem-solving, Engineering skills
Social & Role Play	Small world, role-play area with toys and activities that children can use for imaginative play. Organised drama or singing games.	Imaginative, Communication, Role-playing, Confidence
Homework & Quiet Zone	A designated, supervised space for children to start their homework or engage in quiet reading and puzzles. <i>Note: Staff can facilitate but are not tutors.</i>	Responsibility, Literacy, Focus
Digital/Technology	Limited and supervised access to educational apps or games on school devices (if available) or group screenings of U-rated films.	Controlled Screen Time, Group relaxation

10. Complaints Procedure

Working in partnerships with parents and carers is essential to the quality and development of our Link Club. Link Club will provide parents and carers with as much information as possible about the services we provide. We welcome any suggestions on how to improve our setting and will give prompt and serious attention to any concerns raised about the running of our Link Club.

If a parent/carers is unhappy or has a concern about any aspect of the Link Club provision, they should follow the procedures below:

- A concern about any aspect of the setting provision should be reported to our Link Club Manager as soon as possible, either by email, telephone or face to face.
- All concerns will be investigated by the School Business Manager and, where appropriate, the results of the investigation will be issued to the parent in writing or via a follow-up telephone call or face-to-face meeting. It is hoped that complaints should be resolved amicably at this stage.
- If this does not have a satisfactory outcome, the parent can put their concerns or complaint in writing, following our school's Complaints Procedure, a copy of which is available on our school website.



Winwick Wildcats Breakfast and After-school Link Club Wrap-around Care

Based at Winwick Church of England Primary School

REGISTRATION FORM

Child's Name:	Year Group:

Address:

Emergency Contact Details (1)				
Name:				
Relationship to Child:				
Has Parental Responsibility?	Yes		No	
Mobile:				
Home:				
Work:				
Email:				

Emergency Contact Details (2)				
Name:				
Relationship to Child:				
Has Parental Responsibility?	Yes		No	
Mobile:				
Home:				
Work:				
Email:				

Emergency Contact Details (3)				
Name:				
Relationship to Child:				
Has Parental Responsibility?	Yes		No	
Mobile:				
Home:				
Work:				
Email:				

Emergency Contact Details (4)				
Name:				
Relationship to Child:				
Has Parental Responsibility?	Yes		No	
Mobile:				
Home:				
Work:				
Email:				

Does the child have any allergies/dietary needs? (Include any allergies to medication, e.g. Penicillin)			
Yes		No	
If yes, please give details below:			

Medical Information			
Yes		No	
If yes, please give details below:			

Parent/Carer Name: Signature: Date:	

Parent/Carer Name: Signature: Date:	



Winwick Wildcats Breakfast and After-school Link Club Wrap-around Care

Based at Winwick Church of England Primary School

Parent/Carer's Contract

Child(ren)'s Name(s):	
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Parent/Carer Name(s):	

Terms and Conditions

- I consent for my child to attend Winwick Wildcats. I understand that the club has policies and procedures (details of which can be found in the Handbook & Key Information), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that Winwick Wildcats is a wrap-around care play setting and that whilst my child is there Winwick Wildcats is legally responsible for them, acting in loco-parentis.
- My child will be provided with a snack and drink whilst at the club, unless otherwise requested not to and I know I must inform the Link Club team about any allergies or intolerances my child has.
- Once my child arrives at Winwick Wildcats, I understand that they will be in the care of the club supervisors until collected or taken to their classrooms at the start of the school day.
- I will notify the club – via the school office - before the start of the session if I am collecting my child from school on a day that they are booked to attend the club. I understand that I will be charged for the booked session.
- I understand that I have the responsibility of booking required sessions for my child via Arbor and that payment must be made to secure my bookings at least one week (7 days) in advance of the sessions, unless an agreement has been made with the Link Club Manager/Business Manager/Headteacher due to exceptional circumstances. I understand that if I have not secured payment, then the place is not secure and may be taken by someone else.
- I understand that if someone other than a person on the agreed Emergency Contact Lists needs to collect my child, that I will email the school office to confirm details of who will be collecting, their relationship to the child and also provide the office with a one-time only password that can be used to coordinate a safe handover between the person collecting and Link Club staff.
- I will book my child into the club on a weekly or half-termly basis and will pay promptly for all booked sessions whether my child attends or not, in-line with policy.

- It is my responsibility to keep the Link Club Manager – via the school office - informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, allergies/intolerances, etc).
- I accept that my child may take part in messy activities while at the club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- I understand that Breakfast Club opens from 7.45am (last entry for breakfast is 8.20am)
- Winwick Wildcats closes at 6:00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the Winwick Wildcats Team – via the school office - as soon as possible. I understand that Late Charges will be applied at a rate of £5.00 for every 15-minute interval (or time thereof) whilst they await collection, and that I must make payment for this as soon as the charges are added to my account.
- If I do not collect my child by 6:00pm, I will pay a charge of £5 per 10 minutes of an hour to cover the costs of the one member of staff who is legally required to supervise my child.
- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Winwick Wildcats will follow its Uncollected Child Policy and that they will contact Social Care.
- Whilst Winwick Wildcats 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 understand that if my child has brought a mobile phone/electronic device into school, that they will not be able to access this whilst onsite and that they will be held securely in the School Office until the child is collected.
- I have read the Behaviour Policy and agree to its terms and appreciate that, in some circumstances, it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the Link Club Manager.
- If there are any accidents or incidents at Winwick Wildcats involving my child, I understand that I will be informed by a member of the Link Club team.
- If my child has an accident at the club, they 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 will sign any consent forms necessary for treatment on my behalf, acting in loco parentis; under these circumstances, every endeavour will be made to contact parents/carers so that they can take over as soon as possible.
- I understand that if I have any concerns, I must raise directly with the Link Club Manager as oppose to external discussions via other sources (e.g. Whatsapp, social media, etc).
- Information held by Winwick Wildcats regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.

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

Child(ren)'s Name(s):	
Parent/Carer Name:	
Signature:	
Date:	

Winwick Wildcats Link Club Children's Code of Conduct

Our Christian Values

Winwick Wildcats Link Club is part of our school family. We ask all children to follow our core school values while they are in Link Club.

My Promises to the Link Club

As a member of the Link Club, I promise to:

5. **Be Safe:** I will listen carefully to instructions from the staff, especially during movement, activities and play. I will use equipment safely and respectfully and will not run indoors.
6. **Be Kind and Respectful:**
 - I will treat all staff and other children with kindness and respect, using polite words and manners.
 - I will include everyone in my games and activities.
 - I will be gentle with my friends and keep my hands and feet to myself.
7. **Be Responsible:**
 - I will look after the toys, games, and resources in the club and help staff tidy them away when asked.
 - I will keep my hands clean, especially before and after eating my snack or breakfast.
 - I understand that the staff are in charge of the club, and I will follow their directions immediately.
8. **Be Thankful:** I will be thankful for the food provided at breakfast and snack time, and I will try to eat what is offered.

What Happens If I Forget My Promise? If I forget my promises, the staff will remind me of the rules. If I continue to disrupt the club or cause harm, the staff will speak to my parents about my behaviour.

Name of Child: _____

Signed (Child): _____

Name of Child: _____

Signed (Child): _____

Signed (Parent): _____

Date: _____

Winwick Wildcats Link Club Parents/Carers Code of Conduct

Partnership in Care

We value our partnership with parents and carers in ensuring the safety and well-being of all children attending the our Winwick Wildcat Link Club. By registering your child, you agree to abide by the our policies and procedures, including the Code of Conduct.

1. Operational Compliance (Mandatory)

- **Advance Booking:** You must book and pay for all sessions **one full week (7 days) in advance** of the required date, in-line with the Advance Booking Deadline policy.
- **Sign-In/Out:** You must sign your child in (Breakfast Club) and out (After-School Club) on the club register, confirming the time and your signature.
- **Authorised Collection:** You must notify the Link Club staff and/or school office in advance if an alternative or unlisted person will be collecting your child. Staff will not release a child to an unauthorised person.

2. Punctuality and Late Charges

- **Collection Deadline:** You must collect your child promptly by **6:00 pm** from the After-School Link Club.
- **Late Charges:** You agree to accept and pay the late collection charges for each child, as set out in the Link Club Handbook (starting at £5.00 for 6.01pm to 6.55pm) immediately upon receipt of the charges being allocated to your account. Repeated late collection may result in the loss of your child's place.

3. Financial and Cancellation Policy

- **Payment:** You agree to pay for all booked sessions no later than one full week (7 days) in advance of booking.
- **No Refund Policy:** You acknowledge and accept that **no refunds or credits** will be issued for booked and paid-for sessions that your child does not attend for any reason (with the exception of when there is a school directed Link Club closure).

4. Communication and Respect

- **Information:** You are responsible for ensuring all contact details and medical/allergy information on your child's registration form are kept up-to-date.
- **Respect:** Treat all Link Club staff with respect and courtesy. Any concerns or complaints should be raised respectfully with the Link Club Manager in the first instance.

Name of Child: _____

Signed (Parent): _____

Date: _____