



Wistaston Academy
Primary and Nursery School
Together We Learn • Together We Achieve



Wistaston Academy Before and After school Club Terms and Conditions

2025-2026

The document and the terms and conditions within it govern the basis on which Wistaston Academy Primary and Nursery School agree to provide before and after school provision to parent(s)/guardian(s)/carer(s).

Only a parent/guardian/carers with parental responsibility for a child can register that child for a before and after school place with us.

1. General Information

- a) You will need to complete all Induction documents and a Terms and Conditions document before your child can start with us.
- b) Prior to your child attending Wizz Kidz Before and After School club, you will be asked to complete a child's admission form. In order for us to best meet their needs, you must disclose any relevant medical conditions affecting your child including dietary requirements, allergies and sensitivities and any additional needs your child may have.
- c) You must inform us immediately if you are not able to collect your child by the official collection time by contacting the school office. You must plan for another authorised person to collect your child as soon as possible.
- d) We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious infection or disease on arrival at our setting, or to ask you to collect your child if they become unwell whilst in our care.
- e) If at any time during the course of this agreement there is any change to your contact address, telephone numbers or email you will need to notify us at the earliest opportunity. This applies to all additional contact details you have registered with us such as grandparents and friends.
- f) At Wizz Kidz we expect the same standard of behaviour as we do in school. If a child's behaviour becomes such that it affects the care of other children/or the safety of staff we will contact parents/guardians to discuss the matter. Where behaviour does not improve Wizz Kidz reserves the right to consider immediate exclusion of a child from the club (temporarily or permanently).

2. Payment Terms

- a) Fees must be paid in advance of your child attending Wizz Kidz Before and After School club before by 12pm on a Friday. This will need to be paid in full before your child can come to Wizz Kidz Before and After School club through your Arbor account
- b) If a late booking/payment is made you will be asked to collect your child and a refund for the session will be made, the late booking will be noted and after three occasions your child will no longer be able to attend.
- c) If you use a voucher scheme to pay for sessions please inform the school office of this.
- d) If the payment of fees is outstanding for more than 14 days then we may terminate this agreement by giving you 7 days' notice in writing.
- e) No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We accept no liability for other costs which you incur if we are unable to provide a session for any reason.
- f) If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) the fee for the session/sessions will be deducted from the subsequent weekly fee. We will notify you as soon as possible of any days we will be closed.

3. Termination of Agreement

- a) You may end this Agreement at any time, giving us at least one term's notice. You must inform the school office of this in writing either email or letter.
- b) We may immediately end this Agreement if:
 - 1. You have failed to pay your fees;
 - 2. You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention;
 - 3. You behave unacceptably, we do not tolerate any physical or verbal abuse or threats towards any staff employed at Wistaston Academy Primary and Nursery School.
 - 4. We take the decision to close. We will give you as much notice as possible in the event of such a decision.
 - 5. You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

4. Fees and Charges

Breakfast Club	7:30am to 8:45am	£5 includes Breakfast
After School Club	3:05pm to 5:00pm	£6 includes a light meal
After School Club	3:05pm to 6:00pm	£9 includes a light meal

5. Contacting Us

You can contact the school office on 01270 910500

Alternatively, you can email admin@wistastonacademytrust.co.uk

Our address is: Wistaston Academy Primary and Nursery School, Moreton Road, Crewe, CW2 8QS

You can also find extra information on our website <http://www.wistastonacademytrust.co.uk/>

6. Signed Agreement

Please sign below to indicate that you have read and understood the above terms and conditions and to confirm your acceptable of a nursery place with us for your child.

For parent(s)/guardian(s)/carer(s) under the age of 18, a guarantor aged over 18, must also sign the contract on your behalf. The contract would therefore be Wistaston Academy Primary and Nursery School, you and the guarantor.

A copy of this completed and signed contract will be provided to each signatory.

Full Name of Child	
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Parent/Guardians Name	
Signed	
Date	

Parent/Guardians Name	
Signed	
Date	

Signed on Behalf of Wistaston Academy	
Name and Role	
Date	