



WRAP AROUND CARE

TERMS & CONDITIONS

Aim

To provide a safe and happy wrap-around care facility to meet the needs of our families.

Opening Hours

7:50am to 8:35am Monday to Friday

3:15pm to 5:15pm Monday to Friday (Split into two hour-long sessions)

Provision

Morning: We will focus on a quiet and calm start to the day with activities such as colouring, reading books and construction toys.

Afternoon: Children will enjoy a range of physical and craft activities, making use of the school playground, field and play equipment, and supporting children in completing some homework, where possible.

Food

No food will be provided by the school and we will not be able to heat up food sent from home. Parents will be expected to provide breakfast for their child before arriving at the club or send their child with a pre-prepared breakfast. A packed tea or snacks for the afternoon session must be provided by parents. After school snacks can be stored in a fridge in school.

Session Charges

Breakfast:	7.50am to 8.35am	Code B on Scopay	£5 per session
After School Session 1:	3:15pm to 4:15pm	Code S on Scopay	£5 per session
After School Session 2:	3:15pm to 5:15pm	Code L on Scopay	£10 per session
After School Session 3:	4:15pm to 5:15pm	Code C on Scopay	£5 per session

Our Staff

All our staff are enhanced DBS checked. At least one member of staff per session will be trained in first aid. There are also a number of school staff on-site during opening hours who also have emergency aid, paediatric or schools first aid training.

Our staff ratio is 1:10 children



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Bookings and Payment

Bookings and payments should be made via ScoPay where possible. Scopay bookings need to be made 48 hours in advance of your child attending the club, so that we can ensure the correct staff to pupil ratios are maintained. Payment has to be made at the time of booking. We reserve the right to review fees and will give you a month's notice of any changes.

Bookings can be made via the school office 24 hours in advance for the morning session and on the day for the afternoon sessions. We are unable to accept unplanned 'drop-offs' on the morning of the club. Places are allocated on a 'first come' basis.

Sickness Policy

Please inform us as soon as possible if your child is sick. Please refrain from sending them to school for 48 hours if they have infectious illness e.g. sickness and diarrhoea, etc.

Accidents

Unfortunately accidents do happen. We notify the parent or carer of any accident or injury occurring whilst your child is in our care and the accident will be logged following school procedures.

Medication

Long Sutton (CofE) Primary School's Administration of Medicines policy will apply.

Cancellation of a session

Future sessions can be cancelled. If you need to cancel a breakfast session due to sickness the night before, please leave a message on the answerphone in the office. Failure to give required notice may result in the session being charged.

Change of Days

If you wish to change your days, we will endeavour to accommodate your needs if space is available on the required days.

Punctuality

Children can arrive anytime between 7.50am-8.35am for the morning session. Parents must be punctual when collecting their children from the afterschool sessions. Late collections will result in an additional session charge of £5.



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Club Hours

Our opening hours are 7.50am to 8.35am Monday to Friday (term-time) and 3.15pm to 5.15pm Monday to Friday. No children are allowed on the premises before 7.50am. The main entrance will be used for drop-off and collection.

Behaviour

Long Sutton (CofE) Primary School Behaviour Policy applies. The school has the right to exclude a child should their behaviour fail to comply with the normal expectations of the school.

Extra-Curricular Clubs

Children can be booked into the school's extra-curricular clubs as well as the wrap-around club. Parents are responsible for checking the dates of the extra-curricular clubs and then booking their child into the wrap-around club as required. In the event of an extra-curricular club being cancelled, children who are already booked into session 3 of the wrap-around club will be included in session 1. Top-up fees will apply to cover the difference in cost between extra-curricular and wrap-around club.