



Alston Moor Federation Wrap Around Care Policy

1. Introduction

Alston Moor Federation (AMF) is committed to supporting families by providing high-quality, safe, and affordable Wrap Around Care. This provision enables parents and carers to access reliable childcare outside of standard school hours, promoting a positive and enriching experience for all children involved.

Our Wrap Around Care consists of:

- **Breakfast Club** at Church Road site
- **After School Club**, also at the Church Road site

This policy outlines the structure, expectations, booking and payment procedures for these services.

2. Aims of Wrap Around Care

- To provide a welcoming, secure, and stimulating environment for children before and after school hours.
 - To support working families by offering accessible and flexible childcare.
 - To promote healthy routines and social interaction among pupils.
 - To align with the ethos and values of Alston Moor Federation.
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3. Breakfast Club

Location and Times

- Held at the **Church Road** site.
- Open **Monday to Friday**, term time only.
- **Operating hours: 8:00am – 8:45am.**

Activities

Children are provided with a nutritious breakfast and can participate in quiet, structured activities designed to help them start the day positively.

Pricing

- **£2.50 per child per day**
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4. After School Club

Location and Times

- Held at the **Church Road** site.
- Open **Monday to Friday**, term time only.
- **Operating hours: 3:30pm – 5:30pm**

Activities

Children are given a light snack and can participate in a range of age-appropriate activities including arts and crafts, games, reading, and outdoor play (weather permitting).

Pricing

- **£7.00 per child per day** for pickups **between 4:31pm and 5:30pm**
- **£4.00 per child per day** for pickups **by 4:30pm**

Please note: No refunds or partial charges are applied for early pickups within the same pricing band.

5. Booking Procedure

How to Book

- Bookings must be made via the **Alston Moor Federation website** using the designated Wrap Around Care booking system.

Notice Period

- All bookings must be made **at least 48 hours in advance** to ensure adequate staffing and preparation.

Payment

- **Full payment is required at the point of booking.**
 - Bookings without payment will not be confirmed or held.
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6. Cancellations and Refunds

- Refunds or credits **will not be issued for cancellations or absences**, including sickness, unless in exceptional circumstances and at the discretion of the Headteacher.
 - Changes to bookings must adhere to the 48-hour notice period. Please contact the school office to discuss any changes.
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7. Safeguarding and Behaviour

- All Wrap Around Care staff adhere to Alston Moor Federation's **Safeguarding Policy**.

- Children are expected to follow the same behaviour expectations and school rules during Wrap Around Care as during the regular school day.
 - In cases of inappropriate behaviour, parents will be contacted, and repeated incidents may result in exclusion from the service.
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8. Emergency Contact and Collection

- Parents must ensure that their emergency contact details are up to date.
- Children must be collected **by the time booked** (either **4:30pm** or **5:30pm**, depending on the selected session).
- **Late pickups** will incur the following charges:
 - **£5.00 for the first 15 minutes after the booked pickup time**
 - **An additional £5.00 for every subsequent 15-minute period**

Example: If a child is collected at 5:55pm after a 5:30pm booking, the late charge will be £10.00.

- These charges are applied **per child**.
 - Persistent lateness or non-payment of late fees may result in the suspension or withdrawal of access to Wrap Around Care services.
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9. Monitoring and Review

This policy will be reviewed annually by the Senior Leadership Team and Governors to ensure it meets the needs of families and aligns with safeguarding, health, and safety requirements.

Date of Policy Issue: [Insert Date]

Next Review Date: [Insert Date – typically one year from issue]

Approved by: Alston Moor Federation Governing Body