



ST MARGARET'S WRAPAROUND CARE POLICY

Rationale

The Club is run by St Margaret's CE Primary School and aims to provide high quality before and after school childcare. It provides a range of stimulating and creative activities in a safe environment.

Breakfast Club runs from 7.30am.

The after school club operates from 3.30pm to 6pm and there are 3 different sessions available: 3.30pm - 4.30pm, 3.30pm - 5.30pm and 3.30pm - 6.00pm.

Please ask the office for current prices for the sessions.

All parents/carers must read and agree to the terms of this policy and sign a registration form and financial agreement before their child can take up a place at the Club.

Admissions

- The Club is only open to children attending St Margaret's CE Primary School
- Places are allocated on a first come, first served basis
- The registration process and a Financial Agreement must be completed prior to the child's commencement at the Club
- If places are not available, children will be placed onto a waiting list in order of date of application
- For the new Reception intake in September, priority for places will be given to children with siblings already in school who attend the Club
- Ad hoc bookings will be taken no more than 2 weeks in advance provided there are spaces and parents/carers have completed the registration process

Admission is conditional on the following undertakings by the parent/carer:

- Fees are paid on time
- The behaviour of the child is acceptable for the safe and efficient running of the Club. School policies, including Behaviour, apply in the same way as they do during the main school day.

Absence

If a child will not be attending the Club for any reason, parents must inform school. Payment will be due for all contracted sessions even if the child does not attend their booked session.

Payment

Invoices will be emailed at the beginning of every half term. Fees can be paid by bank transfer or childcare vouchers. Failure to pay will result in the withdrawal of a place(s) at the Club. If a parent is experiencing difficulty with the payment of their fees, they should contact the school office staff as soon as possible. There is a notice period of 4 weeks to change days/times or cancel a place at the Club.

Late Collection

Parents should contact Tea Club immediately on 07387253796 if they know that they will be late collecting their children. A charge of £5.00 per child will be made if collection is up to 15 minutes late. An additional charge of £10.00 per child will be made for collection up to 30 minutes late. If parents cannot collect by 6pm (when the school will be locked), they should arrange for someone else to collect their child. If late collection after 6pm becomes a regular occurrence, the place at Tea Club will be withdrawn.

Uncollected Children

If a child has not been collected by 6pm and Tea Club have not been informed of a late collection, staff will attempt to contact the parents in the first instance. The emergency contacts provided on the Registration Form will be telephoned in the second instance. If these contacts are unavailable, a decision will be taken to contact Social Services and/or the police.

Missing Children

In the event that a child goes missing whilst at the Club, the following procedure will be undertaken:

- The Club Manager will search the inside of the building and delegate an outside search of the grounds/building to another member of staff
- If the child remains missing the emergency services will be contacted

Activities & Meals

Children will be encouraged to spend some of their time being active and to use their time to complete homework if necessary. There will be a range of activities such as crafts and games available. Children attending Tea Club will be able to play outside depending on the time of year and weather.

Children attending Breakfast Club will have a choice of cereal or toast.

All children attending the Tea Club will receive a drink and biscuit and those staying after 4.30pm will have a light tea. Tea will normally be served at 4.45 / 5pm.