

WRAP AROUND

Club @ St Lewis'



St Lewis' Catholic Primary School

Before and After School Club

[Policy, Information and Registration Form](#)



St Lewis' Catholic Primary School
Mustard Lane
Croft
Warrington
WA3 7BD

Tel: 01925 762268
Email: office@stlewiscroft.co.uk
Website: www.stlewiscroft.co.uk

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Ofsted Number – 877/3611
URN - 111368

Equal Opportunities

We aim to provide an environment where children are helped to develop respect for one another, where differences are valued and all children are encouraged to take part in activities which interest them.

St Lewis' Wraparound Care

Our breakfast and after school clubs are available to any pupil on roll at St Lewis' from Foundation to Year 6. They are based in the school building in the end classroom on the KS2 corridor. We will also make regular use of the outdoor areas. At after school club, children have full access to the entire playground (including all equipment), the MUGA and the forest school area (subject to appropriate clothing being worn, supervision and weather conditions allowing).

Start and finish times

Breakfast Club	7:30am – start of school
After School Club	End of school – 6:00pm

Drop off and Collection

Drop off and collection is via the KS2 Gate to the far right of the school.

Parents / carers should ring the bell at the far gate and a member of the staff will come to meet you.

At 8:35am children line up the room. KS2 children make their way to class and Foundation and KS1 children are escorted to their classrooms.

At the end of the day Foundation children are escorted to ASC and the other children make their way to the ASC classroom.

Children attending extra-curricular events/sports clubs etc will be escorted to the after school club at the end of their session.

Children will be signed into Breakfast club, upon dropping off and out of the after school club and upon collection.

Snacks

A range of foods of cereal, toast, and juice will be served at Breakfast Club until 8.30am.

A healthy snack will be provided at After School Club for sessions until 4.30pm and a larger snack for those children staying after 4.30pm according to the likes and needs of the children. This is not intended to replace your child's evening meal.

Activities

Each week will have a different theme linked with everyday events and activities. A range of different activities will be offered each week and will be varied day to day. Examples of the activities include:

Outdoor play	Arts and Crafts	Reading	Baking
Music & dance	Computer activities	Board games	Forest School

When the weather allows children will have access to the playground, MUGA and sports equipment. The children will have input into the themes and activities favoured and parents/carers will be given plenty of notice for any items the children may be asked to bring in.

Each week the following will also be available:

Homework support

Quiet area including soft seating/playmats

Story time

Registration

A registration form (appendix 1a and b) should be completed for all children requiring places and returned to school before the first session is attended. Completion of this will mean agreement to the points in this document.

Payment

Breakfast Club

£6.50 per session, irrespective of drop off time.

After School Club

£6.50 3pm-4.30pm

£11.50 3pm-6pm

Payments and bookings must be made in advance via Parent Pay.

If your child is collected after the session end time you have booked, the system will be manually altered to reflect the actual session end time. This will appear as a debt and will need to be cleared before further bookings can be made.

If your child is collected after 6:00pm, at the school's discretion, you may be charged for the cost of keeping staff on site at a rate of £12 for every 15 minutes (or part thereof) as noted in our Charging and Remissions Policy.

Bookings

All sessions need to be booked and paid for, in advance, on Parent Pay, otherwise your child will not have a place and will not appear on our register.

Bookings can be made on Parent Pay up to midnight on the evening before the session for both Breakfast Club and After School Club.

STEP BY STEP BOOKING PROCEDURE

Please see appendix 2

If you need your child to attend at short notice, please call the office to discuss if places are available.

Places are limited and we may not be able to accommodate late bookings.

Please note that Wraparound Care is currently open during term time only.

Cancellations

Currently, cancellations can be made on the system up to midnight the night before the Breakfast Club or After School Club session booked. The fee paid will be credited back to your child's account for future bookings.

If your child has a place booked at After School Club and is not going to attend at short notice please call the school office so that staff can be informed, otherwise valuable time is wasted trying to locate children who are not attending.

Childcare vouchers

Vouchers must be purchased in advance and applied to your account by Miss Eriksson before bookings can be made against them. They will automatically be added against the 3-6pm session.

If you would prefer them to be split between different sessions, please advise Miss Eriksson on busman@stlewiscroft.co.uk

Please ensure your vouchers are purchased at least a week in advance of when you need to book a session. The vouchers will be credited to your Parent Pay account once the money has been received into our bank account. You will then be able to book sessions.

Voucher providers we are registered with are:

Computershare 0026550983	Fideliti ST.134C	Sodexo 906322	Edenred P21274919
Co-operative 85120936	Care-4 86324647	Kiddivouchers	UK Government Tax Free Childcare Vouchers

First Aid, Safeguarding and Health and Safety

As with all school activities, the safety and security of our children is our number one priority. There is always a trained first aider on site throughout the duration of the Breakfast and After School Clubs and staff are Enhanced DBS cleared.

These clubs are school-based provision and therefore operate within/under the school's regular safeguarding and health and safety guidelines, policies and procedures, all of which are available to view on the school website or on request from a member of the school office team.

Behaviour Expectations

We want the children to enjoy a pleasant environment at the clubs and hope their time will be an important part of their daily lives. In line with school policy we expect high standards of behaviour and the following guidelines may be helpful:

- Show respect to each other and the adult supervisors
- Take care of the games and equipment provided
- No fighting or play fighting is permitted
- Running and noisy activities are not permitted indoors
- Inform a member of staff if you need to use the toilet
- All food and drink must be consumed at a table
- Footwear must be worn
- Only staff/adults are to answer the door



Appendix 1a

St Lewis' Catholic Primary School Wraparound Care Registration Form

Child's Name:

Year Group as at 1 September:

Date of Birth:

Emergency Contact 1

Title	
Name	
Relationship to Child	
Address	
Postcode	
Home Telephone Number	
Mobile Telephone Number	
Work Contact Number	

Emergency Contact 2

Title	
Name	
Relationship to Child	
Address	
Postcode	
Home Telephone Number	
Mobile Telephone Number	
Work Contact Number	

Doctor

Name	
Practice Address	
Phone Number	

Other Information

Special Educational Needs/Medical Needs	
Medical Needs	
Allergies	
Dietary Needs	
Anything else we should know:	



St Lewis' Wraparound Care Parent/Carer's Contract

Child's Name (Print) _____

Parent Name (Print) _____

1. I consent for my child to attend St Lewis' Catholic Primary School All Stars Wrap Around Care Club.
2. I understand that the club has policies and procedures and I agree to abide by them, I am aware that copies are onsite for me to view or I can request copies to keep.
3. I understand that Wraparound is a play/care facility and that whilst my child is there St Lewis' is legally responsible for him/her during the times of my booking.
4. My child will only be collected and signed out by a named person authorised to do so.
5. My child will be provided with snacks and drinks whilst at the club unless otherwise requested, I will provide the setting with any specific dietary requirements for my child.
6. I will inform the club if my child will be absent from a booked session, I am aware that all sessions will be charged regardless of attendance if not cancelled in appropriate time.
7. I will pay promptly for sessions in advance. I am aware that failure to do so will result in the immediate loss of my child's place within the setting. All prices are subject to change (at any time) due to government led legislative changes.
8. It is my responsibility to keep the club manager informed of any alterations to the information regarding my child, such as medical conditions and special dietary needs.
9. I accept that whilst in Wraparound club my child may get involved in messy activities and I will provide my child with appropriate clothing to accommodate this, when needed.
10. After School Club closes at 6.00pm. If, due to unforeseen circumstances I am going to be late, I will contact the manager and if possible arrange for my child's collection.
11. If my child is not collected by 6.00pm I will pay a charge of £12 per quarter of an hour to cover the costs of the two staff who are legally required to stay. Early drop off or late collection from session will incur additional charge based on session rate at point of drop off/collection.
12. Whilst we try to ensure the safety and security of children's personal items, we cannot be held responsible for anything is lost or stolen and urge children not to bring personal items to club.
13. If my child has an accident, he/she will be treated by a qualified first aider and I will be informed of the situation as soon as possible. Should the situation dictate that my child needs urgent medical treatment and I am unavailable, a member of staff may accompany my child to hospital.
14. If I am a parent eligible to receive Tax Credits in relation to childcare, I am aware that the school is legally obliged to notify the HMRC if I cease to use the service during the period of my claim.
15. I am aware that I will need to complete a registration form, however should any details change throughout the year, such as mobile phone, email, work contact details, I will inform staff.
16. Should I need clarification on any of the above information, I am aware that I can speak directly to the manager of St Lewis' Wraparound Care Club or alternatively speak to as member of the office staff on 01925 762268 or email on office@stlewiscroft.co.uk
17. I am aware that by paying for and accepting childcare with St Lewis' Catholic Primary School Wraparound Care club I automatically agree to the above terms.

Signed: _____

Date: _____

Appendix 2

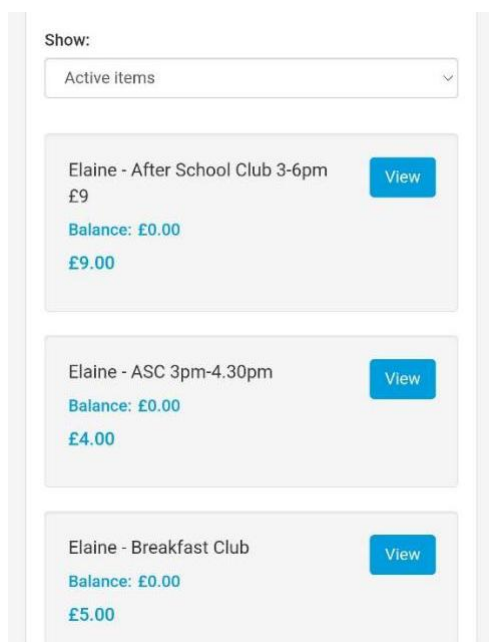
Booking Wraparound Sessions

You are still able to make changes up until midnight the night before any bookings.

You can make bookings by following the steps below:

Go to www.parentpay.com and log in

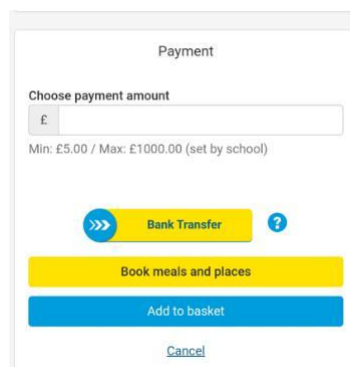
Select the child to make bookings for by choosing **Pay for Other Items** Select the session that you wish to make a booking for



The screenshot shows a 'Show:' dropdown menu set to 'Active items'. Below it, there are three items listed for 'Elaine':

- Elaine - After School Club 3-6pm**
£9
Balance: £0.00
£9.00
[View](#)
- Elaine - ASC 3pm-4.30pm**
Balance: £0.00
£4.00
[View](#)
- Elaine - Breakfast Club**
Balance: £0.00
£5.00
[View](#)

Select **book meals and places**



The screenshot shows the 'Payment' screen with the following elements:

- Payment** (Section Header)
- Choose payment amount** (Text)
- (Input field)
- Min: £5.00 / Max: £1000.00 (set by school) (Text)
- [Bank Transfer](#) (Button with a blue circle containing three white arrows pointing right and a blue circle containing a white question mark)
- [Book meals and places](#) (Yellow button)
- [Add to basket](#) (Blue button)
- [Cancel](#) (Text link)

Select the week to view and choose **Make or view bookings**

Elaine's bookings

Make or view bookings

Make bookings for
Breakfast Club

Week commencing
5 Sep 2022

Make or view bookings

Add to bookings balance

You will then be presented with a booking screen.

< Previous week Next week >

Please scroll across to view the remaining days of the week.

Mon 5 Sep	Tue 6 Sep ✓	Wed 7 Sep
Book a session	Book a session ✓	Book a session
Clear day	Clear day	Clear day

Help and guidance
[How to use this page](#)
[What do the symbols mean?](#)

Booking summary

Elaine Eriksson's Breakfast Club

Bookings added	2
Bookings cancelled	0
Cost of new bookings	£10.00
Payment due	£10.00

Confirm bookings

[Cancel](#)

Make the required bookings by clicking on the day you require. This should turn green.

A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red

WARNING: Any bookings must be confirmed and (if required) paid for within 2 hours of selecting them.

Failure to do so will result in the bookings being automatically cancelled.

Review the booking summary, and select **Confirm booking**

You can continue shopping until you have booked all of the sessions you require for your child(ren)

Follow the checkout process to secure your bookings

Any credit in your Parent Account will be used to pay for the bookings. Any remaining cost can be paid by Bank Transfer (if enabled), Visa Checkout or Other payment method.

If you use childcare vouchers, allocation of monies will work differently to how they have done previously. Please see Miss Eriksson to discuss this.