

WRAP AROUND



St Lewis' Catholic Primary School

Before and After School Club

[Policy, Information and Registration Form](#)



St Lewis' Catholic Primary School
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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 Reception to Year 6. They are based in the school building in the end classroom on the KS2 corridor.
- Wrap around childcare for Nursery aged children can be arranged dependent on circumstances. Please speak to the school office if you need this service.

Opening Times

St Lewis's Catholic Primary wraparound care is available every day during term time only Monday to Friday.

- Breakfast club will start at 7.30am
- After school club will run from the end of the school day until 6pm.

Fees and Invoices

- Childcare fees are payable weekly, in advance, at the time of booking.
- Bookings must be made by 3pm on Thursday of the week before the bookings.
- In emergencies, we will try to accommodate last minute bookings, but these instances must be kept to a minimum. Emergency bookings must be paid for immediately.
- For those families using Tax Free Childcare Vouchers, please ensure funds are requested at least 4 working days before they are needed as the system takes time to update.
- For those families accessing Universal Credit a typed confirmation of payment on headed notepaper can be prepared on a monthly basis. Please let the office know if this is needed.
- In order to maintain ratios it is important that children are collected on time please. Parents collecting their child late will be charged £12.00 for first 15 minutes and an additional £12 for every 15 minutes thereafter. Bookings will not be accepted for families regularly collecting late.
- Refunds will not be given for non-attendance of a booked place.
- School will give parents and carers 4 weeks' notice of any increase in fees which will normally be reviewed in July.

Current Fees are as below

| Club | Daily rate |
|---------------------------|-------------------|
| Breakfast Club | £6.50 |
| After school until 4.30pm | £6.50 |
| After school until 6.00pm | £11.50 |

- **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. Wraparound sessions must still be booked and paid for, even if your child is accessing a club beforehand.

Food Policy

- Children at Breakfast Club will receive cereal/toast and a drink on arrival.
- Children at after school club until 4.30pm will receive a biscuit, fruit and a drink.
- Children at after school club will receive a healthy snack and a drink, as well as the 4.30pm items. This is not intended to replace your child's evening meal.
- Please indicate if your child has any food allergies on the 'Parental Declaration' page at the end of this document.
- A member of staff that has an appropriate qualification in food hygiene will always be available.

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 Arts and Crafts, board games, reading.

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). 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.

Personal property and belongings.

- St Lewis's Catholic Primary School cannot be held responsible for any loss or damage to parents, carers or children's belongings.
- Every reasonable effort will be made by staff to ensure that personal belongings of children are not damaged or lost. Please do not send in any toys and books etc. from home.
- Please ensure that your child's clothing and personal items are clearly labelled.

Liability

- The School accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the wraparound care sessions being temporarily closed or the non-admittance of your child for any reason.
- We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

Termination, cancellation and change of sessions

- We will make every effort to accommodate your wishes whilst maintaining a safe ratio of staff:children
- St Lewis's Catholic Primary School reserves the right to terminate this agreement with immediate effect in the case of non-payment of fees, or if the parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of staff will not be tolerated and may result in immediate termination.

Registration

A registration form (appendix 1a) 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.

If your child is collected after the booked session time, 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.

Accidents and illness

- A member of staff that has an appropriate first aid qualification will always be available.
- St Lewis's Catholic Primary School reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents in accordance with the whole school First Aid policy.
- If emergency treatment at hospital is required we will make all reasonable attempts to contact the parents but if this is not possible, we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.
- Parents/carers are responsible for ensuring that school has the most up-to-date contact details to enable staff to contact you in an emergency.
- We will administer prescribed medicines only if parents have completed the relevant form at the school office.

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

Agreement

- These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the School.
- Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied, are excluded to the fullest extent permitted by law.
- We reserve the right to update / amend these Terms and Conditions at any time.
One month's notice will be given of any changes made.

Appendix 1a

St Lewis' Catholic Primary School Wraparound Care Registration Form

Child's Name:

Date of Birth:

Year Group as at 1 September:

Emergency Contact 1

| | |
|-------------------------|--|
| Name | |
| Relationship to Child | |
| Home Telephone Number | |
| Mobile Telephone Number | |
| Work Contact Number | |

Emergency Contact 2

| | |
|-------------------------|--|
| Name | |
| Relationship to Child | |
| Home Telephone Number | |
| Mobile Telephone Number | |
| Work Contact Number | |

Doctor

| | |
|------------------|--|
| Name | |
| Practice Address | |
| Contact Number | |

Other Information:

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

Signed _____ Parent/carer

Date _____