



# **ST AUGUSTINE'S WRAP AROUND CLUB**

**Breakfast Club - Monday - Friday term time only:  
From 7:30 am - £4 (per child including breakfast)**

**After School Club - Monday -Thursday term time  
only: 3:30 pm - 6:00pm - £10.00 (per child)**

**Bookings: School Office: 01454 866690  
Club room (emergencies only): 01454 867889**

## Wrap Around Club Policies and Procedures

St Augustine of Canterbury Catholic School, runs a breakfast and after school club collectively known as Wrap Around Club (WAC) which provides activities for children aged 4 to 11 years in a safe, secure and happy environment, supervised by professional, experienced staff. The varied programme includes arts and crafts, outside games, team games, and educational activities. Wherever possible a quiet area is set aside where children can spend time on homework, reading or resting. By signing the Parent Contract, you will be consenting to your child participating in these activities.

### **Club Opening Times/End of Day Collection Procedures**

Breakfast Club runs from 7:30am until 8:45am when the children will be accompanied to their classroom for the start of the school day. The After School Club session starts at 3:30pm and finishes at 6:00 pm. Children can be picked up from the club at any time between these hours. The club is not responsible for children dropped before 7:30am as all children must be signed in at the start of the day and out by the adult collecting from After School Club. The child will only be released if staff can be confident of the identity of the person collecting. St Augustine of Canterbury (WAC) may require a PASSWORD to establish their authorisation to collect your child.

Persons collecting children should be aware that premises have to be vacated on time and beyond 6:00pm additional operating costs may be incurred such as school caretaker and club staff wages, plus phone calls etc. St Augustine of Canterbury Catholic Primary School WAC reserve the right to charge £5 for every 15 minutes over the collection time. If a late pick up is unavoidable, it is crucial that parents contact the club directly on 01454 867889 otherwise St Augustine of Canterbury Catholic Primary School WAC may inform Social Care 30 minutes after Club closing time.

### **Availability of Places**

There are a limited number of places available in the Breakfast and After School Club as recommended adult/child ratios need to be adhered to and staffing levels will reflect this. Maximum numbers are as follows:

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Breakfast Club	20	20	20	20	20
After School Club	16	16	16	16	Closed

Registration forms must be completed and returned prior to your child starting. We must be immediately informed of any subsequent changes.

## Booking and Payment Procedures

1. **Booking forms must be completed in advance.** Places will be allocated on a first come first served basis. All payments and bookings must be made through the school office. Payments cannot be accepted by club staff.
2. Parents/Carers may book up to two terms in advance but can also book on an ad-hoc basis. All invoices are sent via Eduspot, paper invoices are only issued upon request to the office.
3. All fees can be paid by cheque (payable to South Gloucestershire Council), cash, childcare vouchers or on-line via Eduspot. We ask that pre-booked sessions are paid in full by the final instalment date stated on the booking form. Ad-hoc bookings should be paid immediately once the session has been taken or we will be unable to honour any future bookings.
4. Refunds will be made separately when due to exceptional circumstances we are unable to provide the session (ie. unexpected school closure due to snow), so please do not deduct this from your normal payment.
5. Fees apply if your child is sick, or we receive less than 48 hours notice to cancel a session. Cancellation forms are available from the school office or club. If you consider your circumstance to be exceptional, please contact the school office in writing. No refunds will be issued unless we receive written confirmation.
6. The responsibility for payment of all fees, charges and penalties lies at all times with the person who made the booking and whoever has parental responsibility for the child. We reserve the right to request payment in advance of the session should we deem necessary.
7. If payment is not made in full by the final instalment date, we will be unable to honour any future bookings until the account is cleared.
8. We are obliged by law to disclose accurate details to the Inland Revenue of the childcare provided to parents or carers who are claiming Working Tax Credit. We are only able to confirm payment details for money received.

## Emergency Procedures

If a child becomes ill during a club session, every attempt will be made to contact one of the people listed on the registration form to arrange collection of the sick child. The child will be cared for until collected.

In case of a minor accident, basic First Aid will be administered. The parent will be asked to sign the accident form on collecting the child. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal carer to advise or discuss with him/her the course of action to be taken.

**If emergency treatment is required and parents/carers cannot be reached immediately, the club will take appropriate action to gain medical treatment.**



WRAP AROUND CLUB

EMERGENCY CONTACT FORM

CHILD'S DETAILS

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

OTHER NAMES: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

SEX: M/F \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POST CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

PARENTS/GUARDIANS: \_\_\_\_\_

PARENTS/GUARDIANS DETAILS

MARITAL STATUS \_\_\_\_\_ (If divorced/separated please ensure we are aware of any Court Orders etc. and contact details for both parties).

Place of Employment (Mother) \_\_\_\_\_ Hours of work: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_

Place of Employment (Father) \_\_\_\_\_ Hours of work: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_

PLEASE PROVIDE US WITH AT LEAST TWO FURTHER EMERGENCY CONTACT NUMBERS

1. \_\_\_\_\_ 2. \_\_\_\_\_  
NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

P.T.O.

MEDICAL INFORMATION

DOCTOR \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Does your child suffer with any of the following (please circle):

Asthma      Nut Allergy      Epilepsy      Diabetes      Other Allergy:

Dietary Requirements:

If yes please give full details and treatment required:

\_\_\_\_\_  
\_\_\_\_\_

OTHER MEDICAL CONCERNS: \_\_\_\_\_

TREATMENT: \_\_\_\_\_

DATE OF TETANUS: \_\_\_\_\_

DENTIST: \_\_\_\_\_ Tel: \_\_\_\_\_

ETHNIC GROUP: \_\_\_\_\_ HOME LANGUAGE \_\_\_\_\_

PERSONAL DETAILS: (Please state here (or privately) any extra information of which we need to be aware. (Special needs, Court/Custodial Orders, major worries or concerns).

\_\_\_\_\_  
\_\_\_\_\_

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### RELEASE

If emergency treatment is required and the parents or legal guardians cannot be reached immediately, your signature in the space provided below empowers the school to exercise their own judgement in calling the doctor/dentist indicated above or the emergency services should the need arise.

Signed \_\_\_\_\_ Parent/Guardian Date: \_\_\_\_\_

Signed \_\_\_\_\_ Parent/Guardian Date: \_\_\_\_\_

# ST AUGUSTINE'S WRAP AROUND CLUB

## SECURITY PASSWORD

Please provide the wrap around club with a password should you require someone else to collect your child. They will NOT be released unless they can provide this password. Please place in sealed envelope and hand to the school office.

CHILD'S NAME: .....

PASSWORD: .....

SIGNED ..... Parent/Carer

DATE .....

## ST AUGUSTINE'S WRAP AROUND CLUB PARENT/CARER'S CONTRACT

Parent/Carer Name .....

Child's Name .....

1. I understand St Augustine's Wrap Around Club (WAC) is a play care facility and that whilst my child is there, St Augustine of Canterbury Catholic Primary School WAC is legally responsible for him/her.
2. I understand that St Augustine of Canterbury Catholic Primary School WAC follows the policies of St Augustine's School. These are available from the school office or on the school website.
3. Once my child is collected from class, he/she will be in the care of St Augustine of Canterbury Catholic Primary School WAC until collected by a responsible adult with a password.
4. It is the parent/carers responsibility to advise St Augustine of Canterbury Catholic Primary School WAC of any dietary requirements as a breakfast is provided in the morning and a snack in the afternoon.
5. It is the responsibility of the parent/carer to keep the school informed of any alterations to information regarding my child (i.e medical, social, emotional).
6. Whilst St Augustine of Canterbury Catholic Primary School WAC try to ensure the safety and security of items, we cannot be held responsible for anything lost or stolen.
7. Sessions can be booked two terms in advance or on ad-hoc basis subject to availability via the school office.
8. St Augustine of Canterbury Catholic Primary School WAC requires a minimum of 48 hours notice to cancel a session due to allocation of staff. If St Augustine of Canterbury Catholic Primary School WAC are given less than 48 hours notice, you will be required to pay for the session in full. If St Augustine of Canterbury Catholic Primary School WAC are able to provide a refund, this will be actioned through Eduspot (school money) account or deducted from a future invoice.
9. All payments for pre-booked sessions must be received by the final instalment date on the booking form. Ad-hoc bookings should be paid as soon as the session is taken. All invoices must be paid in full prior to making the next term's bookings.
10. St Augustine of Canterbury Catholic Primary School WAC reserves the right to refuse future bookings should money be outstanding (see clause 9). Payments can be made via Eduspot or via cheque payable to South Glos Council.
11. The parent/carer will inform the school office on 01454 866690 if the parent/carer is collecting their child from school on the day that he/she is booked into the club and not attending if prior notice has not been given.
12. St Augustine of Canterbury Catholic Primary School WAC closes at 6:00pm and if for any unforeseen circumstances a parent/carer is going to be late, they must contact the club directly on 01454 867889 before 6:00pm.
13. As a parent/carer I understand if a child remains at 6:00pm and by 6:30pm St Augustine of Canterbury Catholic Primary School WAC has still not been able to obtain contact with parent/carer then St Augustine of Canterbury Catholic Primary School WAC will try all other contacts and in extreme circumstances may have to contact Social Care.

I have read and I understand the above terms and conditions and I agree to abide by them.

Signature .....

Date .....