

ST AUGUSTINE'S WRAP AROUND CLUB

**Breakfast Club - Monday - Thursday term time only:
From 7.30 am - £5 (per child)**

**After School Club - Monday - Thursday term time
only: 3.30 pm - 6pm - £12.00 (per child)**

Bookings/emergencies: School Office: 01454 866690

Wrap Around Club Policies and Procedures

The Wrap Around Club provides Before and After School 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, and team games. Wherever possible a quiet area is set aside where children can spend time on homework, reading or resting. By signing the Registration Form, you will be consenting to your child participating in these activities.

Children are supervised by Club Staff at all times during Club hours, until they are collected by their parent (or named substitute), or delivered to school after Breakfast Club.

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 pm prompt and children may be picked up from the club at any time between these hours. The club is not responsible for children outside our published opening hours. Children must be signed in and out from After School Club. The child will only be released if the Club staff can be confident of the identity of the person collecting, and therefore we 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 6pm additional operating costs may be incurred such as school Site Manager and Club staff wages, plus phone calls etc. We reserve the right to charge £5 for every 15 minutes over the collection time. If a late pick up is unavoidable it is critical that the Club is contacted otherwise we are obliged to inform Social Services 15 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:

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club	20	20	20	20	Closed
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. All fees must be paid **in advance** vouchers or on-line via Eduspot. Parents may book up to two terms in advance but can also book on an ad hoc basis. Ad-hoc bookings should be paid
3. Appropriate refunds (ie. unexpected school closure) will be made separately, so please do not deduct this from your normal payment.
4. If fees are not paid by the start date for your child their place will be cancelled.
5. Fees apply if your child is sick or unable to attend. If you consider your circumstance to be exceptional, please contact the School in writing.
6. If additional sessions are required, these will be arranged subject to availability and require payment **at the time of booking.**
7. The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking
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 Child Care element.

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 given an 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.

PLEASE NOTE: IF THE PARENT/CARER CANNOT BE CONTACTED IN TIME, THE CLUB LEADER WILL TAKE ACTION TO GAIN APPROPRIATE MEDICAL TREATMENT FOR THE CHILD. IN ORDER FOR US TO BE AUTHORISED TO DO THIS PLEASE ENSURE THAT YOU HAVE SIGNED THE BOX ON YOUR REGISTRATION FORM.

Cancellation Fees

We require 48 hours' notice to cancel a booking, after 48 hours you will be charged half the current cost, after 24 hours you will be required to pay in full.

ST AUGUSTINE OF CANTERBURY PRIMARY SCHOOL

WRAP AROUND CLUB

EMERGENCY CONTACT FORM

CHILD'S DETAILS

SURNAME: _____ FIRST NAME: _____

OTHER NAMES: _____ DATE OF BIRTH: _____

CHILD'S RELIGION: _____ SEX: M/F

HOME ADDRESS: _____

_____ POST CODE: _____ TELEPHONE: _____

PARENTS/GUARDIANS: _____

PARENTS/CARER DETAILS

(Mother)

Daytime telephone:----- Mobile-----

(Father)

Daytime telephone:----- Mobile-----

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:

Asthma

Nut Allergy

Epilepsy

Diabetes

Other Allergy:

If yes please give full details and treatment required:

OTHER MEDICAL CONCERNS: _____

TREATMENT: _____

DATE OF TETANUS: _____

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).

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 to transport the child to a hospital casualty department.

Signed _____ Parent/Guardian Date: _____

Signed _____ Parent/Guardian Date: _____

ST AUGUSTINE WRAP AROUND CLUB

SECURITY PASSWORD

Please provide the Afterschool club with a password should your 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 OF CANTERBURY PRIMARY SCHOOL

WRAP AROUND CLUB

PARENT CONTRACT

Parent/Carer name

Child's name

Child's class

- I understand that whilst my child is in attendance, St. Augustine Wrap Around Club is legally responsible for my child.
- I understand and accept the information I have been given about enrolment and payment.
- I will keep all emergency contact and medical details up to date.
- I agree to telephone the club room and inform the staff if I am going to be late.
- I agree to collect my child on time and understand that a charge of £5 will be payable for each 15 min block after 6pm.
- I understand that if my child remains uncollected at 6.15pm (with no contact from parent/carer) St Augustine Wrap Around club is legally required to contact Social Services.
- I understand that my child will only be released to someone other than their Parent/Carer *IF* they can provide the password which will be given at the start of the contract.
- I understand that where the Club has endorsed my claim for Childcare Tax Credit, the Club are legally obliged to notify the Inland Revenue if I cease to use the service during the period of my claim.

I have read and understood the above terms and conditions and I agree by them:

Signed Parent/Carer

Date

