



St. Michael's CE (VC) First School

Wraparound Club Policy

Introduction

The club is run by St. Michael's CE (VC) First School and exists to provide high quality out of school hours childcare for our parents by suitable qualified members of staff. It provides a range of stimulating activities for a safe environment.

The club operates from 07.15-09.00am and from 3.30-6.00pm term time only.

All parents must complete a registration form for each child attending club and sign an agreement to adhere to the terms of this policy.

Contacting Wraparound

For all general queries and booking changes/queries please email:

wraparound@st-michaels-stone.staffs.sch.uk

If you need to contact wraparound in an **emergency** between the hours of 07.15-09.00 and 15.30-18.00 the new number is **01785 334940** - If it is not urgent please email the address above.

Please do not contact the staff via their personal social media/contact details regarding wraparound.

Admissions

- Only children attending St. Michael's (including the Nursery) are eligible to attend club
- All places are subject to availability
- The registration process must be completed prior to the child's commencement at the club
- All parents will receive a paper copy of this policy and it is also available to view via our school website
- All club staff are made aware of a new child
- Children attendance is recorded on a register
- We are unable to offer "One to one" support in the Wraparound setting. Where we can accept a child that needs extra support with reasonable adjustments we will do so. However for the wellbeing and safety of all users of the provision if the needs of the child cannot be met with these reasonable adjustments then we reserve the right to refuse a placement. Wherever necessary for the benefit of the child the Wraparound staff and school staff communicate fully regarding an individual.

Arrival and departure

Breakfast Club

- Parents / Carers are required to bring their child directly to club. You should enter via the side entrance. A member of staff will greet you and register your child.
- Early drops offs will be accepted if in ratio, but please be aware that the charges will be amended to reflect this.
- Children will be escorted to their relevant classes in time for the start of the school day.

After School Club

- Children attending club will be escorted to the School Hall (Nursery, Reception, year 1), or sent to the School Hall (Year2, Year 3 and Year 4).
- Please notify Wraparound if your child is attending an after school activity (I.e. Gymnastics, Adventurers and we will collect them when the activity has finished)
- The club staff will take a register of all booked in children and will liaise with school office to determine any reason why a child is not accounted for.
- From the school hall the children will be escorted to the club room.
- To access the club for collections afterschool parents / carers must come into the main entrance and ring the doorbell to the left of the first set of doors.
- A staff member from club will then greet the parent / carer and bring them into to collect their child.
- Parents / carers must ensure that any person who may collect their child is listed on the registration form, and knows the password. Parents must ensure that this is kept fully up to date.

Daily Routine

Breakfast Club

- Breakfast items such as toast, cereal, and fruit are provided. Children are encouraged to eat breakfast. A range of activities are set out.

After School Club

- Children are offered a healthy snack. A wide range of play and planned activities, both indoors and outdoors are on offer.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents / carer upon collection and signed by a member of staff.
- All accidents are dealt with by a qualified first aider.
- Parents of any child who becomes unwell whilst at club will be contacted immediately.

Booking / Payment / Cancellation / Penalty Fee

Booking

Children should be booked into Wraparound care in advance either by way of a regular booking that was originally set by booking form, or by emailing wraparound@st-michaels-stone.staffs.sch.uk. Any

ad hoc bookings will require at least 1 working days notice and even then will only be accepted if there is space in the chosen session. If the booking cannot be accommodated then the parent will be informed as soon as possible so that alternative arrangements can be made.

If you have a regular booking agreed please be aware that this will roll over into September after the summer holiday. To avoid unwanted charges if you will not require the same bookings from the first day back in September please confirm this before the summer break.

Payment

The parent signing the clubs registration form is known as the contracting parent and is responsible for payment of all fees. Fees should be paid for in the month that they are accrued.

The fees for 2019/2020 academic year are:

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|-------------|--------|
| 07.15-07.30 | £2.00 |
| 07.30-09.00 | £6.00 |
| 08.00-09.00 | £4.00 |
| 15.30-17.30 | £8.00 |
| 15.30-18.00 | £10.00 |

Payment can be made using SchoolMoney, or by childcare vouchers. A full session will be charged even if your child attends an after school club (i.e. choir, adventurers), or are collected early.

The Governors reserve the right to withdraw a place if payments fall into arrears.

Cancellation

Any bookings made for Wraparound care require 2 working days' notice for cancellation. Cancellation of less than 2 working days notice will incur the full fee. In the event of illness fees will still need to be paid for sessions not cancelled with the notice period. Cancellations are best confirmed by email via wraparound@st-michaels-stone.staffs.sch.uk

Penalty Fee – For late pick up

In the event that you are running late for pick up then the club leader can be contacted out of school hours (between 4.30-6.00pm) on 01785 334940

A penalty fee will be applied for late collection from 6.00pm onwards for recurring incidences. The second late pick up would be subject to a warning, followed by a fine of £10.00/15 minute increment after the 6.00pm collection deadline for any subsequent occasions. The Governors reserve the right to withdraw a place if collection after 6.00pm is a regular occurrence.

*For clarification a working day is Monday-Friday term time only.

St. Michael's CE (VC) First School Wraparound Club Agreement

I.....parent / carer of.....

Have read and accept a copy of the St. Michaels Wraparound club agreement and agree to abide by the terms there in.

I accept that I am the "contracting parent" for the above child and agree to make payments to St. Michael's

Parents Signature.....

Print Name.....

Date.....

(please complete , sign and return this page to the Club Supervisor, St. Michael's Wraparound)