



## St John's Wraparound Care Club Terms and Conditions

The information below is to outline the service provided and the basis upon which a place at the wraparound care club is offered and accepted.

### Opening hours

The breakfast club is open every morning during school term dates, with the exception of Inset days, from 8.00 a.m. to 8.45am or 9.00 a.m. for Nursery aged children.

All children are expected to arrive on time at 8.00 am.

The After School Club is open every afternoon during school term dates with the exception of Inset days and the last days of full terms from 3.00 for Nursery and 3.15pm for School aged children to 5.30 pm.

All children must be promptly collected at 5.30 pm or incur late collection fees.

### St John's Primary School will

- Support working parents by providing high quality before school childcare
- Provide experienced and committed staff with relevant training in first aid, food hygiene, safeguarding and child protection
- Be committed to equal opportunities
- Provide a safe, caring and stimulating environment
- Provide a healthy and nutritious breakfast and light afternoon snack
- Provide a varied programme of play activities

### Admission

Admission is conditional on the following:

- a) Children aged 3 - 11 who attend St John's Primary School
- b) Fees are promptly paid in advance with credit on Arbor
- c) The behaviour of the child is acceptable for the safe & efficient running of the club.

### Booking

- Places are allocated on a first come, first served basis via the booking platform on Arbor.
- Payment must be made via Arbor and no cash can be accepted.
- Booking will close 48 hours before the session.
- Sessions paid for but not used cannot be refunded.

Children are still welcome to attend the free teacher run clubs e.g. choir and the paid clubs such as Friday football before coming to After School club but a full After School Club session must still be booked and paid for.

If a parent wished to collect a child earlier than 5.30pm, that is fine but please either let the school office know before 4pm or phone the Club mobile phone after 4pm to arrange collection. Please note, the full session must still be booked and paid for.

### Charges

All prices are inclusive of VAT.

Childcare vouchers are accepted as a method of payment.

Breakfast is provided for Breakfast club and a light snack for the After School Club.

The school reserves the right to increase the fees. Half a term's notice will be given of any increase.

<b>Breakfast Club</b>	<b>After School Club</b>
	Butterflies Nursery 3.00 – 5.30pm £16.00 per session
Reception – Year 6 8.00 – 8.45am £6.00 per session	Reception – Year 6 3.15 – 5.30pm £14.00 per session



### **Late collection**

Late collection fee (from 5.30pm onwards)

£ 5.00 per child per 5 minutes late

Late collection fees will be added to your account on Arbor and must be cleared before any future bookings are made.

### **Food**

Breakfast e.g. cereal and toast is provided for Breakfast club, and a light snack e.g. wraps and veggies/ fruit for the After School Club.

If parents wish to send a snack with their child please remember we are a nut free, sesame free and coconut free school.

### **Medication**

Any children who receive medication on a regular basis in term time, must be taking their medication when attending After School Club in the same way they would do for school. A medication form must be completed if the medicine needs to be given to the child whilst they are in the Club. If the medication is normally given at home, please give as normal and inform staff in case of any first aid / emergency issues. Any children who have any other medication, such as antibiotics or a cream issued by a GP or hospital must fill out a medication form. All medication must have the prescription label on with the child's name and date of issue printed on along with the dosage and times that it needs to be given, clearly on it. Inhalers and epi-pens must be kept on site in school and not taken home daily.

### **Sickness**

Children should not be brought to the breakfast club if they are unwell or suffering from a contagious illness. In the case of absence e.g. illness, please telephone the club mobile phone to confirm non-attendance.

It is the school's policy that children should not return to the Club at least 48 hours after the last incident of vomiting and/or diarrhoea. The Club reserves the right to exclude a child whom, in the opinion of staff, presents a potential health risk to other children or staff. Staff are first aid trained and will deal with minor accidents. However, if a child becomes unwell or has an accident requiring further treatment then parents/carers will be contacted for the child to be collected.

We regret that there is no reduction in fee or refund for any absence due to sickness unless the illness is prolonged and is discussed with a member of SLT.

### **Change of details on your child**

It is vital that we have full knowledge of any change of address and telephone numbers (mobile and landlines) both at work and at home and at least two emergency contacts for each child attending the club. It is parents/carers responsibility to advise us of any changes to contact details or medical conditions.

### **Cancellation Policy**

A refund is not given for absence including sickness, unless the illness is prolonged and is discussed with a member of SLT. No refunds will be given for missed sessions due to holidays or non-attendance.

If the Club has to close due to unforeseen circumstances then a refund will be issued to your account.



**Exclusion from Breakfast / After School Club**

School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe & efficient running of the club, parents will be informed of this by a member of the school's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period of time deemed appropriate by the SLT. If the behaviour is too extreme to warrant a warning, then the child will be excluded from the club with immediate effect.

**All School Policies apply to this club.**

Parents/carers must read this policy and terms and conditions before signing below to accept them. Please then return this form to the office. Children can only be accepted into breakfast club once the form is signed and returned.

**Parents and Carers will**

- Book at least 48 hours in advance and pay in advance using Arbor
- Make sure that the information on Arbor is up to date with emergency contact details and medical information
- Ensure that children in Nursery to Year 5 are accompanied into the Club by an adult promptly at 8.00 a.m. and hand them over to a member of staff (they cannot be brought by older siblings)
- Children should be collected from After School Club by 5.30 pm. A fine of will be issued for late collection

In signing below, I understand that St John's Primary School Wraparound Care Club will keep my details on file for the legal amount of time for each document. After this time documents will be disposed of securely in line with policies.

Parents/carers must read these terms and conditions before signing below to accept them and return this form to the office prior to their child's first session.

Signed .....

Date.....

Child's name ..... Class .....

Child's name ..... Class .....

Child's name ..... Class .....

Child's name ..... Class .....