



## WRAP AROUND SCHOOL CARE Terms and Conditions

Our Wrap Around School Care provides before and after school. The setting provides a safe, secure and happy environment, supervised by professional, experienced staff. Before and after school care can be accessed by children in Reception-Year 4, and limited after school care is available to Nursery children.

The varied, play-based programme includes arts and crafts, outside games, team games, electronic based activities, toys, indoor games and activities. Where possible a quiet area is set aside where children can spend time on homework, reading or resting.

The following are the terms and conditions for your child/children attending the St Leonard's Wrap Around School Care. By making a booking, a parent/carer is agreeing to our terms and conditions.

### Opening Hours

The Before School Club will operate from 8.00am – 8.35am.

The After School Club will operate from 3.10pm – 5.00pm.

### Payment of Fees

The current fees are:

	R – Y4	Nursery
8.00am – 8.35am	£3.50*	n/a
3.10pm – 4.00pm	£3.80	£4.50
4.00pm – 5.00pm	£4.00	n/a

\* a sibling discount is applied, the first child is charged £3.50 and any siblings are charged £2.50

The prices are per child per session and apply to all children. If your child is in receipt of Pupil Premium the Before School Club and the first hour of After School Club will be non-chargeable. There is no reduction for leaving before the end of the session. The fee payable is for all booked sessions. Fees are only waived in exceptional circumstances and will be reviewed on an individual basis.

Fees are required to be paid monthly, in advance by the 1<sup>st</sup> of the month, unless this date is during school holidays, when payment will be due on the first day school re-opens. If fees are not paid within 14 days, a late payment charge of £25 will be payable and could result in your child's place being terminated. If you are having difficulty paying fees, please speak to Mrs Martin in the office in confidence.



For exceptional circumstances additional spaces to those not previously booked may be available if staffing ratios are adequate. All additional sessions MUST be booked via the school office as we need to adhere to correct adult:child ratios.

Any booked session is only for the child named on the booking form and is not transferable.

### **Method of Payment**

Payments must be made in advance. Fees can be paid by childcare vouchers or Parentpay. Payments must be made monthly in advance. **Fees are paid for the place, not attendance.**

The club reserves the right to increase fees at any time upon giving half a term's written notice of the proposed increase to parent/carer. If no representations are received in writing from the parent/carer to the increased fees, then the parent/carer will be deemed to have accepted the same and the payment shall be due as per the invoice.

If parents/carers are late collecting their child/ren they will be asked to pay the staff costs at overtime rate. A late payment fee of £7.50 per 15 minutes will be charged in addition to the hourly rate.

If your child remains uncollected after the care club closed at 5.00pm, and we have been unable to reach you or any of your emergency contacts, we will follow our Non Collection Policy. If your child is collected after 5.00pm on more than two occasions, then the child will automatically lose their place at the care club.

### **Cancellation/Termination**

All cancellations or terminations must be made in writing to the school. This notification must be made half a term in advance and this notice period is payable.

Once a session has been booked, it cannot be cancelled. If a child does not attend, this session is still chargeable.

### **School Closure**

When there is a planned school closure during term time for INSET training organised by the school, fees will not be payable on this day.

When there is an unexpected school closure due to inclement weather, flooding or industrial action, fees will not be payable for this day. Any fees already paid will be returned or credited back to the parent.

### **Food/snacks**

Food and snacks are not provided as part of our morning wrap around care. However, children attending Ark after school from 3.10pm will be given a snack such as biscuits and raisins. Children are welcome to bring snacks to any sessions. We ask that these adhere to our 'no nuts' school policy.

### **Property**

Whilst every reasonable care will be taken we cannot be held responsible for any loss or damage to a child's property. All children's belongings must be clearly labelled with the child's name. Any belongings that are brought in are at their own risk and used according to the club's rules.

### **Sickness, Accidents, First Aid and Emergency**

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Booking 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; this includes bumps to the head. In the case of an accident requiring more than basic first aid, every attempt will be made to contact the parent/carer to advise or discuss with him/her the course of action to be taken. It is important that we are fully informed and aware of any changes in your child's health; this should be done by contacting the school office.

### **Health and Safety**

To ensure the safety of all children who attend the care club each child will have to be collected by a parent or guardian or an agreed adult. Please note that we will not hand over any child without child recognition of the adult. We ask that any changes in the adult collecting are communicated ahead of the session, especially where the adult is someone who club staff may not have met. Upon collection, the collecting adult will be required to sign their child/ren out.

### **Behaviour Management**

Everyone is encouraged to treat each other with care and respect and behave in a manner that is acceptable. The school behaviour system will be followed. It is our policy that all staff and children are treated with respect and that behaviour is managed within a positive framework.

- Poor behaviour will be challenged by staff.
- If there is no improvement in the behaviour, parents will be invited to discuss the matter further and agree and sign a written action plan.
- If the child's behaviour doesn't improve they will not be permitted to attend the club.
- When children and/or their parent display behaviour likely to cause offence the club reserves the right to refuse or withdraw the place within the club immediately.

### **Complaints Procedure**

If you need to make a complaint, please follow school's complaints procedure. A copy of this is available on the school website or available from the school office.

**Reviewed & Updated:** July 2025

**By:** Miss C Phillips and LAC

**Next review:** Summer 2026