**Church Lane Primary School & Nursery Wrap Around Care Policy**

INTRODUCTION

The Breakfast and After school Clubs are run by Church Lane Primary school & nursery and exist to provide convenient and affordable out-of-school hours childcare for our parents/carers.

It provides a range of stimulating and creative activities in a safe environment. The Club operates from 8.00 a.m. – 8:30 a.m. and from 3:20 p.m. – 5.45p.m. Monday – Thursday and 3.20 p.m. – 5.30 p.m. Fridays (term time)

Current session fees can be obtained from the school Office and are published on our school website.

 By sending your child to this provision, all parents/carers agree to adhere to this policy.

OUR AIM

Both Clubs provide a safe, supervised and stimulating play environment including outdoor play and cultural activities for the children, as well as a reliable and affordable childcare service to parents/carers.

ADMISSIONS

All places are subject to availability. All Attendance is recorded stating the time the child arrived at the setting and the time the child departed.

Breakfast club session does not need to be pre booked.

Where possible, sessions for our afterschool provision should be booked 2 weeks in advance. We are fully aware that work commitments do not always allow this, and therefore will take bookings up to and including the day required.

Please be aware that if our numbers are extraordinarily high, we may refuse a place that is requested at short notice.

ARRIVAL AND DEPARTURE

Breakfast Club Parents/carers are required to bring their child directly to Club. Children will be escorted into classrooms at 8:45 a.m. by a staff member.

After School Club children will be escorted to club by a staff member. On arrival all children are marked on the register.

When a child is collected at the end of or during a session, they will be signed out and the time recorded.

If somebody other than the child’s parent/carer is to collect the child, the Parent/carer must inform the school directly, giving a password. If the arrangement is to be a regular scenario, a pupil collection form can be completed.

BEHAVIOUR

During the club, pupils are expected to follow the schools’ policies including the school behavioural policy.

FOOD AND DRINK

All children within school will be provided with the opportunity to have either bagels or toast for breakfast on a daily basis.

To keep fees low, we do not provide any ‘tea’ in our afterschool provision, although children are welcome to bring a snack for the evening if they wish to do so. Please ensure that the snacks are nut free.

Water will be available at all times.

FIRST AID

All accidents will be recorded using the same method as during the school day.

Accident records will give details of, Time, date and nature of the accident. Type and location of the injury. Action taken, and by whom. All incidents are dealt with by a qualified first aider.

Parents/Carers of any child who becomes unwell during Club will be contacted immediately.

PUNCTUALITY AND COLLECTION OF CHILD/REN

There is an expectation that parents will collect their child/ren from the After-school Club no later than 5:45 p.m. Monday – Friday and 5.30pm on Fridays. Should a /carer collect their child later than the times stated, a late collection fee of £10 every 15 minutes will be added to the invoice.

If a child is still uncollected at 6pm, uncollected Children Parents will be contacted in the first instance by telephone. Emergency contacts will be contacted in the second instance. If these

contacts are unavailable after approximately 30 minutes; the police and Social Services will be informed.

If lateness in collecting becomes what is deemed to be a regular occurrence, then the use of the provision will be withdrawn.

If your child is not collected from school when the normal school day finishes and the wrap around provision has been withdrawn, uncollected Children Parents will be contacted in the first instance by telephone. Emergency contacts will be contacted in the second instance. If these contacts are unavailable, the police and Social Services will be informed.

PAYMENT OF FEES

Invoices for all attended sessions will be sent out at the end of each month. Fees are to be paid via bank transfer or in cash at the school office before the 13th of the following month.

There will a £5 late payment fee added for any payments received after 13th of each month.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office as soon as possible, and we will be more than happy to discuss solutions with you.

Failure to contact the office, or adhere to the solution agreed upon, may lead to legal prosecution.

Policy Written by: Callum Clay

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