

Sandbach Primary Academy

Wraparound Care Club information and contract

September 2023



**Welcome to Sandbach Primary Academy Wraparound Care Club**

Our club is managed by Sandbach Primary Academy and is an extended provision for quality childcare of children attending our school.

Wraparound care is only available in term time excluding INSET days – Wraparound Club is not available when the school is closed to pupils.

Our Wrap Around Care Club runs on the school site. The club is predominantly based in the school hall but may be relocated to the outside space or a classroom depending upon weather and other provisions running in the school at any one time.

**Our aims**

* We aim to create a safe, welcoming and happy environment where children can spend time with friends and make new ones, relax and have fun at the beginning and end of the school day.
* We aim to offer high quality wrap around care which shares and promotes the values and ethos of Sandbach Primary Academy.
* We aim to provide our families with a reliable and consistent service that represents good value for money.



**Opening times and fees**

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| --- | --- | --- |
| **Provision** | **Times** | **Cost** |
| Breakfast Club | 7:30am to 8:45am | £5 per session |
| After School Club | 3:15pm to 5:45pm | £9 per session |

**Booking and payments**

All bookings for both before and after school club must be made and paid for in advance via the School Spider App. Bookings can be made up to 24 hours before the session is required, subject to availability.

All sessions must be paid for in advance via the School Spider App. Admission to the club will not be accepted unless payment has been made. Cash payments will not be accepted.

If this procedure is not followed and places are requested on a ‘last minute’ basis, this will be subject to availability of spaces at the club. The policy remains that the session must be paid for in advance. We are not obliged to honour a last-minute request as places may not be available on the day.

**Late pick up fees will apply (£10 additional charge per 15 minutes):**

Collection between 5:45-6:00pm £10:00 additional charge

Collection between 6:00-6:15pm £20:00 additional charge

Collection between 6:15-6:30pm £30:00 additional charge



**Breakfast Club**

Breakfast Club is open from 7:30am to 8:45am. Children can be dropped off at any time from 7:30am and must be brought to the door and signed in by an adult.

A range of breakfast options will be available to the children, including a choice of cereals, toast, fruit and a drink.

At 8:40am, the children will be taken to their classes by a member of staff and handed over to their class teachers.

**After School Club**

Children will be collected from a central point in school at 3:15pm by a member of staff.

Fruit and drinks will be available to the children throughout their time at the club and a light snack served at around 4pm. This snack will vary daily and include things such as: sandwiches, wraps, cheese and biscuits. Any dietary requirements must be known to us on registration in order for us to meet the needs of individuals.

During the session children will be able to choose from a range of activities, including (but not exclusive to): craft activities, games, toys, reading or watching a film. There will also be opportunities for the children to give ideas and suggestions as to other activities they may like to partake in whilst in club.

**Drop off and collection**

Parents/Carers should drop off and pick up their children from the hall door nearest to the pedestrian gate. In the event that pick up or drop off has to change, parents/carers will be notified via our School Spider app and our social media channels.

All children must be dropped off and signed in at the door by an adult in the morning.

All children must be signed out from the club by an adult who has been identified on the registration form.

Children will not be allowed to walk home alone or be collected by an unknown adult. In the event that an unfamiliar adult is to collect your child, then a code word must be set up and shared prior to the session. We do not allow children to arrive or leave alone.

Children must be collected by 5:45pm to allow for the school to be locked up for the night.

If you are ever running late to collect your child then the club must be contacted as soon as possible – in the event of late collection an additional charge will be applied.

If any child has not been collected by 6:15pm without the club being contacted and where attempts at contacting parents/carers have failed, safeguarding procedures will be followed and Social Services or the Police will be contacted.

We do not allow children to arrive or leave alone – if this occurs this will class as a breach of contract.

**Cancellation of a booking**

To cancel a booking you will need to provide 48 hours notice via the School Spider App. If you do not give us the required notice of any change or withdrawal then you will be required to pay in full for each session for which notice has not been given. Refunds are not permitted for cancellations made with less than 48 hours notice.



**Closures**

Wrap around care is open during term time only and will not be open on INSET days. In the event of a closure due to extreme circumstances such as severe weather, parents/carers will be informed by telephone and notifications will be shared via the app and social media channels. A refund of fees for affected sessions would be issued in these circumstances.

**Behaviour**

Children attending the club are expected to behave in an appropriate way to ensure that the club is a safe, happy and inviting place for all children. In line with the school’s behaviour policy, any behaviour that compromised the safety and wellbeing of children and staff will be reported to parents/carers and if it continues, may result in the child being removed from the club register.

**Equal opportunities**

All children are welcome to attend the club and every effort will be made to ensure an inclusive and inviting environment regardless of gender, age, religion, ethnicity or disability. Staff will work hard to ensure that every reasonable adjustment is made to support the needs of all children.

**Policies**

Many of the club’s policies are the same as those for the main school. Should you wish to view any policies, copies can be requested from the school office or from the school website.



**First Aid**

There will be at least one first aiders in attendance at the club at all times. First aid will be administered as per school policy and parents/carers informed.

**Contracts**

The signing of the Terms and Conditions document acts as your contract. All contracts for the Sandbach Primary Academy Wrap Around Care must be signed prior to your child’s first session at the club. All children must have a contract signed before attending.

Children will not be accepted if the contract has not been signed.

In the event that the terms of the contract are breached, Sandbach Primary Academy may choose to terminate any bookings and your child will lose their place in the club.

Contracts may be terminated immediately in the event of the following:

* Sandbach Primary Academy breach any of our obligations as stated in the contract.
* Fees which are due are not paid.
* Parents/carers breach any of the obligations as stated in the contract.
* Parents/carers behave unacceptably as we will not tolerate any physical or verbal abuse towards staff.
* Adults collecting the children arrive excessively late (in excess of 30 minutes).





**Sandbach Primary Academy**

**Wraparound Club – Terms and Conditions**

* I consent for my child to attend the before and after school club operated by Sandbach Primary Academy. I understand that the club has policies and procedures which are available for my reference at any time, and that there are expectations and obligations relating to both the club and myself and my child and I agree to abide by them all.
* My child will be provided with breakfast and/or a snack and drink whilst attending the club and I will ensure that any dietary requirements or allergies are formally communicated to the staff prior to attendance.
* Once my child is in the care of the before and after school club, they will remain as such until they are taken to class after the breakfast club and/or signed out and collected from the after school club.
* I understand that an adult must drop off and collect my child from the door.
* I will book my child into sessions in advance and pay in full at the point of booking. I understand that no payment means my child does not have a place in the club. I understand that cash payments will not be accepted.
* I understand that bookings must be made at least 24 hours in advance.
* I understand that sessions must be cancelled with 48 hours notice. Any sessions cancelled out of this time frame will not be refunded.
* It is my responsibility to ensure Sandbach Primary Academy is kept informed and up to date of any alterations to information provided regarding my child, i.e. contact details, medical conditions etc.
* I understand that the before and after school club closes at 5:45pm. If, due to unforeseen circumstances I am going to be late I will contact the school directly as soon as possible on 01270 918922.
* I understand that if I collect my child late, I will be charged as stated in this document.
* If I do not collect my child by 6:15pm and the club has been unable to reach either myself or any of my emergency contacts, I understand that Wheelock Primary School will follow its safeguarding procedure and contact Social Services or the police.
* Whilst Sandbach Primary Academy tries to ensure the safety and security of items, I understand that they cannot be held responsible for loss or damage to my child’s property.
* I understand that my child will need to adhere to the school’s behaviour expectations whilst in the club and may risk being removed from the club’s register in the event of unacceptable behaviour. I understand that if this is the case, I will still be charged for the missed sessions.
* I understand that all adults collecting and dropping off my child must adhere to the school’s acceptable behaviour policy and failure to do so may result in my child being removed from the club register. I understand that if this occurs, I will still be charged for missed sessions.
* Should there be any incidents or accidents at the before and after school club involving my child, I understand that I will be informed and procedures followed as per school policy.
* Information held by the before and after school club within Sandbach Primary Academy will be treated as confidential. However, in certain circumstances such as in respect of child protection concerns, I understand that Sandbach Primary Academy has a legal duty to disclose certain information on to third parties including the Police, Social Care and health care professionals.

**I can confirm that I have read and understood the information provided in this document.**

**I can confirm that I have read and understood the terms and conditions as set out above.**

**I confirm that I will adhere to the terms and conditions**

**Signed: ………………………………………………………………………………………………………………**

**PRINT name: ……………………………………………………………………………………………………**

**Date: …………………………………………………………………………..**



 **Sandbach Primary Academy**

**Registration form**

|  |  |
| --- | --- |
| **Child’s name:** |  |
| **Parent/Carer(s) name and contact details:**  **(Name and address)** |  |
| **Emergency contact 1:** |  |
| **Emergency contact 2:** |  |
| **Dietary requirements:** |  |
| **Medical information:** |  |

**Signed: …………………………………………………………………………**

**PRINT name: ………………………………………………………………..**

**Date: ……………………………………………..**