

# THE LITTLETONS CE FIRST SCHOOL



## Wraparound Care Terms and Conditions

## Admissions

The Littletons CE First School's Wraparound Care is only available to children of school age (Reception and above) who attend our school.

## Booking Forms

Parents and carers will be required to complete a booking form to book sessions. These will need to be completed and returned to the school office before children can attend the wraparound care provision. We already hold medical and dietary needs information for every child through the school admission forms. Please make sure this information is up-to-date.

## Payment

Invoices will be issued for payments. All payments must be received prior to your child attending the provision. For regular places, invoices will be payable a half term in advance. For occasional places, payment should be made a week in advance.

## Maximum Numbers and Waiting Lists

You can book a regular place for wraparound care, which will guarantee your child's place until you cancel it. We will operate a waiting list once the maximum number of children has been reached. Places will then be offered as spaces become available. To ensure the welfare and safety of those attending, we cannot exceed certain staff/pupil ratios. Spaces for siblings are also subject to a space being available, but will take priority on the waiting list.

## Occasional Places

If the days you need are not set, or may only be occasional, you can book individual days. These bookings must be made by the Friday of the week before (except in emergencies) and payment must be made prior to your child attending. These places are subject to spaces being available.

## Specific Individual Needs

Where a child has a specific need, admission will be based on:

- All parties agreeing that the environment is appropriate for the child;
- Liaison with relevant professional support networks if applicable;
- The staffing levels can support the needs of the child.

## Behaviour

School policies, including behaviour, apply in the same way as they do during the main school day. If the behaviour of the child is unacceptable for the safe and efficient running of the club, they may be unable to attend future wraparound care. This will always be following discussion with the headteacher.

## Breakfast Club:

- Is open term-time only with sessions running from 8:00am;
- Will be closed during the holidays, including bank holidays and training days;
- The fee for the full session (8:00-8:40) is £3.50 and is inclusive of snacks and drinks;
- Sessions must be booked and paid for in advance via the school office, using Parent Pay.

## Payments and Refunds

All fees must be paid in advance. Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc. Refunds may be given if the school initiates an activity such as a school trip, sporting event, etc. after you have already made a booking. If you no longer require the use of Wraparound Care, a four-week notice period will be required to qualify for a refund of any remaining fees. Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward. An appointment can be made to discuss this with the headteacher.

## Tax-Free Payments

If you have set up a government tax-free childcare account, or are part of an employee childcare voucher system, you can pay for your child's Wraparound Care using these payment methods.

## Arrival and Departure Policy and Procedure

Children will arrive and be picked up via the main front entrance. Children may arrive at any time during the opening hours of the provision. Children of all ages must be dropped off by an adult or person over 16 years of age.

## Non-Attendance

If your child is not going to attend Wraparound Care for any reason, please contact us at the earliest opportunity. If we are not aware of a reason for non-attendance, we will contact parents/carers in the usual way to ensure way to ensure that the child is safe and well.

## Contacting Wraparound Care

During the Wraparound Care operating hours, you can contact a member of staff on the usual school phone number: (01386) 830695. If you wish to contact the Wraparound Care team by email, you can send messages via the school office on: [office@the\\_littletons.dowmat.education](mailto:office@the_littletons.dowmat.education) and they will be shared with the Wraparound Care staff. Please do not email out of office hours with urgent messages as they may not be received until the following day.

## Food Provision

Breakfast Club provides food for your child unless directed otherwise by the parent. Our Wraparound Care staff are aware of the School Food Standards and have received the required training in Food Hygiene.

## Allergies, Intolerances and other food requirements

The Wraparound Care staff will provide for those children who have food allergies, intolerances or other food requirement such as restricted diets, provided the parents/carers inform us beforehand. If you wish to provide your child with their packed snack you are able to do so, but there will not be any deduction in fees.

Breakfast Club will provide options such as:

- Fruit and vegetables
- Brioches
- Apple/orange juice
- Bagels
- Bread
- Dried fruit

Water will be freely available at all times.

## Sickness

All sessions of Wraparound Care are either covered by a member of staff who is first aid trained, or a first-aid trained member of staff will be available to assist if needed. The priority is to provide an environment where children and adults are protected from the spread of illness and infection. This is achieved in the following ways:

- We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parents are asked to telephone the school office on the first day of their child being absent with illness and give the reason.
- Parents are asked not to bring their child to school if they have been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.
- Parent will be notified immediately to collect their child if they become unwell or they develop an illness whilst at Wraparound Care.
- Good hygiene practice will be observed, especially when serving/consuming food.
- The Wraparound Care staff follow the school's First Aid policy which includes the management of medical conditions and intimate care. This can be found on our website.

## Medication

The Wraparound Care provision will not possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications. Prescribed Medication will be administered if necessary. A medication form, which is available from the school office, must be completed for this to happen. Current Individual Health Care Plan details e.g. for asthma, etc. will be shared with the Wraparound Care staff.