



# Longlands Primary School

## *Wraparound Care Provision Terms and Conditions*

*Our wraparound care provision for a child before and after school hours. It is not an open-access service and children must be registered in accordance with these Terms and Conditions in order to attend our Breakfast Club (BC) and After School Club (ASC)*

***Our Wraparound Care Team are  
Mrs Foster & Mrs Needham***

*All our staff are DBS checked and completed food hygiene training.  
A First Aid Trained member of staff on duty in every club.*

*These Terms and Conditions are effective from September 2024*



## **Aims**

- To provide childcare before and after school.
- To offer a safe, secure and friendly environment.
- To promote healthy eating by providing a nutritious breakfast or healthy tea.
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- To support our parents in offering a simple childcare solution.

## **1. Opening Hours**

Breakfast Club is open from 7:30am.

After School Club closes at 6:00pm; pickup can be any time prior to 6:00pm.

## **2. Cost**

Currents fees are;	Breakfast club	£6.50
	After School Club	£13.50

## **3. Booking**

**Bookings for Wraparound Care should be made at least 7 days in advance.**

- The school office will notify parents when new sessions are available to book.
- Parents who book and pay via the Iris Parentmail app will be able to do so.
- Parents who pay via childcare vouchers, should email the office with a list of required sessions to [admin@longlands.bexley.sch.uk](mailto:admin@longlands.bexley.sch.uk)
- Payment should be made at the time of booking. If paying with vouchers, transfer should be made at time of booking. No money should be handed to the staff at the club.  
**Further bookings may be at risk of cancellation for non-payment of sessions.**
- There is a limit to the number of places in both clubs, therefore, bookings are made on a first come, first served basis.
- On-the-day bookings may be made in the case of an emergency, if there is availability and the request is approved by a member of the leadership team. Please contact the school office to make such a booking.

## **4. Cancellations and Sickness**

Should you no longer require any booked sessions, we ask that you cancel these as far in advance as possible, to enable us to offer the spaces to other children.

Cancellations must be made at least 48 hours in advance, otherwise you will still be charged.

If your child is unable to attend a session due to illness, the session will be cancelled and credit will be carried over on your child's account. **It is not possible to provide any refunds.**



## **5. Sickness**

*If a child is showing signs of being unwell whilst they are in the Wraparound Care, Parents or Carers will be notified and asked to collect their child. If a child needs to be collected early, the full session will be charged for.*

## **6. Arrival and Departure for Breakfast Club**

- *Breakfast Club opens at 7.30am. Staff may be present but this is to allow time for setting up prior to the club opening.*
- *Parents should walk their child into the club, sign them in and confirm with the staff member whether or not your child is having breakfast.*
- *Children are not to come into Breakfast Club without an adult.*
- *Children must not arrive at Breakfast Club without a booking.*
- *At the start of the school day, children will be released to their classrooms.*

## **7. Arrival and Departure for After School Club**

*Teachers are sent a list of children who are attending ASC each week. At the end of the school day, EYFS & KS1 children will be escorted to ASC by a member of staff. KS2 children are to make their own way to the studio, where the ASC team will greet them. The register will be taken at 3.30pm. **If your child is booked into ASC, and you wish to collect them at the end of the school day, you must collect them from ASC, not the playground.***

*Children must be signed out of ASC upon collection, and the collection time recorded.*

*Please notify the office if your child is to be collected by someone different to usual.*

## **8. Late Collection**

*Please notify the After School Club by calling 020 8300 2368 (listen to options and extension 1010) if you are unable to pick up your child on time. Late collections will be charged as follows;*

- *£5.00 for the first (or part of) 15 minutes.*
- *£5.00 for each 5 minute interval after 6:15pm.*

***Further bookings may be at risk of cancellation for non-payment of late collection fees.***

## **9. Breakfast and After School Club Emergency Contact**

*In an emergency, call 020 8300 2368 and dial option 6 or extension 1010.*

*This number is only available from 7:30am – 8:15am and 4:00pm – 6:00pm.*

*For enquiries during the school day please contact the school office on 020 8300 2368, option 0.*

## **10. Refreshments**



Breakfast and light teas are available daily. We meet individual dietary requirements and parental preferences, wherever possible. We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment. Drinking water is available at all times. The clubs are nut free.

#### **11. Accidents and First Aid**

If your child has a minor injury whilst in our care, first aid will be administered within the club. An accident slip will be filled in by the adult who dealt with the incident and you will be informed when you collect your child. Our staff are all trained in First Aid and a First Aid kit is kept on the premises. **Staff are not permitted to administer any form of medication, except asthma inhalers and epipens.**

#### **12. Fire Procedure**

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit. They will congregate in the playground and a register will be taken.

#### **13. Contact Details**

Parents and Carers must fill out a Registration Form and complete the T&Cs declaration prior to their child's first session at either of the clubs. This form allows us to gain important information about your child's contact details, health and wellbeing. Links to both forms are available at the end of this document and also under the Wraparound Care section on our website. Your child's details are held securely in the studio and can only be accessed by authorised staff.

#### **14. Parental/Carer Involvement**

The Wraparound Care Provision's aim is to provide a safe, stimulating and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met, therefore staff are always happy to discuss any parental concerns. It will be their aim to resolve any concerns quickly and efficiently.

#### **15. Pupil Behaviour**

The Wraparound care staff encourage the children to respect themselves and others in a relaxed, friendly environment with clear expectations and boundaries, and as such, will implement the same approaches to behaviour that are used within the main school. Parents should note that we reserve the right to refuse access to this facility for any child who persistently misbehaves or behaves in a manner that puts themselves, others or property at risk of harm or damage.

#### **16. Parental Conduct**



*To ensure the best outcomes for our children, everybody needs to respect the professional relationships required in schools. Our staff work to the highest expectations of professional conduct and are held to account should their behaviour fall short of our expectations. We therefore ask that all parents frame questions and concerns in a calm and respectful manner to prevent parental behaviour becoming an issue in itself. Please be aware that we reserve the right to refuse access to this facility for any parent or carer who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children. Violence and verbal abuse towards staff members will not be tolerated and may mean your child will not be able to use our clubs.*

**17. Changes to opening or venue**

*There may be exceptional days throughout the year when the Wraparound Care may not be open, have different opening and closing times or a change of venue within school. Parents and carers will be notified of these as soon as possible.*

**18. Governance**

*The Breakfast Club and After School Club are part of Longlands Primary School and are governed by the school's governing body.*

[\*Wraparound Care Registration Form\*](#)

[\*Wraparound Care T&Cs Declaration\*](#)