

Wrap-Around Care **Breakfast & After School Club**



Terms and Conditions - Revised September 2025 for implementation September 2025

Introduction

Wrap-Around Care - Breakfast Club and After School Club, is run by St Mary's CE (A) First School to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

Wrap-Around Care operates from 7.30am – 8.45am and from 3.30pm – 5.30pm term time only (see page 3 for pricing structure). A copy of the Terms and Conditions is available on the school website.

All parents must complete a registration form for each child attending the Club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending St Mary's CE (A) First School or St Mary's School Nursery are eligible to attend.
- All places are subject to availability and are to be booked via Parent Pay by the parent. Cut off times are up until 2.30pm on the day for After School Club and by 3pm the working day prior for Breakfast Club.
- Children who require 1:1 support in school to support additional needs and behaviour will need to be discussed with the Head Teacher to ensure safety and care for all.
- The registration process must be completed prior to the child's commencement.
- All Club staff are made aware of the details of all children registered with the Club.
- Children's attendance is recorded on a register.

Arrival and Departure

Breakfast Club – in the Hall

- Parents/Carers are required to bring their child directly to the Club. Parents/Carers should enter the Club via the door at the back of the Hall. The staff will be alerted to the child's arrival by pressing the doorbell situated on the left of the door. Parents will sign their child in on the register, including time of arrival, and to tick the breakfast option if already pre-booked via Parent Pay. Parents are not permitted to stay with their child in Breakfast Club or provide their own breakfast for their child to consume.
- Parents are asked to park on the side road and enter the carpark through the black gate on foot and not in the Staff Car-park.
- Children will be escorted to their classroom at 8.45am by a member of school staff.

After School Club – in the Nursery (Penguins)

Collection of Children from Classrooms:

- Children will be collected by a member of school staff and taken to the Club.
- Children will use the pegs in Nursery to store their personal belongings.
- The Club staff will take a register of all children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector, and the time recorded.
- The parent/carer will enter the playground at the front gate, walk across to the door, at the top of the ramp, near to the climbing wall, and ring the bell. A member of staff will greet them.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- It is the parents' responsibility to cancel their child's place if no longer needed. Please see cut off times in the admissions section on Page 1.

Daily Routine

Morning session

- 7.30am – 8.30am parents bring their children to Breakfast Club
- Children wishing to have breakfast wash their hands ready to enjoy toast and cereal.
- 8.35am tidy up time encouraging the children to take responsibility for their environment.
- 8.45am children collect their coats and bags. Children are escorted to their classroom by a member of staff.

Afternoon session

- 3.30pm children are collected from the classroom and taken to the Club in Nursery by a member of staff.
- 3.30pm – 4.30pm a snack (drink, biscuit, toast) will be offered during this session. A range of activities are provided for all children to access.
- Children can be collected anytime up to 5.30pm.

Allocation of Places

Bookings are made in advance via Parent Pay (please see cut off times in the admissions section on Page 1) and are on a first come, first served basis. Once the club is full or the cut of time has passed, places will no longer be available for booking.

Any places that are booked must be paid for via Parent Pay at time of booking.

Behaviour and Safety

The Club staff aim to provide a safe, stimulating and happy environment for all children. The Club will be run in accordance with our school values and adhere to the School Behaviour Policy. Parents will be informed immediately of any behaviour incidents. Following a warning, a continuation of unacceptable behaviour may result in a child's place being temporarily or permanently withdrawn from the Club. Places for children who require 1:1 support in school to support additional needs and behaviour will need to be discussed with the Head Teacher to ensure safety and care for all.

Late Collection

It is expected that every child will be collected promptly at the end of their booked session. Any child that is collected later than their After School session will be charged for the next session eg a child booked in from 3.30pm – 4.30pm but collected at 4.35pm will be charged up to 5.00pm (the next charging period).

A child collected after 5.30pm will be charged a minimum late collection fee of £10.

Operating Hours

We offer the following sessions for Breakfast and After School Club.

Breakfast Club		After School Club	
7.30am – start of school	£6.50 (£8.00 with breakfast)	3.30pm – 4.30pm	£5.50 (snack)
8.00am to start of school	£5.50 (£7.00 with breakfast)	3.30pm – 5.00pm	£7.50
		3.30pm – 5.30pm	£9.00

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of the Club staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who becomes unwell during Club will be contacted immediately. If a child is sent home during school hours, Club staff will be informed of their absence.

Policies

The relevant school policies apply to both Breakfast and After School Club.

Review and Monitoring

The Terms and Conditions, including fee structure, will be reviewed annually by the Governing Board Nursery & Wrap Around Committee

Next Review: June 2026 for implementation for September 2026 onwards