



Fairfields Primary School & Nursery

Early Birds & Night Owls

Breakfast

Afterschool



**Wrap around Care
Policy & Terms of Booking**



Contents

Contents	2
INTRODUCTION	3
1. ADMISSIONS POLICY	4
2. BOOKING PROCEDURE	4
3. ACCESS.....	4
3.1 Opening Times	4
3.2 Pickup & Drop off Arrangements	4
3.3 Entrance & Exit	4
4.1 Session Lengths & Costs	5
4.2 Late Collection Fees	5
5. CANCELLATION & NON ATTENDANCE POLICY	5
5.1 School Cancellations	5
5.2 Cancellations by Parents/Carers.....	5
5.3 Non-Attendance	6
6. PAYMENT.....	6
7. COLLECTION OF CHILDREN POLICY	6
7.1 Pick-up Procedure.....	6
7.2 Late pick-up Procedure.....	6
7.3 Late pick-up Procedure - Social Services	7
8. MAIN POLICIES.....	7



INTRODUCTION

This document contains the current policies and procedures adopted by Fairfields Wrap-Around Care at Fairfields Primary School & Nursery and form our Terms and Conditions of Booking. You will be provided with a copy of this document on requesting a registration form and copies are also kept at the Wrap Around Care at all times.

The policies are open to inspection by staff, parents and carers at any time. **All staff members, parents and carers need to be aware of its contents and must agree to abide by them. It is deemed that the contents of this document are accepted in full by parents and carers when making a booking.**

This document will be reviewed annually or as needed and any changes will be communicated to staff, parents and carers at the time of change with a minimum period of 6 weeks' notice in respect of any financial amendments.



1. ADMISSIONS POLICY

The Wrap around Care facility is open to all children in Reception to Year 6 attending Fairfields Primary School & Nursery. Where applications exceed the number of available spaces applicants will be considered for admission on the following admission criteria:

- A. Staff member's child/children.
- B. Existing members
- C. Siblings of existing members.
- D. Length of time on waiting list.
- E. Ad-hoc bookings depending on available places.

2. BOOKING PROCEDURE

A registration form is required for each child prior to attending, this information must be kept up to date. Please notify the school office in writing of any change of details.

Once registered the child will be added to the online booking system on School Gateway, please note that payment is required in advance of the booked session.

All sessions are subject to availability and must be pre-booked in order to ensure we have sufficient staff on site.

Please note that if you attend without a booking you may be turned away if the club is already at full capacity. For emergency bookings please telephone the relevant Leader.

3. ACCESS

3.1 Opening Times

The Wrap around Care facility is available at the following times Monday to Friday during term time only:

Early Birds Breakfast:	7.30am - 8.55am
Night Owls After School:	3.25pm - 6.00pm

Please note that after school clubs may not run on days where the school hours differ.

3.2 Pickup & Drop off Arrangements

Please note that children need to be dropped off and picked up by an adult, who should not leave the school premises until they have spoken to a member of wrap around care staff. In the instance of a suitable adult being unavailable, parental permission may be given for a child over the age of 14 to collect by prior arrangement.

3.3 Entrance & Exit

Children should enter and leave the school by the blue doors next to the Deputy Head's office. There is a doorbell situated on the door to alert a member of staff to your presence, in the event that there is no response please use the telephone number on the entrance sign.



4. SESSION LENGTHS, COSTS AND LATE COLLECTION FEES

4.1 Session Lengths & Costs

The session lengths have been designed to help meet the needs of parent, with a flat discounted rate for siblings and children of staff:

Sessions	1 st Child Rate	Sibling & Staff Rate
7.30 – 8.55 AM	£5.25	£4.75
7.55 – 8.55 AM	£4.25	£3.75
3.25 - 4.25 PM	£4.25	£3.75
3.25 - 5.25 PM	£8.50	£7.50
3.25 – 6.00 PM	£10.50	£9.50

Please note that if you collect your child early you will still be billed for the session that you have booked.

It may be necessary to review our fees from time to time, due to an increase in charges, costs and staff increments, however we will always provide at least 6 weeks' notice to any change.

4.2 Late Collection Fees

Children must be picked up by the session end time. Late collection fees applies as follows;

Those finishing at 4.25 pm who are not picked up by 4.30pm will be charged for a 3.25- 5.25 pm session. Collection after 5.30pm will result in a full session charge of £10.50, if a child is not collected at 6pm a late collection charge will apply of £5. Persistent late collection may result in your child's place being withdrawn or an earlier collection time being arranged.

Please also see section 7 regarding our procedures for children not collected after 6pm.

5. CANCELLATION & NON ATTENDANCE POLICY

5.1 School Cancellations

We reserve the right to cancel our service in the following circumstances:

- The School closes early due to unforeseen circumstances, such as poor weather conditions. **In cases where the school contacts parents directly or notice is published on the schools or counties websites informing of closure, we will deem this as notice that the wrap around care will not be open.**
- Staff shortages. In the very rare case that a safe level of supervision cannot be provided we will notify you at the earliest opportunity.

5.2 Cancellations by Parents/Carers

Parents or carers can book and cancel sessions on the day before the following times:

Early Birds: 6.30am

Night Owls: 12 noon

However please try to give as much notice as possible. Any cancellations made after these times (with the exception of those defined in 5.2.1), will still be required to pay for the session.



5.2.1 **Parents will NOT be billed** for in the following special circumstances:

- Absence due to sickness. This will only apply if the child is absent from school due to illness and parents/carers notify the Leader at the earliest opportunity by calling 07907874602 or via the school gateway.
- School closure due to either weather conditions or other unforeseen circumstances
- Family bereavement.

In special circumstances, the School may consider alternative cancellation terms.

5.3 Non-Attendance

If a child is booked into a session and does not attend, the Leader will check with the class teacher or office to see if the child attended school that day. Unless the child is absent and the condition meets the criteria in 5.2.1, full payment will be required for the missed session.

6. PAYMENT

All bookings are made via the School Gateway and payment needs to be made in advance of the child/children attending a session. Payment can be made by card or childcare vouchers.

7. COLLECTION OF CHILDREN POLICY

7.1 Pick-up Procedure

- Children can be collected at any time between the start of each session and before the Club closes at 6.00pm by parents/carers.
- Children will only be allowed to leave with the parent/carer or with an individual who the Club has been notified will be collecting the child/ren by the parent/s. This notification must be made by the parent/s either in person or by phoning the Leader prior to collection. That person must know the “password” stated on the child’s Registration Form.
- A signature will be required when children are collected and the time of collection specified.
This is a mandatory requirement.

7.2 Late pick-up Procedure

In the event of a child not being collected by **6.00 pm** the following steps will occur:

1. The Club will contact the parent/carer. If there is no reply, the Club will call the emergency contact numbers provided on the registration form.
2. The Club will not allow the child to leave with anyone else unless the parent or carer requests it (i.e. over the phone or if they have already agreed it).



7.3 Late pick-up Procedure - Social Services

If the child is not collected by **6.05 pm** and there has been no communication between the club and parents/carers or any additional emergency contacts then the schools policy for non-collection will be followed.

8. MAIN POLICIES

The wrap-around staff and practices are governed by Fairfields Primary School & Nursery policies on the following:

- Safe Guarding
- Safer Recruitment
- Health & Safety including Food Preparation & Administering Medication
- Complaints Policy
- Equal Opportunities
- Registration
- Fire Evacuation
- Behaviour
- Anti-bullying

Please see attached Registration Form



Fairfields Primary School & Nursery

Wrap Around Care Policy & terms of booking

Early Birds & Night Owls



Please complete this form in order to register your child

Application for :	Early Birds		Night Owls		Both	
First Name				Surname		
Class				DOB		
Sibling Name/s						
Address						
Food Allergies/Intolerances/cultural						
Medical Conditions: Please also complete the school administering medication/healthcare plan						
Collection Password						

Consent for emergency medical advice or treatment (Please delete as appropriate)

I do/do not consent to Wrap Around Care staff seeking emergency medical advice for my child

G.P. Name	
Address	
Telephone Number	

Are there any court orders affecting your child? Yes/No

Emergency Contacts				
	Name	Relationship	Telephone Number (Work)	Mobile
1				
2				
3				
4				

Optional: If your child will be attending on a regular basis, please indicate which sessions they are likely to attend
Please make your bookings on School gateway once your child has been registered subject to availability

Monday			Tuesday			Wednesday			Thursday			Friday		
AM		PM	AM		PM	AM		PM	AM		PM	AM		PM

Disclaimer: I have read the Early Birds & Night Owls Terms and conditions and agree that any bookings made via the school gateway are an acceptance of these terms and conditions

Name _____ Signature _____

Name _____ Signature _____