



# Wrap Around Clubs in Uttoxeter Learning Trust: Key Information & Parental Agreement

## September 2024

### **Introduction**

Our clubs exist to provide high-quality out-of-school hours childcare, run by school staff for families who attend our schools. We aim to provide a range of stimulating and creative activities in a safe environment, within the ethos of our individual schools in the Uttoxeter Learning Trust.

This parental agreement sets out important information for families regarding their child(ren) attending our before and after school clubs (wrap around care).

### **Key Information**

#### **Admission Criteria**

- Places are provided on a strictly first-come-first-service basis.
- Where required, a waiting list will be maintained by the club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- School staff children will not be given priority over 'community children'. However they can take a place if it is available and continue to hold that place regardless whether a waiting list is formed in the future.
- Children's attendance is recorded in a register.



## **Special Educational Needs**

- The provision aims to be fully inclusive of all pupils and reasonable adjustments will be put in place for those pupils with SEND.
- The club is fully equipped to manage a wide range of physical abilities.
- However if judged necessary to ensure pupil safety, a risk assessment will be undertaken to identify resources required to allow inclusion. We will work in partnership and liaise with the schools SENCO to look at the child's individual requirements. This will be discussed and agreed with the parents.

## **Withdrawing an offer of a place**

- We reserve the right to withdraw an offer of a place in the following circumstance:
  - Unacceptable behaviour resulting in distress or disruption to adults or children at the provision;

Where such circumstance occurs then the school's behaviour policy and ULT's exclusions policy will be referred to.

## **Opening Times**

### Before and After School Club

- The provision is open from *7.45am* and from *3.30pm* during term time only.
- Parents/Carers are required to bring their child directly to the club and sign them in in the morning. Parents should enter the club via the main front door of the club unless told differently by school staff. Club staff will sign the children in afterschool.
- In the morning, children will be escorted onto the playgrounds at *9.00am* by the club staff for the children to follow the start of the school day procedures. Very young or vulnerable children may be taken straight into class. If it is raining, children will be taken straight into class.

### Morning Schedule

- Club open from *7.45am*
- Children wishing to have breakfast are expected to wash their hands ready to enjoy a freshly prepared breakfast.
- *8.45am* tidy up time encouraging the children to take responsibility for the environment.
- Then children will collect their coats and bags to be escorted to their appropriate playground.
- Children should not bring their own toys, games or any items of value onto the site. We are unable to accept responsibility for such items.



## After School Club

- The After-School Club will provide a range of new and exciting activities/experiences during the school academic year for the children attending. This will include using teachers/outside providers to deliver activities for Science, ICT, Sports etc.
- The club environment will be informally set out to provide the children with a variety of areas to choose from and in which they can explore.
- Children will be escorted by school staff at the end of the school day from their classrooms to the Wrap Around Care space.
- Parents/Carers are required to collect their child from the main front door and sign the child out once the handover has been completed by the staff member.
- After 4:30 pm, any children who remain in the provision will be provided with a balanced snack (please note that this is not a substitute for an evening meal) drink and further independent activities to enjoy until they are collected by a Parent/carer.
- No child will be allowed to leave the provision with an adult who has not been listed on the registration form.

## **Snacks**

- The provision offers a variety of snacks, including fresh fruit and vegetables. Children have access to drinking water throughout the session.
- Any food allergies/dietary requirements etc must be informed at the time of booking.
- Children are permitted to bring their own food to Wrap Around Care provision. This must be in line with our school packed lunch guidance. (E.g; healthy and balanced, nut free)
- NB We will not be able to heat/prepare meals

## **Bookings**

- Bookings must be made on the Wrap Around Care booking form available from the School Office or downloaded from the School website. These will then be passed onto the school office who will determine what spaces are available.
- A registration form must be completed in full, providing contact names, telephone numbers, children's doctor, allergy information, and special requirements. The club must be notified immediately of any change of these details, including changes to contact numbers should we need to contact parent/carers in an emergency. Children cannot be accepted in the club without a signed registration form and contract.
- Bookings must be made half termly. Parents/Carers can ask for extra sessions if required and the provision will try to accommodate depending on staff-to-child ratios.



- **Parents/Carers must telephone call (not Dojo or email) to check for spaces as we may be unable to accept children on the day.**

### **Absences**

- If children are attending school but will not be attending Wrap Around Care, then it is the parents' responsibility to advise the provision and they will still be charged for that place.

### **Payment of Fees/Notice Periods**

- The charge for each session per child is £3.50-£7 Breakfast Club, and £4-£14 After School Club. Payments can be made by Parent Pay and Childcare Vouchers. Payment will be expected whether a child attends or not for their contracted session.
- Where a child has not attended the provision for their allocated session for a period of 3 consecutive weeks their place may be removed and allocated to another child.
- Where payments are not made in advance and arrears are accumulating, we reserve the right to cancel the booking with immediate effect.
- Parents must inform the school office if they no longer require their child to attend the provision. The notice period is 4 weeks.

### **Cancellations & Changes**

- If a child will not be attending a session that they are registered for, please inform the school office by telephone. Parents will still be charged for the session that they are contracted to.
- If parents would like to change the days that their child attends, a new booking form must be completed with the new requirements and 4 weeks' notice given prior to changing. Regrettably, there is no guarantee that changes can be accommodated.
- All payments are non-refundable as provisions are purchased based on the number of places a child is registered for.
- Sessions will not be refunded if less than 4 weeks' notice has been given prior to the termination of the contract.

**We reserve the right to withdraw a place should payments not be made for sessions**

### **Collecting Children/ Uncollected Children**

- Children attending the Wrap Around Care can be collected at any point up to the end of the afternoon session, and must be signed out on the register by the authorised parent/carer.
- Parents will be charged as per your booking, even if they collect their children earlier.



- If parents have a problem getting to the club on time to collect **your** child(ren), then the parent must ring the club on the school number to advise of the reason for the delay and make alternative arrangements for the collection of the children.
- If you make alternative arrangements for the collection of your children you need to notify the club, giving details of the person who will be collecting on your behalf, giving the staff member a password you have agreed with the arranged adult.
- If a parent arrives late, a charge of £10 per child will be incurred per quarter of an hour to cover the costs of the staff who are legally required to supervise the child.
- If a parent is persistently late, (more than 3 times in 3 consecutive weeks) when collecting your child from the provision, it will result in their place being removed.

### **Behaviour Policy**

- We expect all children to have good conduct and standards of behaviour in the club as they do in school. The School's behaviour policy applies to the wrap around clubs.

### **Photographs**

- At times we may take photographs within the club. These images may be used for newsletters, to promote the club, on our website, or on the School's social media pages. We will follow the same permissions provided for use of photographs in school.

### **First Aid/Accidents**

- It is important to realise that at times when children are playing "playground accidents" can happen. For this reason, our staff are qualified in administering first aid.
- Any minor accidents will be dealt with and recorded. The parent/carer will be informed when collecting children from the provision. In case of a more serious accident, the appropriate action will be taken, and the parents will be informed immediately.
- Medication can be administered in line with the school's 'Medicine in School' policy requiring parents to complete a 'Request and Consent for the Administration of Medication in School' form available from the school office. It is parents' responsibility to ensure that all medication provided to the school has not exceeded its expiry date and clearly marked with the child's name.



## Illness

- If children are ill during a session, the parent will be contacted. If children suffer from an infection or infectious illness the club will ask the parents to collect the child immediately, with the understanding that children will only be accepted back at the provision when they are fit. Please note that 48hrs is the requested time for sickness/stomach bug. This action is necessary for the protection of other children from infections and illness.

## Child Protection/Safeguarding Children

- The school takes our responsibility for safeguarding seriously. All staff are aware of child protection issues and recognise signs of abuse, as well as procedures for referring them to the schools senior DSL who will make the necessary referrals to the local authority. All provisions will follow the school's safeguarding and child protection policy. Each provision will have access to a Designated Safeguarding Lead.

## Emergency Closure

- If the provision is closed at short notice, due to very exceptional circumstances i.e. no heating, burst water pipes, snow etc, a full refund will be given for the day(s) the club is closed. We are unable to give refunds if the club is open and the parents make the decision not to send their children. In the rare situation of an emergency closure, the Wrap Around Care staff will contact the parents, therefore please ensure that contact numbers are up to date on the registration forms.
- In adverse weather conditions please check on the school's website/Dojo messages for opening information

## Data Protection

- Any information held by the provision will be stored in line with our GDPR procedures.

## Equal Opportunities

- The provision is committed to equality of opportunity for all.
- We are committed to provide the appropriate support where necessary to ensure integration.
- We recognise all children as individuals with different needs.
- Inappropriate attitudes and behaviours will be dealt with sensitively.

## Complaint Procedure

- If parents have a concern or problem with any aspect of the club, they should in the first instance talk to the staff on duty who will do their best to resolve the issue to your satisfaction.



- If this course of action does not resolve the issue or you feel it is not an appropriate course of action, please follow the complaint procedure as set out in the school policies.

## Wrap Around Care Provision Parental Contract

**Name of Child/Children**

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I have read, understand and agree to the terms and conditions found in this agreement.

**Parent/Carer**

**Signature** .....

**Date**.....