



## Martley Wrap Terms and Conditions

### Admissions

- Only children attending Martley CE Primary School or Pre-school age 3 Years+, are eligible to attend Wrap Around Care sessions.
- All places are subject to availability.
- Parents/Carers requiring ad hoc places are welcome to use the Wrap Around Care provided there are spaces and parents/carers have previously completed the registration process.
- All Wrap Around Care staff are made aware of the details of a new child.
- Children's attendance is recorded in a register. Booking Places is done on ParentPay.
- Places for Wrap Around Care are to be booked via Parent Pay and all payments must be made prior to the session attended.
- Subject to space, ad hoc places can be booked up to the actual day so long as payment has been made. (Please check availability with office staff).

### Pricing Policy

- The Wrap Around Care is non-profit making and the fees charged cover the cost of staffing, equipment and day to day running costs.
- It may be necessary to change fees from time to time, however parents/carers will always be given at least one month's notice of this.
- Payment is due for all booked sessions if no notice is given for non-attendance.
- Refunds are only given in the case of illness.
- Fees must be paid via our online payment system (ParentPay). Payment may also be made with vouchers. Please notify the office when a payment has been made with vouchers.
- A receipt will be provided detailing the sessions that payments have been made for (via Parent Pay).
- Parent should keep their receipts as proof of payment.
- A £10.00 administration fee may be charged if we need to chase up payments.
- If payments are not made and kept up to date you will not be able to continue using Wrap Around Care. To help prevent this, please discuss any issues arising with school.

- Late pick up, after 5.30pm, may incur further charges as staff are only contracted until this time. If your child stays into the next session by 10 minutes the fee for that session will also apply.

## **Staffing**

- At least one member of the team will also hold a paediatric first aid and food hygiene certificate.
- The club will be staffed at a ratio of 1 adult for every 10 children for pupils over 8 years old and 1:9 for children from 3-7 years old. Arrivals and Departures Breakfast Club:
- Parents/carers are responsible for dropping off pupils for Breakfast Club (we will not accept pupils without an adult)
- Parents/carers are to enter via our school reception area and ring the doorbell. This will alert the staff member to come and greet the children.
- Any information/handover to the class teacher will take place at this time.

## **After School Care:**

- Registers will be provided to the Wrap Around Care staff each day to ensure staff know whether pupils have attended school that day.
- Parents/carers must call the school office if their child is going to be absent from any session using the usual reporting procedure but making it clear that it is absence from the Wrap Around Care.
- Children will continue to stay within the school building once their class have been dismissed. The Teacher/Teaching Assistant will then ensure children arrive safely at After Care.
- Any information/handover to the Wrap Around team will take place at this time.
- Parents are to collect pupils via our school reception and ring the bell. This will alert the staff members to bring the child/ren to them.
- Parents/carers are responsible for collecting pupils from after care (we will not release pupils without a named adult). You must inform us if anyone, other than those listed on the registration form will be collecting your child. Email or phone call is acceptable.
- In an emergency, trained staff will administer first aid, and, if necessary, accompany the child to hospital until parents/carers can take over.
- Children who are ill must not attend Wrap Around Care and in the event of sickness or diarrhoea must be off for 48 hours after the sickness and diarrhoea has finished.
- If your child is unwell whilst at Wrap Around Care, staff will contact you to collect your child. No refunds will be made.

- Please do not arrive late to collect your child. Children can become distressed if they think they have been forgotten. If lateness is unavoidable then please telephone, using the number provided.
- If your child stays into the next session by 10 minutes, then a fee for that session will apply.
  - The Wrap Around Care staff may have to contact the Police or Children's Services if a child is left for more than 45 minutes without prior consent and all emergency contact numbers have failed to contact family/carers.
- All behaviour issues will be dealt with in line with the school's behaviour policy. Should the need arise, issues with children will be brought to the attention of their parents/carers.
  - If a parent/carer is aggressive or rude to staff or other children, this behaviour will not be tolerated. Wrap Around Care reserves the right to withdraw its services. No refund will be issued.
- Wrap Around Care will adhere to all school policies along with relevant legislation.
- We cannot accept responsibility for the loss or damage of any child's belonging. Please do not send your child with expensive watches, toys, etc.
- The school has the right to change the Terms and Conditions as needed.

**After School sessions will need to be booked for 5 nights in advance.**

**Breakfast Club sessions can be booked up to 10pm the night before.**

**Breakfast Club Session: 7.50am-8.40am £4.15**

**Afterschool Sessions:**

**3.20pm-3.40pm: £2**

**3.20-4pm: £4.15**

**3.20pm- 4.30pm £7.20**

**3.20pm-5pm: £9.65**

**3.20pm-5.30pm: £12.40**

I have read the above terms and conditions.

Child Name:

Child Class:

Parent Name:

Parent Signature: