

All Saints & St Margaret's CVA



Wrap Around Care

Breakfast Club and After School Club

Information & T&C's

Our Aims

- We aim to provide a high quality service which meets the needs of both parents/carers and children.
- For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.
- For a child, this means an environment that is safe, happy, supportive and nurturing. A place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy.

Introduction

All Saints & St. Margaret's CVA offers a range of options for wrap around care for all our children aged between 4 and 11 years of age. All our services are available Monday to Friday, term time only. There is no provision on school INSET days or during the school holidays.

We have dedicated and experienced staff Vicki Hirst and Adele Richards. All our staff are fully DBS checked and are appropriately qualified.

The provision caters for children at All Saints & St. Margaret's CVA. To contact our Wrap around care staff phone the school no. 01457 855818 and press 3.

Location

Wrap around care is situated within St Margaret's School in its own classroom. Wrap around care can be accessed through the pedestrian gate.

Session Times

7.30am – 8.45am, on weekdays, term time only.

3.15pm – 6.00pm, on weekdays, term time only.

Fees

From September 2024, fees are as follows -

Breakfast Club

7:30am until 8:45am	£5 per session
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8:00am until 8:45am	£3
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After School Club

3:15pm until 4:00pm	£3 (no snack included)
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3:15pm until 5:00pm	£6
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3:15pm until 6:00pm	£9
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If your child has not been collected by 6:00pm then the 'late collection charge' below will be applied.

Late collection charge - £10.00 per child for every 10 minutes that you are late.

All fees are payable in advance; for regular bookings fees should be paid a month in advance, in accordance with our payment schedule. Fees should be paid via our online payment system ParentPay. If payment is not received in advance, then future bookings will not be accepted and your child/ren will not be able to attend the provision. Repeat offenders of non or late payment will stopped from using the service.

If your child does not attend a session and you have not given 24 hours' notice, then the session is still chargeable. If your child is ill you will not be charged for the missed session, however when reporting your child's sickness absence please make sure you make office staff aware that they will not be attending the provision.

Childcare vouchers can be used as payment for the provision under the same payments terms as above (in advance).

Booking Sessions

Sessions can be booked on Parentpay.

What we offer

We provide a safe and stimulating environment where your child can play, explore, chat with friends or just 'chill out'. Each week a wide range of activities will be planned by Breakfast club and After school club staff, including those based upon the ideas and suggestions of the children. These may include crafts, games, sports, free play, outdoor play, role play and homework

Attending Breakfast Club

Do not send your child into Breakfast Club if a place has not been pre-booked.

Attending After School Club

Children attending the after school provision will line up in the corridor and wait for Vicky or Adele to escort them to After School Club. After attending any extra-curricular club e.g. Dance, Choir, or Multi-sports children will be escorted to the room by the staff member running the club.

Children arriving on the minibus will be taken into the school building.

Collecting children from After School Club

Children should be collected by an adult from the club room and they will be signed out by an adult with the time. Only those adults identified on Arbor may collect a child. All children must be collected by 6:00pm..

In the event of any parent/carer being late to collect their child it is essential that you contact the provision at the earliest opportunity to enable us to make arrangements. A late collection charge of **£10:00** per child for every **10 minutes** is made for every child who is collected late.

Persistent lateness may result in a child's place at the club being removed.

If a child is not collected, and the parents have not contacted the VWrap around team, attempts will be made to contact the parents. Failing this, attempts will be made to contact those listed as able to collect the child. Should this still prove unsuccessful staff will wait half an hour, after this time Children's Services or the Police will be contacted.

Closures

The provision is only open during term time. In the event of the provision's closure due to severe weather or an emergency parents/carers will be informed by telephone/or text message. Whole school closure notices are also displayed on the school website. A refund of session fees would be made under these circumstances.

Behaviour

We aim to value every child's right to a safe, happy and inviting environment. Staff will inform parents/carers if there are any concerns regarding their child's behaviour and work with

them to support their child. However, persistent bad behaviour and behaviour that compromises the safety and well-being of other children and staff will result in your child losing their place. The provision will follow the school's Behaviour policy.

Abusive or aggressive behaviour from parents towards the club staff will not be tolerated and will result in a child's place being withdrawn from the provision.

Policies

Many of the provision's policies and procedures are the same as those for the school. Should parents wish to view copies of school policies these can be requested from the school office or found on the school website.

Contact information

St Margaret's CVA

Glossop Road

Glossop

SK13 6JH

01457 855818