

Wrap-Around Care

Breakfast and After-School Club

Breakfast and After-School Club provision is available at Watermoor C of E Primary School for families who require additional childcare outside of normal school hours.

Staffing is as follows:



Miss Tish

Wrap-Around Care
Lead



Miss Cornell

Breakfast Club
Assistant



Miss Wishart

After-School Club
Assistant



Mrs Longney

Arbor and payment
queries
Email :

clongney@watermoor.dgat.org.uk

CLUB	TIME	COST
Breakfast Club	7:45 – 8:45am	£6.50
After – School Club (short session)	3:15 – 4:30pm	£6.50
After-School Club (long session)	3:15 – 5:30pm	£12.00

By registering for and booking a session, parents/carers agree to the terms and conditions outlined below.

General Information

- The provision is available for children from the age of 3 (Pre-School) through to 11 (Year 6).
- Children attending the clubs are provided with a snack and drinks.

Children have access to appropriate activities and opportunities to play and socialise while attending wrap-around care.

- The same expectations for behaviour and conduct that apply during the school day also apply while children are attending wrap-around care. For more information, please see the school's Behaviour Policy on the website. We reserve the right to withdraw your child's place at wrap-around care should behaviour remain harmful or unsafe.



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Registration and Booking

- Parents/carers should ensure that all information held on Arbor about their child is **relevant and up to date** before booking sessions. Wrap-around care staff will use Arbor to access information such as the names and contact details of people authorised to collect, medical needs, dietary requirements and permissions.
- We encourage parents/carers to **book sessions in advance, one week at a time**. Bookings should generally be made no later than by midnight the night before.
- If there is an emergency, a last-minute booking can be made on the day, but this should not be a mechanism used to regularly book sessions.
- Places are subject to availability. There is a maximum of 25 spaces in each session.
- Parents/carers should ensure that bookings are made for all sessions their child requires that week.
- Children must be booked onto a session in order to attend. **If your child is not booked in, they will not be able to attend**. You will be asked to come and collect your child if they arrive but are not booked in.
- Non-attendance at a pre-booked session will still result in a charge.

Cancellation

- Cancellation of pre-booked sessions **less than 7 days in advance** will still result in a charge.
- If you wish to cancel a session **more than 7 days in advance**, please contact Mrs Longney in the office.

Payment

- Payment for wrap-around care is arranged through **Arbor**.
- Parents/carers are responsible for ensuring that their wrap-around care account is kept up to date and that payment is made for all booked sessions.
- Sessions cannot be booked until funds are added to the Arbor account.
- If you wish to use Tax Free Childcare, this must be processed through your Childcare Account and transferred to the Arbor account before you can book sessions.
- We recommend that split families (in which **both** parents are paying for and booking wrap-around care) add enough funds to book 'their sessions' and book at the same time



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in order to use their own funds. Unfortunately, there is currently no mechanism to split an Arbor account for parents to fund and book sessions separately.

Collection from After-School Club

Parents/carers should collect their child promptly at the end of their booked session. If somebody other than the child's usual parent/carer will be collecting them, the school should be informed in advance in accordance with the school's usual collection arrangements.

If an emergency or unavoidable delay affects collection, parents/carers should contact the school as soon as possible.

If parents/carers have booked their child onto the After-School Club **short session**, they must arrive by no later than 4:30pm to collect. After one verbal warning, a late collection will result in being charged for a **full session (an additional £5.50)**.

If parents/carers have booked their child onto the After-School Club Long session, they must arrive by no later than 5:30pm to collect. Our staff are employed until 5:30pm and have families and other commitments of their own; we ask that parents and carers respect this. Repeated collection after 5:30pm will result in the following:

- **1st instance:** verbal warning
- **2nd instance:** final written warning
- **3rd instance:** parent/carer will not be able to book wrap-around care for the rest of the term

Changes to the Provision

The school reserves the right to make changes to the operation of its wrap-around care provision where necessary. Parents/carers will be given as much notice as reasonably possible of any significant changes.