

DINGLE COMMUNITY PRIMARY SCHOOL WRAPAROUND CARE (Breakfast Club and After School Club) TERMS & CONDITIONS

Availability of spaces

- Admissions Wraparound Care is solely for those children who attend Dingle Community Primary School and is available for all children from Reception to Year 6.
- Numbers of available spaces are based on legally required staff to adult ratios. As such, staffing is planned based on the numbers of spaces requested and ages of children who will be attending.
- All sessions have a maximum number of spaces based on the size of our facility. Should the maximum number be reached, allocation will be made on a first-come-first-served basis.

Parental contact information

- Staff running the Wraparound Care sessions will use the current information held within the school for your child. All information will be treated as confidential and will be stored appropriately.
- Emergency contact details held by the school must be kept up to date at all times and it is the responsibility of the parent/carer to notify the school of any changes in details as soon as possible.

Bookings and payments

- Families are required to book sessions for the following week by 4pm on Fridays, via School Money.
- The charges that apply for the various Wraparound Care sessions are listed on School Money.
- All sessions should be paid for at the point of booking. Arrears will lead to action taken by school and could lead to information being shared with debt collectors. Non-payment of arrears may result in your child not being able to attend a wraparound sessions.
- An additional charge of £1 per 1 hour session will be added where spaces are booked after the booking deadline of 4pm on Friday (for the following week).
- If your child attends Breakfast Club or After School Club without any prior booking at all, a further additional charge of £1 per 1 hour session will be added (so £2 per hour more than the cost of the session if booked by 4pm the previous Friday).
- If any children (classes D to S) are not collected by 3.20pm, they will be placed in After School Club and the charge for attendance with no prior booking will be applied.
- Refunds will not be given should you cancel your child's session or if your child is absent from school, unless there are exceptional circumstances, as staffing is arranged to meet the requirements of booked spaces.

Extra-Curricular Clubs and Activities

- Extra-Curricular after school activities are offered separately and these are booked and paid for individually. If you wish your child to attend Wraparound Care after a club, once your child has finished their extra-curricular activity they will be escorted to Wraparound Care by a member of staff.

Dropping off and collecting children

- All children attending Breakfast Club must be brought to the front door by their parent or carer, who is responsible for the child until they are let into school by a member of staff.
- Children must be collected from After School Club by an adult registered on the school's contact list. The School Office should be notified in advance, if a different person is going to collect your child on a particular day. Children will not be released into the care of a person unknown to us without parental/carer authorisation.

Late collections

- It is the parent/carers' responsibility to ensure their child is collected promptly at the end of their booked session. This is important as staffing is planned based on booked spaces.
- If unavoidably delayed, parents must contact school on 01384818305 and make alternative arrangements for collection.

- A late collection charge will apply on collections that are 10 minutes or more after the end of the booked session. The charge will be £4.00 per child for each 15 minutes of lateness. Should a child not be collected within 15 minutes of the end of their booked session, school will contact people listed on your child's personal information.
- If a child is persistently collected later than the agreed time (persistently will mean more than 3 times in one half term), the school reserves the right to withdraw the Wraparound Care for your child.

Emergencies

- If there is a school emergency and Wraparound Care has to be cancelled, parents will be contacted by text.
- If a child becomes unwell whilst at Wraparound Care we may need to contact the parent/carer and ask them to make arrangements for the child to be collected.
- In the event of an accident requiring urgent medical attention, the parent/carer will be contacted immediately.
- If a child needs to take medication whilst at the club a consent for the administration of medication form must be held in the School Office. Medicines stored in school's medical cupboard may be used in Wraparound Care hours.

Further information

- Wraparound Care is run by the school and therefore adopts school policies. These are available on our website or can be requested via the School Office.
- All staff involved in Wraparound Care are DBS checked.
- Please contact the School Office with regards to any queries either by telephone (01384818305) or email at info@dingle.dudley.sch.uk.