



St Oswald's C.E. Primary School
Wraparound Club Home Agreement

Wraparound Club responsibilities:

St Oswald's C.E. Primary School Wraparound Club provides a friendly and fun environment for the children attending our school.

Our aims are:

- To provide a high quality of care
- To offer children an exciting range of activities with lots of choice
- To offer a safe place to play
- To offer children and their parents a service that promotes equality, inclusion and values diversity
- To give your children healthy and nutritious food

Early Birds

Early Birds runs Monday to Friday between 7:30am – 8.45am. Children can be brought to the school's main entrance and handed over to the staff. All children are signed in on the register. The children will be given cereals, yoghurt, toast, fruit and fruit juices for breakfast which will only be served until 8.20am. The children will have a chance to chat with their friends, read and play games before going to their classrooms.

Evening Owls

Evening Owls runs each evening between 3.15pm – 6.00pm. At the end of the school day the children will be collected from their classrooms and taken into the hall. Registers will be called and drinks and snacks will be served until activities begin. Depending on the weather, the children could be taken outside to play at this time. Children are then offered a range of foods including sandwiches, soups, biscuits, squash and a variety of fruit. Please note, meals will be adjusted to cater for allergies and intolerances.

Parental Responsibilities

- By booking your child into Wraparound Club, you agree to collect your child/ren on time.
- To ensure we can contact you in case of emergency, please inform us of any changes of address, contact number etc.
- To ensure safe practices, you must inform us of any changes in your child/ren medical information or allergy information as soon as possible.

Booking Policy

Whilst we understand there may be times when your child/ren are unable to attend Wraparound Club for various reasons, this booking policy outlines the school policy for booking your child/ren into Wraparound.

- For an Early Birds session, parents are asked to inform the school via telephone or email at least the day before it is required to ensure staff have enough resources available for providing breakfasts. **Please do not drop off your child without booking in first. If you turn up without a booking Wraparound staff will check staff to children ratios and may need to turn you away.**
- For an Evening Owls session, you can either phone or email the school on the same day, but please try and give as much notice as possible. A child informing us they are attending Evening Owls is not sufficient and you will be called to confirm this and to maybe pick up your child/ren if there is no space available.
- If you need to cancel an Early Birds or Evening Owls booking, please give at least 24 hours' notice. If you cancel the same day, or your child/ren don't turn up for their pre-booked session, you will be charged the standard session rate.

To book or cancel a place, please email Miss Simons or Mrs Faulkner. Emails are monitored during school hours, Monday to Friday 8am-4pm. If you email outside of this time your email will not be picked up until the following day. Emails will not be actioned at weekends.

Charges

Early Birds: £6.00 per child.

Evening Owls: £8.00 per child.

There is a 10% sibling discount for two children and 15% sibling discount for 3 or more children which will be highlighted on the invoice.

These prices may be subject to change, in which you will be given notice before the change occurs.

Payments

Payments should be made within 4 weeks from date of invoice. We encourage parents to pay online using ParentPay, alternatively we can accept payment by cash at the main office or Childcare Vouchers. Receipts can be issued once payment is received if requested.

The School Business Officer or School Business Assistant will contact parents who are in debt on a weekly basis. If payment is not received within 14 days of initial contact, parents will forfeit their child's place within Wraparound with immediate effect until payment is received in full. If this course of action is taken, you will be informed immediately via a letter home and by phone. If parents accrue a debt of more than £40, the same course of action will be taken until full payment is received.

Responsibility for payment

The responsibility for payment of fees, charges and penalties lies at all times with the person who has made the booking. Failure by the Wraparound Club to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment.

Penalty Charges

Parents who are late collecting their child/ren after the official closing time of 6.00pm will incur a penalty charge of £1.00 per child per minute they are late (i.e. if you have two children and 5 minutes late, you will incur a late charge of £10). This penalty charge will be added to the parents' ParentPay account and must be paid within 24 hours of being issued with the penalty. Any child/ren not picked up 45 minutes after the official closing time of 6.00pm without any communication from a parent will result in Social Services and/or the police being contacted.

Exceptions to the payment

- If the school is closed for any reason i.e. enforced snow closure or due to a pandemic, there will be no charge to the parent for the pre-booked session
- If your child/ren are absent from school due to an educational or residential visit, there will be no charge to the parent for the pre-booked session.

***All queries regarding payments and debts, please contact Faye Simons (School Business Manager) or Laura Faulkner (School Business Assistant) in the first instance.**