



St Brendan's Catholic Primary School

Wraparound Care

Terms & Conditions Leaflet



General Information – Afterschool Club

Timings: The Afterschool Club will be split into two sessions.

Session 1 : 3.20pm to 4.20pm

Session 2: 4.20pm to 5.20pm

We open Monday to Friday for 38 weeks of the year – every week that school is open. The After School Club will not be open on INSET / Teacher training days or bank holidays.

Cost: The cost for session 1 is a flat rate of £6.00 and the cost for session 2 is a flat rate of £6.00

Once registered with the club, families will be able to access the Wraparound Care Booking system on Bromcom

Snack: Snacks at After School Club are not intended to be a meal replacement. A range of healthy and enjoyable snacks will be on offer throughout the week. A selection of fruit will be available at all times. Children have unlimited access to water and milk throughout the session. Food on offer will consider any allergies for registered children.

Provision: A variety of games, sports, crafts and puzzles will be available for the children to choose from. These will be planned in accordance to their needs and wishes and will rotate on a weekly basis. Themed weeks will run in line with themes within the school. Staff will also encourage children to read. The club will take place in the Afterschool Club area of the school.

Staffing: The After School Club will be operated by members of the school staff. All members of the school staff on duty:-

- Have undergone Safeguarding training and know how to follow school procedures for ensuring the safety of children.
- Are First Aid trained, to a Paediatric level
- Are Allergy Awareness and use of Auto Injectors trained
- Have 'Food Hygiene' certificates to ensure the highest standards of Health and Safety.
- Obtain extensive experience of providing rich and engaging opportunities for all Primary age ranges.

Bookings

Step 1: Complete a registration pack and return to the School Office. Once the registration form has been received, the school will add you to our online booking system.

Step 2: If your child has a medical condition which may require equipment, for example; an epi-pen or inhaler, the school will need an additional device to keep with them wherever they may be in school. The school will not be able to transfer classroom medical equipment to the clubs.

Step 3: All bookings should be made via our Bromcom system. If you do not have an account, please visit the Main Office who will assist you in setting up an account.

Step 4: Dates for booking will be released at the start of the new academic year . Parents will be able to book dates in advance for the forthcoming half term. It is recommended that you book as far in advance as possible as we have a strict number of places available. Once these places have been allocated, there will be no further admittance into the club. Payments must be made at the time of booking.

Step 5: Registers for After School Club will be printed at 12.00pm on the day, no further online bookings can be made from this point. If you have an urgent need arise after 12.00pm, please contact the School Office via telephone on 01536 202491 who will endeavour to support you.

The school takes our legal responsibilities very seriously and, unfortunately, if your child is not booked in to After School Club, **they will not be able to be admitted**. Any communication regarding this should be made with the Office Manager. Any complaints should be made via the normal School procedure. A copy of the School complaints policy is available on the website.

Cancellations Unfortunately, if bookings are made and your child is absent for the session, we will be unable to provide a refund. You will be able to cancel any bookings on Bromcom up to 2 days before the session takes place. Should the facility be closed due to a problem with the venue or adverse weather conditions, the school will issue refunds.

Late Collection After School Club closes at 5.20m and it is important that children are collected from both sessions by their end time. The After School Club will supervise any children who are not collected by 5.20m. Following a late collection, a **fee of £1.00 per minute** will be invoiced to parents. If lateness continues, registration with the club may be withdrawn. If you are running late, please contact the school on 01536 202491