



St Michael's - WRAP

Breakfast and After-School Club

St. Michael's C of E (Aided) Primary School

Opening Hours		
Breakfast Club	7.30am - 8.50am	
After-School Club	3.25pm - 6.00pm	
Contact		
Phone	0161 748 3669	07764660182
Email address	wrap@smpsflinton.co.uk	

Summary of Key Charges

Session Charges (Please book at least 2 weeks in advance, or 2 weeks before a school holiday for the following half term to avoid disappointment.)	
Breakfast Club	1 child £6 2 children £9.50 3 children £14.50
After-School Club	1 child £11 2 children £17.50 3 children £26.50
Late Pickup	£5.00-£25.00 (see below)
Arrival without booking*	£5.00 plus session charge
Cancellation of a session made less than 1 week before session	Full session charges
Late bookings	£1.00 plus session charge (see below)

*We cannot guarantee a place will be available if children arrive with no prior booking

This document forms the terms and conditions. By using the services, you are agreeing to the enclosed terms.

Introduction

Welcome to 'St. Michael's Wrap' extra hours club. The club will provide breakfast and after-school sessions for children from Nursery to Year 6.

The club will be an extension of the school and will reflect the school's aims and ethos. Both the breakfast club and the after-school club run within the school.

Children will have the opportunity to relax, do homework, join in with indoor and outdoor activities, play and have fun.

Parents will be able to relax in the knowledge that their children are safe and well cared for.

Availability

The breakfast and after-school clubs are open to children from Nursery up to Year 6. There are limited places available each day which are offered on a first come, first served basis.

Dates of Closure

The breakfast and after-school club will be open during term-time only. Please ask the school office for a calendar with the holiday dates. Cool Kids will continue to offer their holiday club for the school, based at St. Monica's (for more information please contact Cool Kids directly on 07720053601).

Bookings

Bookings are taken by completion of a booking form which can be requested at any time from wrap@smpsflixton.co.uk.

In order to organise bookings, we have 3 categories:

- Regular (these are the children who attend the same sessions each week).
- Regular Variables (these are the children who attend regularly but do not do set sessions each week due to parents with varied work patterns).
- Ad Hoc (these are the children who do not attend regularly).

Parents can book as far in advance as they wish (within the academic year) by requesting additional booking forms via email.

Places are subject to availability in accordance with the appropriate staff/pupil ratios, space available and health and safety requirements.

Late Bookings

Late bookings can be made, subject to availability and advance payment. A £1.00 surcharge per service is added to late bookings as follows:

Breakfast Club - bookings made after 9am the previous day

After- School Club - bookings made after 2.30pm the previous day

Arrival without a booking

*Arrival without a booking is not always possible due to staffing ratios and space. In this instance you are at risk of your child not being able to stay.

If a child is expecting to be in the after-school club and we haven't received a booking in advance, we will contact the parent in the first instance. If we are unable to contact the parent, we will admit the child to the club and make the following charges: -

If your child arrives at the club without booking, a charge of £5 per child per session will be made in addition to the session fee.

Changes and Cancellation

Cancellation can be made at any time, but credit will only be offered if the required notice is given. To obtain a credit for a session, cancellation must be received in writing 1 week (7 days) before the session to be cancelled.

Credits will not be offered in any other circumstance, including illness.

Credits will be offered in the form of another club session. The cash will not normally be refunded.

Changes to bookings may be accommodated at the discretion of the Wrap Club Manager, subject to availability and the notice period listed above.

Payments can be made by the following means:

- Through ParentPay in advance of sessions
- Cash/Cheque- Only in emergencies.

Payment Deadlines

Payments can be made at any time via ParentPay. There will be two payment items set up on Parent Pay, i.e. - A Breakfast Club payment item and an After-School Club payment item.

The school office will be able to print payment details and pass these to the Club Manager in order to reconcile sessions booked with the payment received.

Payments must be made as sessions are booked or at least by two days before the session or additional charges will be made (see above). Payments must be made in advance and children will not be able to use the club unless payments for previous sessions have all been paid in full.

Emergency/Parent contact details

Please complete the form on the reverse of the booking form to provide us with details and ensure you contact us if anything changes. The records for the club are separate to the school records so forms must still be completed.

Arrival/Pick up

You will be required to provide a password for the purposes of pick up (on the booking form). This will be required for anyone picking your child up from after-school club. If they are unable to provide the password we will need to call you to confirm their identity and to obtain your permission.

Children who attend the Wrap Club must be collected by a responsible person aged 16 years or over.

Please note that the car park is for staff and visitors only. You must not use the car park for dropping off or collecting children from the club.

Late arrivals can be accepted but breakfast will not be served after 8.30am and discounted prices are not offered.

Venue

Breakfast Club

The morning Wrap Club session (Breakfast Club) takes place in the school hall. To gain entry to Breakfast Club ring the bell at the main doors near the school office. At 8.50am a member of staff will take the Nursery children across to Nursery for the start of their morning session.

Infant and Junior children will be taken to the playground to handover to their class teachers for 8.50am.

After-School Club

Nursery children- Miss Lynch will bring any children from Nursery and bring them to the after-school club.

Infant and Junior children - children will be escorted to the club from their classrooms at 3.25pm.

If your child is attending another club, such as a sports club, before coming over to the Wrap Club, the club staff will collect your child from the club. It is the parents' responsibility to let the staff at the Wrap Club know that their child is attending a club and the finish time so that they know when to collect them.

Late Collection

Late collection by parents incurs a cost to the school in staff overtime fees and inconvenience to staff members. **Therefore, charges will be applied for late collection as follows:**

- 6.00pm to 6.15pm: £5.00
- 6.15pm to 6.30pm: £15.00
- 6.30pm to 6.45pm: £25.00

Meals/menus

Parents and carers are asked to advise the club staff of any special dietary requirements or allergies.

Breakfast Club: Breakfast is served until 8.30am

Children are offered a choice of items including milk, fruit juice, toast, fruit, yoghurts and a range of cereals.

After- School Club: Children are offered a choice of snacks and drinking water is available throughout the session.

Activities and Games

Children will be offered a wide range of activities and games which are age appropriate, enjoyable and well organised. They will also have opportunities to do homework, rest, play quietly and engage in free play.

If films or electronic games are made available, they will have a U rating. Children are not permitted to play their own electronic games at the club, including those they may have on their phones.

Staffing

Staff are employed by the school and are subject to enhanced DBS (Disclosure and Barring Service, formerly CRB checks). They also receive appropriate first aid and food hygiene training and other qualifications as required. There will always be at least one member of staff available with a Paediatric First Aid Certificate. The club staff are responsible for following all school policies and procedures.

Special Educational Needs and Disabilities, (SEND)

The club is available to all pupils of St. Michael's C.E (Aided) Primary School. If your child has any SEN or Disabilities and you feel they may need special adaptations or additional support in place in order to access the clubs, please speak to the school office or the Wrap Club manager.

Medical

As a general rule, we do not administer medication. If your child needs medication such as inhalers and Epi pens, an Individual Health Care Plan may be needed. Staff may only administer medication which has been prescribed to a child and permission forms must be completed by parents or carers in advance. Please talk to staff to make arrangements to manage the medication.

In cases of infectious diseases, the Local Authority issue guidelines on the required length of absence. We will share this information with you as necessary.

If your child has sickness or diarrhoea you must keep him/her off for at least 48 hours from the last bout of illness.

Other Relevant Policies

The club falls under the business of St. Michael's C.E. (Aided) Primary School and the school's policies apply. This includes but is not limited to:

- Safeguarding, (Child Protection), Policy
- Behaviour Policy
- Feeling Safe in School, (Anti Bullying), Policy
- Charging Policy
- Complaints Policy
- SEND Policy
- Equalities Scheme
- Health, Safety and Well-being Policy

Statement - Mrs. Lisa Daly, Manager St. Michael's WRAP

I hope you find the information contained within this document informative and useful. On behalf of our School, we welcome all parents and children to our WRAP care facility here at St. Michael's.

If you do have any queries, comments or issues you wish to discuss with me, please do not hesitate to contact me either on 0161 748 3669/07764660182 or by email wrap@smpsflinton.co.uk.

Regards,
Lisa Daly



St Michael's -WRAP

BREAKFAST AND AFTER-SCHOOL CLUB

At St. Michael's C of E. (Aided) Primary School, Flixton

Signed Agreement

Name of Child

Year Group from September 2018

I hereby agree to the terms set out in the handbook:

Signed (Parent/Guardian)

Please print: Date:

Signed St. Michael's Wrap Club

Please print: Date: