

## ST DAY & CARHARRACK PRIMARY SCHOOL

### WRAP AROUND CARE FOR WORKING FAMILIES

Many of our parents work and finding childcare can be difficult especially around school hours. We are aiming to provide a service which supports families to work. We are not aiming to make a profit, but we do need to break even to remain viable. Please note that there are new procedures in place and we will have to operate cancellation and late fees to cover the cost of staff.

There are a maximum of 15 places available. To guarantee your child's place, all sessions need to be booked and paid for in advance along with the completion of the **initial school 'Wraparound Care Form'** (which can be found on our website or available from the office).

The cost is as below for the sessions and must be paid for in advance via **ParentPay**.

**Childcare before school starts at 8am** and runs every day until the start of school.

**Childcare after school club starts at the end of the school day and runs Monday to Thursday until 5pm for the summer term** (Friday afternoon provision will be available from September 2021. Please let the office know if you will need this).

Your child/ren must be collected promptly by the finish time stated below. An extra charge of £5 will be added to your account if your child is not collected on time. After 15 minutes a further £5 will be charged to your account for every 30 minutes or part thereof.

Children will only be admitted on an 'ad hoc' basis, if places are available and that payment for the session is paid on that day.

All sessions are non-refundable as staffing has already been allocated. If you have any questions please do not hesitate to contact the school office.

[receptionist@st-day.co.uk](mailto:receptionist@st-day.co.uk)

Tel: 01209 820456

### Sessions and Prices

#### **Childcare Before School Club (cereal, toast and fruit included in the price)**

Breakfast is served between 8am and 8.30am (you need to arrive by 8.30am to have breakfast).

**From 8am until the start of the school day      £4.00 per child**

#### **Childcare After School Club (healthy snack provided)**

After School Club starts at the end of the school day and runs until **5pm**

**Option 1: End of the school day up until 4.15 pm prompt      £4.00 per child**

**Option 2: End of the school day up until 5pm prompt      £7.00 per child**

*From 4.15pm onwards, option 2 will be charged.*

*If your child is **not** collected on time you will incur additional costs, as above (these fees will need to be paid the next day to enable your child to carry on attending the clubs). If you are later than 5pm,*

## **Covid-19 Risk Assessment – Precautions remain in place for the summer term.**

### **This includes:**

- Children will be required to sit in their year group bubbles for us to be able to provide this provision in the hall.
- Children will be in a ventilated space – an extra layer of clothing is required. We will aim to take the children outside when possible.
- Children need to bring their own, named water bottle. This can be re-filled in the hall.
- The initial school provision booking form needs to be completed before your child can stay. This form must include three emergency contact numbers.
- Breakfast (cereal or toast and fruit) is available in the morning. A healthy snack (fruit, crackers and cheese) will be available after school. An additional healthy snack may be brought in from home.

### **Important Information**

#### **Contacting After School Club**

Please contact the school office before 4.00pm and email after 4.00pm. Collection will be from the side of the hall – please press the buzzer for access.

#### **Bookings & Cancellations**

Bookings are made online using **ParentPay** and must be paid in advance at the time of booking. To guarantee a place, bookings must be made at least 48 hours in advance of the required cover. Any changes to a child's sessions must be emailed to the office and at least 24 hours notice must be given. Any cancelled sessions within the 24 hour window will be charged for. Sessions are non – refundable as staff have already been allocated.

#### **Late Bookings**

Children will only be admitted on an 'ad hoc' basis if space is available.

#### **Late Charges**

If you collect your child later than the booked time, you will be charged a late fee. Children who are not collected by 5pm will have a £5.00 late fee added to their account and a further £5.00 for every 15 minutes.

#### **Childcare Vouchers**

We accept childcare vouchers from employers and colleges.

#### **Terms & Conditions**

We require a completed '**Wraparound Care Form**' for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately. Parents are responsible for informing the office of any changes to contact details.