

# St John's Catholic Primary School

## Wraparound Club Policy



**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Next Review Due:** \_\_\_\_\_

## **Wraparound Club Policy**

### **1. Introduction**

At St John's Catholic Primary School, our Wraparound Club provides a safe, caring, and stimulating environment where children can relax and enjoy a range of activities after the school day ends. This policy outlines the procedures and expectations for all families using the breakfast club and after school club.

### **2. Aims and Objectives**

- To support our families by offering affordable, high-quality childcare before the school day starts and after the school day ends.
- To create a secure and welcoming setting that aligns with our Catholic values.
- To encourage children's social, creative, and physical development through play.

### **3. Opening Times**

The breakfast Club runs daily from 07:15 am to 08:45 am, during term time only. The club does not operate on school holidays, INSET days, or when school is closed due to emergencies.

The After School Club runs daily from 3:30 pm to 5:00 pm, during term time only. The club does not operate on school holidays, INSET days, or when school is closed due to emergencies.

### **4. Booking and Registration**

- All children must be registered with the club before attending.
- All bookings must be made in advance via the school's booking system. You can book up until 6:00am on the day you require wraparound care.
- Emergency bookings may be accommodated where possible, subject to availability.

### **5. Fees and Payments**

#### **Breakfast Club**

- Full session (7:15am – 8:45am) - £9
- 7:45am – 8:45am – £6

#### **After School Club**

- 3:30pm – 4:30pm – £6
- 4:30pm – 5:00pm – £3
- Full session (3:30pm – 5:00pm) – £9

Payment is due in advance and should be paid through Arbor

- Payments can be made via childcare vouchers, or through the school's online payment system. If you would like to use childcare vouchers please send confirmation of payment to the school office and we will credit the Arbor account.

## **6. Late Collection**

- Children must be collected by 5:00 pm from Wraparound Club.
- A late collection fee of £5.00 per 15 minutes per child will be charged after this time.
- Persistent late collection may result in your child's place being reviewed.

## **7. Non-Payment of Fees**

At St John's, we understand that financial difficulties can arise. However, in order to continue providing high-quality care, it is essential that fees are paid on time.

Please see Account Settlement Policy

## **8. Cancellations and Absences**

- Cancellations must be made at least 24 hours in advance to avoid being charged via the Arbor App.
- Charges will still apply for sessions missed without notice or due to illness, unless otherwise agreed in exceptional circumstances.

## **9. Behaviour and Expectations**

- We promote respectful, inclusive behaviour that reflects our Catholic ethos.
- Parents will be informed of any behavioural issues, and staff will work in partnership with families to support positive outcomes.

## **10. Safeguarding and Staff**

- All Wraparound staff are DBS-checked and trained in safeguarding and first aid.
- The club follows the school's safeguarding policy, which is available on the school website.