



KIND MOTIVATED SUCCESSFUL

WRAP AROUND CLUB – OCTOBER 2020

Welcome

King's Meadow Wrap Around Care (WAC) forms part of the extended services offered by the school. Breakfast Club (BC) operates in the school hall from 7:30am and After School Club operates until 5.30pm.

WAC is run by a team of dedicated and highly qualified staff from the school, and the atmosphere is friendly, happy and secure. It is currently available to children in years Reception to Year 5.

In case of emergency, if you need to contact the Wrap Around Care outside normal school hours please call: **07526 553508**

Our goals

The ethos of the club is 'free play and fun' in a safe and comfortable environment. The club is not a substitute for school – children have had a long day learning at school, and they need to be able to unwind and have fun. The emphasis is on play as this is the most natural way that children learn about themselves and the world around them. Children will be encouraged to take part in physical activities outside, weather permitting, and will also be able to choose from a wide range of games and activities indoors for all ages.

Children can complete their homework during this time, however the decision is up to the individual child. We will not force them to carry out their homework as the club is about their choice.

Breakfast Club

Breakfast Club will start at 7:30am and children can be dropped off at 7.30am ,7.50am and 8.10am. Please wait at the main gate for your child to be collected. Children will be registered at the gate and their temperature checked before the parent leaves. A range of activities will be offered to the children, and a healthy breakfast will be served until 8:20am, after which food will not be served in order to allow staff time to clear food and clean before the start of the day. The breakfast menu will include toast, yoghurt and fresh fruit.

Children in FSU and Years 1 & 2 will then be taken to their classrooms by staff, and children in KS2 will go to class independently.

After School Club

The children attend After School Club directly from school at the end of the day. Children in FSU and Years 1 & 2 will be collected by staff, and children KS2 will be released by the class teacher and make their way independently. On arrival, children will be checked in on the register.

Children will be seated within their year bubbles upon arrival at the club. A healthy light tea will be served, for example, wraps, sandwiches, cheese and crackers along with fresh fruit. Parents need to specify in advance what time they will be collecting their child. Collection times are, 4.30pm, 5pm and 5.30pm and collection is from the main gates.

Fees

Wrap Around Care are non-profit making services and the fees charged cover the cost of staffing, administration, food, equipment and day to day running costs.

A one-off £10 registration fee per child is payable for your child to be registered to attend either the Breakfast Club or After School Club.

For Breakfast Club, the cost is £5.50 per child per session.

After School Club, the cost is £11.00 per child per session.

The full charge is applicable for all bookings, and charges will not be adjusted for parents dropping off or picking up their children part way through the session times.

It may be necessary to change fees from time to time however parents/carers will be given suitable notice.

A late fee of £25 per hour (or part hour) will be chargeable if parents arrive after 5.30pm to collect their child. This is to cover the cost of two members of staff staying behind to look after your child.

Bookings

Bookings for Breakfast Club and After School Club are made in advance via ParentPay. When you have completed and paid for registration you will be registered on ParentPay to enable booking to take place.

You will be able to select the days you need either Breakfast Club and After School Club and make one payment for them all. You can book for one week up to a whole term. However, bookings must be made by the previous Thursday for the following week. **Please find below some guidance for booking Breakfast Club and After School Club on ParentPay.**

If you are paying with Childcare Vouchers, it is not possible to book on ParentPay at present. You will need to complete a booking form which is available on the school website and email it into the office. We ask that these forms are also received by the previous Thursday for the following week.

Places will be offered on a first come, first served basis and bookings will **not** be made for your child without payment.

If places are available, we can accept casual bookings. Please contact the School Office to ensure that a space is available. The rate per session/per child for casual bookings is an additional £1 on top of the standard fees. Casual bookings are those made after Thursday for the following week. Your ParentPay account will be charged for the session/s and an additional late bookings fee will be added separately.

GUIDANCE FOR BOOKING WRAP AROUND CARE ON PARENTPAY

- 1. Once you have activated your account and logged in you will need to go to the HOME page.**
- 2. If you have added more than one child, you need to select that child and click on the blue 'Make Meal Bookings'.**
- 3. On the next screen you will need to select the time of the session you wish to book- the categories are as follows:**
- 4. 'Breakfast' = Breakfast Club**
- 5. 'After School' = After School Club**
- 6. Use the drop down Menu next to 'Make Bookings For:' to choose the correct session.**
- 7. Choose the correct week next to 'Week Commencing:' eg. 5 Jun 2017**
- 8. Click on 'Make or view bookings'.**
- 9. The next screen will take you to the list of the week where you will need to click on 'Book Session' 'for the days you require.**
- 10. To book for advance weeks, you can click on the 'Next Week' and continue to choose your sessions.**
- 11. Click on 'Confirm Bookings'.**
- 12. You can then either go back to the HOME page and book for different sessions or children and follow the same process.**
- 13. Once you have made all your bookings you will be asked to pay securely.**

I hope you find this helpful – please contact the school office if you are experiencing any problems. The system is now live for you to make bookings for next term. You can book weekly or for the whole term but bookings MUST be made by the previous Thursday.

Thank you for your co-operation.