



## Wraparound Care Breakfast and Afterschool Club Policy

Our schools seek to live out our Christian values through our individual vision statements:

- *"My cup overflows"* (Psalm 23:5)
- *"Good ground grows well"* (Matthew 13)
- *"Rooted, Grow, Flourish"* (John 15:5)
- *"I can do all things through Christ who gives me strength"* (Philippians 4:13)

Our aim is for every child to have the opportunity to flourish and develop into a well- rounded adult, equipped to live life to the full.

### St John's School & Nursery Wraparound Care Policy

St John's School & Nursery is pleased to provide the children of our school with the opportunity to attend Breakfast Club and After School Club. This provision exists to offer high-quality out-of-hours childcare for children from Nursery through to Year 6.

As an extension of St John's School & Nursery, the wraparound care operates in line with the school's ethos, values, and high expectations of pupil behavior. We believe that positive partnerships with parents and carers are crucial to maximizing each child's learning, wellbeing, and overall development, and we are committed to respecting every child in our care while helping them reach their full potential. Our staff have been appointed for their expertise in childcare and hold the necessary qualifications in safeguarding, behaviour management, first aid, and food hygiene.

The wraparound care provision offers a safe, happy, and stimulating environment where children can relax, play, and enjoy time with their friends. Our aim is to nurture confident, curious, respectful, empathetic, innovative, and resilient children by providing meaningful play, recreational, and educational opportunities. We achieve this by provide a wide range of adult-led, spontaneous, and child-initiated activities designed to appeal to all ages and abilities, supporting the development of children's emotional, physical, social, and intellectual skills. We will also serve breakfast and/or afternoon snacks and drinks and offer flexible care to support working parents and carers.

### Application and Admissions

St John's School & Nursery Wraparound Care is only available to children of school age who attend our school. Once a pupil leaves our school, whether still in primary education or moving to secondary education, this childcare service is no longer available to them.

### Registration

Parents and carers will be required to complete registration forms (Appendix 1) including details regarding medical conditions, allergies, collection permissions and emergency contact details. These registration forms **must** be returned directly to the school office or wraparound care leader in a sealed envelope and not via book-bags, or handed to other school staff members, as they will contain sensitive personal information.

## **Online accounts**

Parents will be required to set up a ParentPay account if they do not currently have one (please speak to the school office for more information about this system). Bookings can be made session-by-session or as a block bookings once your account have been credited. Sessions can be booked at any time online and placed are subject to availability. It is therefore recommended that parents do not rely on 'same day' bookings unless in an emergency.

## **Allocations and Staffing**

Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by St John's School & Nursery School having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

- Wraparound Care will always have 2 members of staff on duty
- Ratios of children will be 1 adult to every 15 children
- At least one member of staff will have the necessary training as described under safeguarding first aid and health and safety (including food hygiene).
- All staff will have an enhanced DBS in line with the schools safer recruitment policy
- All staff will have appropriate safeguarding training
- Additional staffing will be considered if demand requires it.

## **Maximum Numbers and Waiting Lists Wraparound**

We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios. Care will operate a waiting list once the maximum number of children has been reached. Places will be offered as spaces become available. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list.

## **Inclusions and Specific Individual Needs**

The Wraparound Care is a fully inclusive provision.

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- Liaison will be arranged with relevant professional support networks if applicable.
- The staffing levels being able to support the needs of the child

If a child has a SEND learning plan, this will be shared with the staff on duty. For any child with complex needs, there will be clear communication with families prior to starting the Wraparound Care to ensure that all needs can be fully met. Where necessary, a risk assessment will be completed with families and shared with all key members of staff.

## **Behaviour**

Wraparound Care follows the same behaviour expectations and school policies as the main school day. We expect children to behave in the same positive, respectful way and we support them to make good choices, just as we do during school time.

If a child's behaviour causes concern, we will talk with the child and work with them to help improve the situation. Parents and carers will be kept informed and we will work together to find positive solutions. All behaviour concerns are recorded on CPOMS.

In cases where poor behaviour continues, or if a serious incident occurs that affects the safety or wellbeing of other children or staff, we may need to review a child's place in the club. This could result in a temporary or, in rare cases, permanent exclusion from Wraparound Care. Such decisions will be made by the Wraparound Care Manager in consultation with the Senior Leadership Team.

## Opening Hours and Fee Structure

The St John's School & Nursery School wraparound care provision is an open term-time only and will be closed during the holidays including bank holidays and INSET days.

	<b>Times</b>	<b>Food</b> (See example menu within the policy)	<b>Cost</b>
<b>Sunrise Breakfast club</b>	7:30-8:30am	Breakfast is served until 8:15am	£7.00
<b>Sunset Wraparound</b> (Short session)	3:15-4:30pm	At 3:30pm a fruit/vegetable snack and drink will be served.	£10.00
<b>Sunset Wraparound (Midsession)</b> (After the Afterschool club lesson)	4:30-6:00pm	At 4:30pm a small tea and drink will be served	£12.00
<b>Sunset Wraparound</b> (Extended session)	3:15-6:00pm		£15.00

In the event of the school's early closure, at 1:15pm on the last day of term before Christmas, Easter and the Summer term, the afterschool club will not be open.

### Booking

Sessions can be booked in advance, or on an 'ad-hoc' basis. To ensure availability and enable the school to provide the correct ratios, we advise booking in advance.

	<b>Booking deadline</b>
<b>Sunrisers Breakfast club</b>	Sessions must be booked by 11:59pm the night before the session
<b>Sunset Wraparound</b>	Sessions must be booked no later than 1pm on the day of the session

### Fees

Costings will be based per session booked and must be paid at the time of booking. Children of St John's staff members, who attend the school, will receive a 50% discount but all staff must still follow all the booking procedures.

### Child care vouchers

Child care vouchers can be used for our wraparound care. To ensure that payment is as easy and stress-free as possible, please contact our finance team via the main office email on [office@stjohns.harrow.sch.uk](mailto:office@stjohns.harrow.sch.uk) to inform us of your provider so arrangements can be made.

Please note that child care voucher payments can take between 3-5 days to reach us so please allow two weeks from when you send them and for our finance team to credit your account.

### Non-attendance

At the beginning of each session there will be a formal register taken. This will subsequently be handed to the school office who will cross-reference children in attendance at that session against the bookings made. If a child is due to attend the wraparound provision after a school club at 4:30pm, but they do not arrive during this time, the following procedures will be put into place:

- The designated member of staff will contact staff from the relevant class, clubs and the school office to ascertain attendance at school that day.
- Contact will be made with the named Parent/carer to ascertain the whereabouts of the child in case alternative arrangements had been made.

At least 24 hours' notice must be given for non-attendance after booking. Sessions paid for can be carried

### Refunds

Please note that sessions already booked will not be credited or refunded.

### Location, Arrival and Departure

The wraparound care will be based in the Upper School Hall, however during the directed time, providers may utilize other spaces within the school setting such as: outdoors areas including Forest School, Computing Suits and the Kitchenette classroom.

	Arrival	Departure
<b>Breakfast club</b>	<ul style="list-style-type: none"><li>Drop off will be via the school entrance within the Upper School Car Park.</li><li>Please ring the bell upon arrival for drop off/ pick up, or contact the wraparound leader via their mobile</li><li>Your child/children will be collected/ dropped off by a member of the team. In line with the school safeguarding procedures, parents/carers are not permitted to be within the school premise during the directed contact time.</li></ul>	At the end of the breakfast club: <ul style="list-style-type: none"><li>EYFS/KS1 children will be escorted back to their classrooms at 8:30am</li><li>KS2 will make their own way to their classrooms.</li></ul>
<b>After School club</b>	At the end of the school, <ul style="list-style-type: none"><li>EYFS/KS1 children will be collected and registered by a member of the wraparound care team from their classrooms.</li><li>KS2 children will be collected from their dismissal points on the Upper School playground</li><li>Those attending the wraparound care after an After School Club (ASC) will be dropped to the Upper School Hall.</li></ul>	<ul style="list-style-type: none"><li>Pick up will be via the school entrance within the Upper School Car Park.</li><li>Please ring the bell upon arrival for drop off/ pick up, or contact the wraparound leader via their mobile.</li><li>Your child/children will be collected/ dropped off by a member of the team.</li><li>Upon handover, a 'safe password' must be provided, which matches the password recorded on the registration form.</li></ul>

### Collection protocols

- For safeguarding purposes, two members of staff remain on site until all children have been collected.

### Late Collection

- Parents/carers must inform the wraparound team by telephone if they are going to be late collecting their child and provide an estimated time of arrival.
- If we have not received notification of late collections and the child has not been collected within 10 minutes of the agreed collection time, parents will be contacted. If there is no reply, then emergency contacts will be called.

### Late collection charge

The school shall apply the following procedures for late collections and reserves the right to apply an additional charge where a child/children are picked up late including from Wraparound Care.

Children who are late to be picked up after the end of the school day at 3:25pm or late picking up from extra-curricular clubs, will be put into Wraparound Care and the following charges will be made. This is applicable per child and this is directly payable in cash. Late collections are charged at the following rates:

Minutes late	Fee
Up to 10 minutes	£2 per child
Up to 15 minutes	£5 per child
Over 15 -30 minutes	£7 per child
Over 30 minutes	£10 per child (The fee of up to an hours Wraparound Care)

- If your child is not collected at the end of their booked session, there will be charged for an additional 30 minutes.
- If you are late picking up after 6:00pm, you will incur a £5:00 charge. A further £5:00 will be charged for each 15mins (or part of 15 minutes) you are overdue.

Late collection will be closely monitored by the wraparound care leader. A record of late fee will be provided, (Appendix 2) and recorded on to our CPOMS records.

#### **Please note**

St John's School & Nursery Wraparound care reserve the right to cancel your booking if payments are not made, including any late collection charges. All monies will remain outstanding to the school and if the situation is not rectified your child(ren) may not be able to take part in any wraparound care services until fees have been cleared.

#### **Non-collection of a child, our Statutory Safeguarding Requirements**

The school has a statutory duty to safeguard and promote the welfare of all children, and these procedures are in place to ensure children remain safe at all times.

If a child is not collected from Wraparound Care by the end of the session, staff will:

- Check whether a message has been left by the parent or carer
- Attempt to contact the parent or carer, leaving appropriate messages requesting immediate contact
- Ensure a member of staff remains available to receive any return calls after 6:00pm

If the child has not been collected and contact with the named parent or carer has not been established, staff will attempt to contact the other authorised collectors listed on the registration form.

The Head of School or a Designated Safeguarding Lead (DSL) will be informed. Once all reasonable attempts to make contact have been exhausted and no communication has been received **within 30 minutes of the club closing**, the Head of School or DSL will decide whether to contact the Local Authority's Designated Child Protection Officer to seek further advice.

- Duty Team Phone: 020 8901 2690 (available Monday to Friday, 9am to 5pm).
- Emergency Duty Team: 020 8424 0999 (available 5pm to 9am, Monday to Friday).

#### **Medical conditions/ Allergies/Dietary requirements**

It is the Parent's/Carers responsibility to inform Wraparound Care staff of any medical condition/allergies that could affect the child during the session. These must also be identified when completed the registration form (Appendix 1).

- Any prescribed medication needed, must be provided to the main school office in line with school policy.
- Children with any long-term medical condition, allergy or dietary requirements are highlighted in the register, and all staff are made aware of details and given copies of any care plans.

- All Wraparound Care staff are first aid, food hygiene and allergy awareness trained.
- Any child who attends after school club with a severe allergy will be provided with a named box containing snacks suitable for their dietary requirements.
- If your child has any medical condition or dietary requirements, please speak to the Wraparound Care Manager (and staff where applicable).

### Nutritious snacks and meals

Nutritious breakfasts and after school snacks/ tea will be provided and are included within the price of the sessions booked.

#### Example menu

<b>Breakfast</b>	<b>Cereal:</b> Weetabix, Cheerio's, Rice Krispies, Oats <b>Toast with Spreads:</b> Butter, Jam, Marmalade and Marmite <b>Fruit:</b> Oranges, Apples, Bananas <b>Juice:</b> Apple, Orange, Diluted juice <b>Yogurt:</b> Variety of flavors
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ASC	Week 1		Week 2		Week 3	
	Snack	Tea	Snack	Tea	Snack	Tea
<b>Mon</b>	Cucumber	Toast with beans & cheese	Berries	Fish finger wrap	Apples	Fish finger wrap
<b>Tues</b>	Kiwi & Apple	Brown bread sandwiches: Ham, Cheese Salad options: Lettuce, tomatoes, cucumber	Grapes	Crumpets and cheese	Peppers & Dip	Toasted Whole meal Pita bread: Humus, Sliced peppers, Ham, Lettuce, cucumber Cheese
<b>Wed</b>	Melon	Bagel with Butter & jam or Cream cheese and cucumber	Carrots with Humus	Vegetable Soup and roll	Water-melon	Make your own roll
<b>Thur</b>	Orange	Bap with tuna, mayo and sweetcorn	Apple	Veggie Hotdog with ketchup/ mustard	Grapes	Macaroni and cheese
<b>Fri</b>	Banana	Pizza muffins with Tomato puree & Cheese	Pear	Tortilla twist: ham& cheese, cheese& cucumber, hummus and carrot, peppers	Baby tomato & cheese	Spaghetti on toast

### Allergies, Intolerances and other food requirements

The team will provide for those children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents/carers inform us beforehand on the registration form. If you wish to provide your child with their packed snack, then there will not be any deduction in fees for any sessions that your child attends.

### First aid and Health and safety

- There will be a pediatric first-aid trained member of staff at the breakfast and after school club at all times.
- Incidents where a child has received first aid will be communicated to parents following the policy of the school, through the use of Meditracker.
- Head injuries and other more severe injuries will require a phone call home to inform parent/carers.

- If the first-aider judges that a child is too unwell to remain in school, parents/carers will be contacted and asked to collect their child.
- A member of staff will have the relevant food hygiene and allergy training
- There will be a dedicated fridge and specific food storage for the Wraparound Care provision
- The fire evacuation and lock down policy will mirror that of the school.

### **Sickness and Medication Policy Sickness**

All sessions of Wraparound Care are covered by a member of staff who is first aid trained. The priority is to provide an environment where children and adults are protected from the spread of illness and infection. This is achieved in the following ways:

- We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhea, or who have an infectious disease.
- Parents are asked to telephone the school office on the first day of their child being absent with illness and give the reason.
- Parents are asked not to bring their child to school if they have been vomiting or had diarrhea, until at least 48 hours has elapsed since the last attack.
- Parent will be notified immediately to collect their child if they become unwell or they develop an illness whilst at Wraparound Care. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is always carried out.
- The Breakfast and Wraparound Care staff follow the school's First Aid policy which includes the management of medical conditions and intimate care e.g. accidental wetting.

### **Medication**

The Wraparound Care provision is not permitted to possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications.

### **Prescribed Medication**

The Wraparound Care provision is unable to administer any medication during sessions. Any medication administered by the school during the school day will be passed to the club supervisor to be handed back to the parent/carer.

### **Current Individual Health Care Plan**

Details of individual health care needs (for example, asthma) will be shared by the school with the Wraparound Care Supervisor with the consent of the parent or carer. Medication required as part of an Individual Health Care Plan, such as asthma inhalers or an EpiPen, will be administered in accordance with the agreed plan.

### **Contract agreement**

Upon registering for our Wraparound care provision parents/carers must read and sign the contract agreement, which can be found in Appendix 3

### **Safeguarding**

- The Wraparound Care will follow the school safeguarding policy
- All concerns and disclosures will be reported using CPOMS or directly to a designated safeguarding leader (DSL)
- The line manager for the Wraparound Care provision will be DSL trained
- There will be a dedicated phone number for the Wraparound Care.

## Concerns

If parents/carers have any concerns they should, primarily, be directed to a member of the Wraparound care staff. If the matter is not resolved, parents/careers should contact the Assistant Headteacher, Mrs. Allen, who line manages the provision. If matters continue to be of concern, please then arrange a meeting with the Head of school, Miss. Donnelly.

## Contacting wraparound care club

### By phone:

- **Within school office hours 8:30am-3:30pm**  
The Wraparound Care club can be contacted during school hours on the main school hours on the main school telephone number: 0208 954 3978.
- **Outside of the school office hours of 7:30-8:30am and 3:30-6pm**  
The wraparound care club can be contacted outside of school hours on the direct mobile: 07887177804

### By Dojo

- Out of school office hours' please email the club on Wraparound Dojo page, and these will be monitoring during the club hours.

## Related Whole School Policies

We follow St John's School & Nursery School policies and procedures including the following:

- Safeguarding
- Behaviour including Anti-bullying
- Health & Safety
- First Aid and Administering medicine
- Complaints procedure.

All policies can be found on the school website: <https://www.stjohns.harrow.sch.uk/>

## Monitoring and Evaluation

This policy will be reviewed annually



# St John's Primary School

127 Stanmore Hill, Stanmore, HA7 3FD

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Head of School: Mrs A. Donnelly    Executive Headteacher: Mrs R. Blake

Our Vision: *I can do everything through Christ, who gives me strength' Philippians 4:13*



## Appendix 1 – Wraparound Care Registration

Please return completed form to the School Office. One form must be completed for each child.

Child's Surname: \_\_\_\_\_ Forename: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Class/Year: \_\_\_\_\_ Does a sibling attend a club? \_\_\_\_\_  
Parent / Carer Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_  
Name of person with parental responsibility: \_\_\_\_\_  
Name of person with legal responsibility: \_\_\_\_\_  
Home address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Mobile Tel No: \_\_\_\_\_ Home Tel No: \_\_\_\_\_  
Work Tel No: \_\_\_\_\_ Email Address: \_\_\_\_\_

### EMERGENCIES

Please give details of two people who can be contact in the event of an emergency, together with their contact numbers and relationship to your child. Please note that St John's School & Nursery is unable to care for any child without the details of at least one emergency contact.

Emergency Contact 1 – Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_  
Home Tel No: \_\_\_\_\_ Work Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Emergency Contact 2 – Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_  
Home Tel No: \_\_\_\_\_ Work Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_

### MEDICAL CONSENT AND DIETARY REQUIREMENTS

By signing this form you give consent for St John's staff to administer emergency medical treatment on your behalf on the condition that such action would only be taken if you were unable to be contacted, or could not be present. Please give details of any medical conditions or special needs your child has which we should be aware of such as allergies, medication/s, major or minor illnesses and learning difficulties. Please also state your child's dietary requirements (e.g. vegetarian or for religious purposes, etc.).

In the event of an accident or emergency, I give permission for the named first aider to administer emergency first aid treatment and if necessary Calpol, Nurofen or Piriton for pain relief. In the event of illness, I give permission for prescribed medication to be administered in accordance with the medical professional's directions.

**All medicines must clearly show your child's name, class and dosage & times to be given.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please ensure all medication is clearly marked with your child's name and dosage.**

### COLLECTION PASSWORD

If you will not be collecting your child from the club each day, please give names and passwords of persons authorised to collect your child (must be 16 and over).

Name: \_\_\_\_\_ Password: \_\_\_\_\_  
Name: \_\_\_\_\_ Password: \_\_\_\_\_

**Signature (Parent / Carer):** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Appendix 2 - Wraparound Care – Late Pick-Up Record

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Wraparound Care Session Booked Until: \_\_\_\_\_

Actual Pick-Up Time: \_\_\_\_\_ Length of Late Pick-Up: \_\_\_\_\_ minutes

### Late Pick-Up Fee

Minutes late	Fee
Up to 10 minutes	£2 per child
Up to 15 minutes	£5 per child
Over 15 -30 minutes	£7 per child
Over 30 minutes	£10 per child (The fee of up to an hours Wraparound Care)

- If your child is not collected at the end of their booked session, there will be charged for an additional 30 minutes.
- If you are late picking up after 6:00pm, you will incur a £5.00 charge. A further £5.00 will be charged for each 15mins (or part of 15 minutes) you are overdue.

Late Pick-Up Fee Charged: £ \_\_\_\_\_

Payment (please tick):

☐ Cash      ☐ Outstanding If outstanding, payment due by: \_\_\_\_\_

Reason for Late Pick-Up (if provided):

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I acknowledge that I have been informed of the late pick-up and any applicable charges in line with the Wraparound Care policy.

Parent/Carer Name (print): \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

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## Appendix 3 - Wraparound Care Contract

### 1. THE WRAPAROUND CARE CLUB/S COMMITMENT:

#### We will:

- a) Provide the agreed facilities for your child at the agreed times (subject to any days the club/s are closed).
- b) Try to accommodate any requests you make for any additions sessions and/or extended hours of childcare . Subject to legal staff/child ratios
- c) Try and accommodate any emergency requests for childcare where possible. Subject to staff/child ratios
- d) Provide you with verbal updates as to your child's attendance on request.
- e) Try to make available a place for any sibling, subject to the club's terms and conditions.
- f) Report any safeguarding concerns where we consider a child may be at risk, to the relevant authorities. We may do so without your consent and/or without informing you
- g) Close the club/s should St John's close
- h) Notify you of any days on which the club/s will be closed. If the club/s must close or we take the decision to close due to events or circumstances that are outside our control, we will notify you and request that you cancel any previously booked sessions which in turn will credit back to your account any monies paid for these sessions. We shall be under no obligation to provide alternative childcare facilities to you. If we need to close the school 'on the day', we will cancel/refund bookings.
- i) Provide a procedure for seeking to resolve any concerns regarding the services we provide. Please discuss these with the club/s managers
- j) Endeavour to accommodate all parents of children that require child care outside of normal school hours. Subject to the club's maximum operating number and terms & conditions. If a child's needs requires additional support staff outside of statutory Ofsted guidelines, the school reserves the right to defer acceptance until a formal meeting with parents can be held and discussion has taken place regarding the payment of any additional staff required.
- k) Only release children to an adult or person over the age of 16 (proof of age may be requested) that is known to the school.

### 2. PARENT/CARER'S COMMITMENT TO THE WRAPAROUND CARE CLUB/S

#### You Will

- a) Read and understand our policies and procedures within the club/s. These can be found on our website,
- b) Give permission (by ticking the boxes) and signing the contract for our trained staff to administer medicines in the section headed WELFARE – FIRST AID & PRESCRIBED MEDICATION PERMISSION at the bottom of this contract.
- c) Immediately inform us if your child is suffering from a contagious or infections disease. You must not allow your child to attend the club/s whilst suffering from a contagious or infections disease, which could be easily passed on to another child or staff member during the normal daily activities at the club/s. The below list shows our policies on certain illnesses, but is not exhaustive, as there may be other conditions of illnesses from which your child suffers which are not mentioned, but are considered contagious or infectious

Public Health England – Guidelines on Infections in Schools. We will follow the recommendations for the following:-

Diarrhoea or vomiting—return after 48 hours after last bout of either if clear

- Scabies - Return after first treatment
- Head lice— Return after treatment
- Flu and Swine Flu - Return after 5 days
- Impetigo— Return 2 days after antibiotics
- Measles— Return 4 days after rash starts
- Chicken Pox— Return 5 days after rash starts
- German measles— Return 5 days after rash starts
- Verrucae No absence required
- Hand, foot and mouth—no absence required

No absence required for other absences such as headache, earache, sore throat, tonsillitis, high temperature, conjunctivitis and cough or cold, we suggest the parent talks to our Welfare Assistant, and agree an appropriate response.

We send children home if they have a high temperature.

- Immediately inform us in writing of any changes to your contact details, or contact details of any regular collecting adults
- Keep us informed of whom will be collecting your child. If the person collecting your child is not usually responsible for collecting them we will require their name & contact details before the start of the club
- Have duty of care for handing over/collecting your child to/from their class teacher / nominated support staff. To ensure afterschool registration takes place.
- Expect to answer security question to verify your identity for any telephone enquiries concerning your child
- Inform us immediately if your child is subject to a court order and provide us with a copy of such order on request
- Immediately inform us if you are unable to collect your child from the club/s at the official collection time. A late payment charge may be applied (**£5.00 for every five minutes (or part thereof) for each child collected after the official closing time of the club**). Continued lateness will result in breach of contract and your child's place will be withdrawn.
- Refrain from bringing in toys or personal property into the club/s, we do not accept responsibility for any loss or damage to these items.

### 3. BOOKINGS AND PAYMENTS;

- It is the parent(s)' responsibility to book and pay for each club session that is required, sessions are not permitted to be altered on the day or historically, but can be cancelled in advance. Upon cancelling the monetary amount will be automatically credited back to your School Money account for use within the same club for another session.
- Bookings and Payments should be made via our School Money system. Bookings will not be confirmed without payment, when using Childcare Vouchers (Salary Sacrifice Scheme) or with your HMRC Tax Credit account; funds must have been sent to us and uploaded to your School Money account prior to booking (we require 14 days to allow for administration work). Please ensure that these clearly show your child's name and club required to ensure credits are uploaded to the correct club.
- Our fee structure will be notified to you in advance of your child starting the club/s, we may review these fees at any time, you will be informed about any changes to fees.
- If you have been unable to collect your child by the official collection time and as a result we have provided additional childcare, we reserve the right to charge the normal After School Club session charge.

- e) No refunds will be given for illness or bookings not removed before the day of attendance.
- f) It is the parent's responsibility to manage their School Money account. Refund requests for leavers or credit balance transfers to a sibling must be made in writing to the school within in the current academic year of the leaving date, any balances remaining after this time will be deemed as a donation and will be used to benefit the school. Shared accounts will require both parties to send written requests; refunds will be made to one person/account only. The school reserves the right to only refund when a pupil leaves the school. Balances cannot be transferred to another school

#### **4. TERMINATION**

- a) We may immediately end this agreement and refuse entry if
- b) You have failed to pay your fees
- c) You have breached any of the obligations under this agreement and you have not or cannot put right that breach within a reasonable period of us asking
- d) You behave unacceptably, as we will not tolerate any physical or verbal abuse towards staff
- e) Your child's behaviour is unacceptable or endangers the safety & wellbeing of any child or staff attending the club/s
- f) You may terminate this agreement, if we have breached any of our obligations or failed to put them right in a reasonable time frame

#### **5. EMPLOYMENT OR ENGAGEMENT OF OUR STAFF:**

The staff who look after your child at the club/s are directly employed by St John's School & Nursery. We acknowledge that you may build up a strong rapport with our staff who care for your child and may consider employing or engaging them directly to provide childcare outside of the club/s environment. Our staff are not permitted to work for or provide services directly to you whilst still in the employment of the School unless we have given written consent. If you wish to engage a member of our staff on a regular basis which results in them leaving their employment with us, or reducing their hours of work to part time employment, you agree to pay St John's School & Nursery the sum equivalent to 20% of the staff member's gross annual salary at the time they left out employment, or reduced their hours of work to take up an engagement with you. This sum is intended to cover the costs incurred by us as a result of your direct engagement of our staff member. This provision will apply to any member of staff who had had contact with your child at St John's School & Nursery in the 6 months prior to the termination of their employment or reduction in their working hours. This restriction applies whether or not you engage them directly or through a third party or agency or another intermediary.

#### **Allergies / Special Arrangements**

It is the parents/guardians responsibility to inform the club/s staff of any special arrangements or allergies.

#### **Outings**

From time to time, the club/s may take the children on walk securely within our school grounds, by signing this contract you give permission for these activities to take place.

#### **6. GDPR (GENERAL DATA PROTECTION REGISTRATION):**

In accordance with the GDPR, we are required under data protection legislation to protect the privacy and security of your personal information. We are responsible for deciding how we hold and use personal information and notify you of the information contained in our privacy notice, which can be found on our website, we can provide a hard copy of this should you require it.

St John’s School may vary these terms and conditions upon giving you one months’ notice in writing.

**WELFARE – FIRST AID & PRESCRIBED MEDICATION PERMISSION**

In the event of an accident or emergency, I give permission for the named first aider to administer emergency first aid treatment and if necessary Calpol, Nurofen or Piriton for pain relief.  
In the event of illness, I give permission for prescribed medication to be administered in accordance with the medical professional’s directions.

**All medicines must clearly show your child’s name, class and dosage & times to be given.**

***Contract Agreement***

***I hereby understand and consent to the terms and conditions as set out in this contract***

***Child’s Name***

.....

***Child’s Class***

.....

***Parent/s Signature***

.....

***Print name***

.....

***Date signed***

.....

***Signed on behalf of***  
***St John’s CE Primary School***

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