



WRAP AROUND CARE FOR LANCHESTER EP PRIMARY SCHOOL

Wrap Around Care at Lanchester EP Primary School

Procedure for arrival

We aim to offer a warm welcome to all children attending Breakfast and After School Club. Upon arrival at either club, all attendances will be recorded in the register.

Breakfast club for pupils in Reception – Year 6 starts at 7:30am, and takes place in the Junior Hall. Breakfast club for Nursery children starts at 8:00am, and takes place in the Nursery.

- All children will be served breakfast up until 8:15am (8:30am for Nursery children)
- All children will be served toast and juice at Afterschool club
- Children who wish to have breakfast must arrive before 8:15am in order that they have time to eat their breakfast before moving to their classrooms. Children who arrive after this time will be given a cereal bar or fruit.

Procedure for departure

The comfort and safety of our children is our main concern, therefore could you please ensure that your child is collected at or prior to 5:30pm for pupils in Reception – Year 6. For pupils in Nursery, After School Club provision finishes at 4:30pm. After School Club takes place in the Nursery for Nursery children and for Reception children being collected before 4:30pm. After School Club for those in the main school will usually take place in the Junior Hall and parents should go to the Junior Hall door to pick up those in Year 1 – 6, and those in Reception being picked up after 4:30pm.

- If, due to unforeseen circumstances you are unable to collect your child on time, please contact our staff on **07526570750** – failure to do so may result in an additional charge of £10 per 15 minutes.
- If a child is not collected by the pre-arranged time, we will contact the parent/carer by telephone after ten minutes. If no contact is made after a further ten minutes, emergency contact numbers held at school for that child will be pursued.
- If NO contact has been made after 30 minutes following the arranged pick up time, Social Services will be contacted.
- Under no circumstances can a child leave After School Club with anyone other than a named person on the contract, who must know the password to collect your child.

Payment of Fees

- Breakfast Club is £3.00 per child per day. However, for those entitled to Free School Meals, this is free of charge.
- After School Club is £4.00 per child per day.

We have strict requirements covering payments. Failure to follow these requirements may result in withdrawal of your child's place at our Breakfast and/or After School Club.

- Breakfast and After School Club can be booked and paid for on Parentpay once you have been given your details, or if necessary can be booked via the School Office on 01207 520436 or school.office@lanchesterep.net.
- Payments must be made one week in advance.
- If your child does not attend every day, payment for the following week must be made on or by the last day of the week that they attend.
- Payment can be made via your ParentPay account. Here you can pay for at least one week in advance, up to the whole half term. Alternatively, cheques can be made payable to 'Durham County Council'.
- Payments using a childcare voucher scheme should be discussed with Miss Natalie Rippon. This will ensure that we are registered with your childcare voucher provider and will enable us to agree a schedule of payment.
- If any parent/carer is experiencing difficulties in meeting payments for the club, we would urge you to contact our Business Manager, Mrs Marklew for advice. All discussions would be completely confidential.

Password

As an extra measure of security please create a password for your child. This will be known by the person picking your child up and will be asked for by a member of staff if they do not recognise this person.

Name of child/children: _____

Password: _____

Names of people who will collect my child/children and their contact details:

1. _____

2. _____

3. _____

4. _____

Please details below any dietary or allergy requirements:

Declaration

I agree to the terms and conditions regarding arrival and departure procedures.

I agree to the terms and conditions including that all fees are payable in advance and any session changes are made in advance.

Signature: _____

Print Name: _____

Parent of: _____

Date: _____

Office use only:

Password details received: Y/N

Days confirmed with parent/carer: Y/N

Payment received: Y/N

Payment added to ParentPay: Y/N