



STOKE PRIOR FIRST SCHOOL

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Information Pack for Wraparound Care Provision

WRAPAROUND CARE INFORMATION

Our Aim

The wraparound care provided at Stoke Prior First School aims to provide safe, secure and convenient childcare for Stoke Prior First School pupils on the school premises for the benefit of the school community.

The Clubs on offer

Breakfast club opens at 7.30am (Monday – Friday) and runs in school until 8.45am when children are escorted to their classrooms for registration. A nutritional breakfast is provided during the session. Children can choose from a range of healthy foods, fruit and juice.

Afterschool club opens at 3.30pm (Monday – Friday) and runs in school until 6pm. There is a designated snack time during the session where children choose their own food from a carefully planned healthy menu.

Fees

£5.50 for Breakfast Club

£10.50 for Afterschool Club

A £15.00 late collection fee is charged if a child remains on site after 6pm

Online booking and payments

The online booking system is operated through School Money (Eduspot). Bookings can be made up to half a term in advance, with each half term's bookings opening in the last week of the previous half term. Registered users will be sent a notification and password reminder when the system opens and bookings can be made.

The system allows a high degree of flexibility and bookings must be made up to one week before the session is scheduled to take place. Late bookings may be accepted at 24 hours' notice subject to availability and must be confirmed by the school. (24 hours deemed as equivalent to a normal school day).

All bookings and payments online: Log into School Money

<https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney>

- When you click on the link, go immediately to the top right corner where it says "sign in" (don't click on the link to School Money which is for schools to sign in).
- You will then get a drop down menu, the last item of which is School Money Parent Login.
- Your login details are the email address and mobile phone number of the first name given on the school contact form which you complete annually, together with your child's name and the password sent to you in your notification. Once inside the system there is a tick box to allow you to pay for siblings at the same time.
- When you have logged in you will see a central panel listing any overdue payments, a panel on the left showing the various items available for purchase (school trips, clubs and uniform shop), and a basket panel on the right into which you will place the items you want to pay for.
- To make a booking, click into the clubs tab on the left, select Wraparound Care (breakfast or after school club), locate the week you require, then make your booking by clicking into the register for that day and selecting the option you require.

Please **do not** send your child to the club without making a booking as places are limited.

Cancellations, school clubs and illness

We do not offer refunds for missed sessions. Credit will only be given if your child misses a session because of absence from school through illness. Please contact the school office if you know your child will not be attending a booked session as soon as possible as there may be another child who would like to attend.

Childcare vouchers and special payment arrangements

Ask your employer if they offer childcare vouchers. There will be a financial saving to you by paying for your childcare fees by voucher. Stoke Prior First School Wraparound Care is registered with most voucher providers. However, if we are not registered we will be more than happy to do so. You will be asked for the school OFSTED registration number and again we will be happy to provide this to you upon request.

Child care vouchers can be used to pay for before and after school club fees.

Please call the school office 01527 832520 for more information.

Parents paying with childcare vouchers or other special arrangements are able to use the online booking system. A link will be sent via Eduspot School Money to enable places to be reserved and payment will be paid through the childcare voucher scheme or government tax-free childcare scheme and managed by the school office. If you wish to start paying with childcare vouchers, or any other special arrangement, please contact the office.

Registration Form

To access wraparound care at Stoke Prior First School, a registration form must be completed.

WRAPAROUND CARE TERMS & CONDITIONS

REVISED SEPTEMBER 2022

The below Terms and Conditions relate to Stoke Prior First School Breakfast and After School Club wraparound care.

Parents/carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/carers must ensure all details on the registration form are accurate and up-to date. The school office must be informed of any changes.
3. The clubs will operate in term time only and will not run on days when the school is closed.
4. All bookings and payments online: Log into School Money <https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney> using your usual log-in details to book your place. Payment needs to be made in advance at the time of booking. Bookings must be made a week in advance. Places are limited so early booking is advisable to avoid disappointment. Late bookings may be accepted at 24hrs notice subject to availability (24 hours deemed as equivalent to a school day). Late bookings must be agreed by the school via the Wraparound care mobile number or school office as per the hours above and must be paid at the time of booking. Your child will not be accepted without a prior confirmed booking.

Online bookings close at 12.00 noon Thursday for the following week's care. This is to allow for planning of provision. After this time, booking amendments and requests for the week ahead contact the Wraparound Care mobile or school office as per hours above. Staff have right to refuse admission without prior advance agreement.

Cancellation of bookings for the week ahead after this time (12.00 noon Thursday) will still be charged.

5. Childcare vouchers can be used to pay for before and after school club fees.

Parents paying with childcare vouchers or other special arrangements are able to use the online booking system. A link will be sent via Eduspot School Money to enable places to be reserved and payment will be paid through the childcare voucher scheme or government tax-free childcare scheme and managed by the school office.

6. Payment is due in advance of clubs being attended. Payments can be made via the Eduspot School Money. You can request your Eduspot/SchoolMoney password from the office.

7. Outstanding payment: The Wraparound Care Staff reserve the right to refuse any child entry into club if payment is not made including late collection charges and any other outstanding fees from other extended school services.

8. If your child is unable to attend a session, you must notify the school office or Wraparound Care staff. You must also notify the school office if their absence means they will be absent from school. We do not offer refunds for missed sessions. Credit will only be given if your child misses a session because of absence from school through illness. Please contact the school office if you know your child will not be attending a booked session as soon as possible as there may be another child who would like to attend.

9. To access the club, parents/carers must use the school main entrance door and ring the bell on arrival.

10. The Breakfast Club starts at 7.30am and finishes at 8.45am. Breakfast will not be served after 8.20am

11. After School Club starts at 3.30pm. If your child attends an extra-curricular school run activity club, they will be taken to the hall at the end of the club. Afterschool club finishes at 6pm but parents/carers can collect children any time before 6pm.

12. All children must be signed in and out of wraparound clubs by Parents/Carers.

12. Parents/Carers must contact the school if they are aware that they will be late to collect their child. Please contact the Wraparound Care Team on 07709 333326.

13. A late collection fee of £15 will be charged if a child remains uncollected after 6pm

14. The wraparound care is additional care outside normal school hours. The club's policies and procedures reflect the school policies and procedures and parents can have access to all school policies upon request.

15. The Wraparound Care Staff aim to provide a safe, stimulating and happy environment for all children.

Wraparound Care Staff reserve the right to exclude any child whose behaviour is disruptive, following the school Behaviour Policy.

WRAPAROUND CARE

REGISTRATION FORM

The club operates on school days, term-time only. There will be no wrap-around care clubs on INSET days.

One form is required per child. Please advise the office if your details change. Your child will not be admitted if this form has not been completed first.

Child's details			
Name		Class	

Parent/Carer's contact details					
Name					
Home tel		Mobile		Work tel	
Email					

Emergency Contact details						
Name				Relationship		
Home tel		Mobile		Work tel		
Email						
Password to be given when collecting child/children						

please complete the medical notes and sign overleaf

Medical and Dietary Information:	
Name of Doctor:	
Doctor's address:	
Doctor's telephone no.:	
Please list any medical conditions (e.g. asthma):	

Please list any medical allergies (e.g. Allergic to penicillin):
Please list any food allergies (e.g. dairy):

First Aid Consent:
<input type="checkbox"/> I give consent for first aid to be carried out by a trained first aider
<input type="checkbox"/> I consent to any emergency medical treatment necessary during the running of the club

Notes: _____

PAYMENT METHOD:	
<input type="checkbox"/> On-line via School Money	<input type="checkbox"/> Childcare Vouchers Name of company.....
<input type="checkbox"/> Other	

In signing this form, I declare the information to be true and accurate. I have read and accept the Terms and Conditions of Stoke Prior First School Wraparound Care.
Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.

Name: _____
Signature: _____ Date: __ / __ / ____