St Clement's C of E Primary School and Pre school WAC

Wrap around Care Policy

Responsibility: Mrs Mason

Date: September2026

Review: September 2027

- Your child must be registered with wrap around care before any booking can be accepted, even if you only intend to use the club occasionally.
- Registration forms are available on our web site or from the school office.
- Emergency bookings may be possible if staffing levels allow, please telephone the school office on 01905 423861 to speak with a member of the school office team.
- It is preferable to make all bookings in advance to secure your place.
- All payments must be made prior to your child attending WAC through Parent Pay.
- A minimum of 1 week's notice must be given to cancel a pre-booked session otherwise the full rate will be charged.
- Please contact School immediately if you experience problems with payments. Non-payment will lead to us no longer being able to offer you a place.
- No refunds will be made for school closures due to snow / extreme weather conditions.
- You must inform us, preferably by email, if anyone else, other than those listed will be collecting your child.
- Parents must ensure School have the correct contact details in case of an emergency.
- In an emergency, a fully qualified first aider will administer first aid.
- Staff will administer medicine such as asthma, epi pens etc. if needed. Staff will administer prescription and non-prescription drugs in accordance with the Department of Education guidelines i.e. Supporting pupils at school with medical conditions and managing medicines in schools and early year's settings. All medication can only be given once the correct paperwork is filled in.
- If your child is ill whilst at the club, staff will contact you to collect your child.
- Parents must not park on the school car park for drop off or collection unless instructed to by a member of staff.

- Please ensure your child is collected on time. Children can become distressed when parents are running late. If your lateness is unavoidable then please telephone School. Please note you will be charged for late pickups.
- **Parents who are late collecting their child after 5:30pm will incur a charge. There is an initial charge of £5 per child for the first 10 minutes and £1 per minute thereafter, except in exceptional circumstances. 3 late picks will result in child not being allowed to attend**
- All children are registered upon their arrival, staff will follow up on missing pupils.
- Wrap around care will follow the School's guidelines and policies.
- There may be occasions when the provision may need to be cancelled, due to staff sickness / absence. In this event, there would be no charge.
- Pricing will be reviewed annually. Advanced notification will always be given in the event of an increase.
- There will be no WAC provision on the last day of each term.