



# Launton C.E. Primary School

## Wraparound childcare – Terms and Conditions

1. All bookings need to be made via ScoPay in advance.
2. Children (Year 4 and below) must be accompanied at drop-off for Breakfast Club from 7.45am. Children (Year 4 and below) are not allowed to arrive at Breakfast Club unaccompanied, children must be signed in before the person dropping them off leaves.
3. If someone other than the people listed on your child's authorised collectors form will be collecting your child from After School Care you must notify us before collection. To safeguard all children in our care if someone other than the people listed on your child's authorised collectors list arrived to collect your child and we have not been notified of this we will follow our safeguarding procedure.
4. A late fee of £25 per hour (or part hour) is chargeable for children attending wrap around care who are not collected by 6pm. If a child is not collected by 6pm, staff will attempt to contact the nominated persons using the contact details provided. If staff have been unsuccessful in contacting any of the authorised persons after 45 minutes, they will contact the Multi Agency Safeguarding Hub and follow their instructions.
5. In order to meet our duty of care, any child that has a place in a session where they do not appear will be presumed missing and the parents/carers will be contacted.
6. Parents/Carers must ensure that the school is kept up to date with any changes to contact details, authorised collectors and medical needs. This should be done in writing (an email) and given to the school office before the booked session.
7. Wrap Around Care has a responsibility to contact Social Services if we are concerned in any way about the safety of a child. We have a duty of care for the welfare of the child and will share any concerns with the Designated Safeguarding Lead and SENCO.
8. All staff will respect the confidentiality of any information exchanged between them and parents/carers.
9. If, after making a booking your child is unable to attend the booked session please ensure this is cancelled before the booking deadline if this is not done you will be unable to have your payment refunded.
10. Wrap Around Care cannot accept responsibility for a child's possessions or valuables whilst they are attending the club.
11. All normal school rules and policies apply at wrap around care, including the behaviour policy.