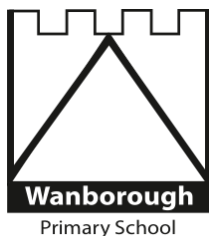


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Wanborough Primary School
The Beanlands
Wanborough
Swindon, Wiltshire
SN4 0EJ

After School Club

Our After School Club provides high quality childcare between the hours of 3.00pm-6pm Monday to Thursday. The Club will provide after school care for children aged 4 -11 years who attend Wanborough Primary School.

The cost of the club is £15 per session or £6 for a 1 hour session from 3 to 4pm.

Bookings received after the Thursday deadline are charged at £20 (full session) or £8 (1 hour session) Late collections are charged at £5 per 15 minutes for the full session and any children collected after 4pm for the 1 hour session will be charged the £15.00 fee for a full 3 hour session.

If a child is absent from school due to illness no charge will be made.

Provision

The After School club will be led by a strong team of qualified staff. Our aim is to ensure a comprehensive provision for each child, with an emphasis on creative fun and outdoor play.

Packed Tea/Snacks

A fruit snack and drink will be provided at the end of the school day. Children need to bring a packed tea with them as food is not provided. Please provide the snack in a named lunchbox as it will be refrigerated at school.

Location

The After School Club will be based in the hall. Children will be escorted from their class after school and parents should collect from the hall rear door.

Registration

Before you can book your child into the After School Club you MUST complete a registration form. Registration will cover all details including allergies and dietary requirements.

Bookings and Payment

Bookings must be received by the Thursday to cover the following week.

Please complete a booking form and return it to the school office.

Payment must be made in advance by Parent Pay



Terms and Conditions

Parents/carers will ensure that all telephone numbers and contact details and information on the registration form are kept up to date at all times.

Parents/carers agree to book and pay for sessions **in advance by the Thursday of the week before.**

It is not possible to swap days or refund monies due to non-attendance once a booking has been made, unless 48 hours' notice has been given or the child is ill. Parents/carers should be aware that it is their responsibility to check bookings are correct.

Any costs incurred by Wanborough Primary School After School Club relating to the recovery of fees will be added to any amount outstanding

After School Club finishes at 6pm. Staff must ensure that everything is packed away and left the premises by 6.15pm. We therefore must ensure that children are collected no later than 6.00pm.

If a child is collected late from the after school club, parents/carers will be charged £5 for every 15 minutes late. Any children collected after 4pm for the 1 hour session will be charged the £15.00 fee for a full 3 hour session. If the person collecting the child is persistently late we reserve the right to withdraw the child's place. If your child is still in our care at 6.30pm and we have not heard from you we reserve the right to contact Social Services to report this.

All children are expected to behave appropriately at the setting. Parents will be informed if their child's behaviour is inappropriate. We also ask that you as parents help us to set the right example to the children by treating our colleagues with the respect they deserve whilst at work.

In the event of an emergency, parents' consent is given to the seeking of any necessary emergency medical advice or treatment during the running of the setting.

Unless stated in the allergies section on the form, permission is granted for Wanborough Primary School After School Club staff to use antiseptic wipes and/or plasters should they be needed. Only medication prescribed by a doctor will be administered by the staff and we must have prior written permission of the parent/carer. Please refer to the school medicine policy on our website.

School policies will apply to Wanborough Primary School After School Club. Policies are available on our website.

All information which we have been given relating to your child will be held securely and confidentially.

Wanborough Primary School After School Club believes that every child is entitled to a safe and happy environment. All adults associated with the After School Club are committed to this statement. Anyone accessing the facilities offered will also accept these principles and should anyone have any concerns, we will seek the advice of professional agencies including the Social Care team if we feel it is in the interests of safeguarding your child.

The emergency contact number to use during After School Club hours only (3pm – 6pm) is:

07922 513646

