



# **Wrap Around Club @ St Margaret's**

## **Admission Pack for Parents**

(Please keep for your records)



**Admissions and Fees Policy**

**Admissions Form**

**This policy will be reviewed annually**

**OFSTED Number: 821/3355**

**Learning with Jesus in Faith, Hope and Love**

**ADMISSIONS AND FEES POLICY**

**Our Club is committed to providing a fair and open admission system that offers a competitively priced and good value service.**

### **Admissions**

When a parent/carer contacts Wrap Around Club @ St Margaret's enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy, and informed of whether there is currently a suitable place available for their child. This information is also available on the school website.

If a suitable place is available and the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Admissions Form to confirm their child's place.

Once the admission is secure, the Coordinator will contact the parent/carer concerned to arrange a date for the child's first session at the club.

### **Waiting List**

To ensure that admissions are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable place available, the club's waiting list procedure will be explained and then activated on the parent/carer's behalf
- Parents/carers will be encouraged to submit their request for a place for their child to the club in writing. The details of this request will be placed on the waiting list, in the date order that they are submitted
- The waiting list will be kept and used on a 'first come first served' basis. The Coordinator will attempt to advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the club
- When a vacancy becomes available, the Coordinator will contact the parent/carer whose child is highest up on the waiting list
- If that parent/carer still wishes to take up the place for their child, they will be asked to complete the Admissions Form and follow the remaining steps of the admissions procedure outlined above
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next child on the list will be contacted

## Fees

Wrap Around Club @ St Margaret's understands that the cost of after school child care may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the club, it must ask that parents/carers respect its policy in respect of fees.

**There is an annual registration fee of £10.00 per family (in force as of Sept 2015). This is to be paid prior to booking a place. This is due for renewal every September .**

### **Session Rates for child care at Wrap Around Club @ St Margaret's**

**Daily rates:** Effective from September 2016

Early Birds (from 7.30-8.15am): **£3.00**

Wrap Around Club

**Up to 1 Hour = £3.50**

**Up to 2 Hours = £7.00**

**Up to 3 Hours = £11.00**

- The level of fees will be set by the Governing Body and reviewed annually in the light of the club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant
- Payment of fees should be made weekly in advance by cheque or cash
- Please make all cheques payable to "St Margaret of Scotland Primary School"
- **All accounts must be paid in full in advance of the weekly provision being offered.**  
***Please keep a copy of your booking form for your reference.***
- **We do not accept bookings without payment.** Individual payment arrangements may be negotiated between Mrs Somes and parents/carers
- Cancellations will only be accepted **if the club is notified before 12.00pm for the day the booking is required.** Pre-booked slots must be paid for and no refund can be given as staffing is based on demand. Although this is a facility run by the school, no costs can be incurred by the school. It must be self-sufficient and run with rigour

- If the fees are not paid in advance child care provision may not be offered. You will need to make alternative arrangements for your child to be collected from school at 3.00pm
- Parents/carers are encouraged to speak to the Coordinator if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the club

**For new bookings please follow the instructions below:**

1. Complete the admissions pack and return, with the registration fee.
2. Complete all relevant booking forms **(please keep a copy for your reference)** and return to Wrap Around Club @ St Margaret's Coordinator via the school office who will then confirm availability of places. If you would like to contact the Coordinator via email please contact:- [admin@stmargarets.luton.sch.uk](mailto:admin@stmargarets.luton.sch.uk)
3. It is essential a place is booked for your child so we may comply with Ofsted ratios and cater for your child. Please ensure a booking form is completed or if in an emergency the club Coordinator is informed by 12pm that day
4. Once your child's place for requested sessions has been confirmed. Please pay appropriate fees to secure their place at the sessions
5. Bookings will not be accepted without a completed booking form and payment

***By paying for this club you are entering into a contract with the school.***

***Should your child not follow the rules of the club they will be asked to leave and the out of school hours care will be withdrawn. Refunds will not be given if a child is asked to leave a club due to poor behaviour.***

**Closure of Wrap Around Club @ St Margaret's**

**We are unable to offer a refund if the school has to close due to adverse weather conditions.**

**Uncollected Children at the end of Wrap Around Club Session.**

**Our Club has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.**

At the end of every session, Wrap Around Club @ St Margaret's will ensure that all children are collected by a parent, carer or designated adult, in accordance with the late procedure (see

below). If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Headteacher will be informed
- The Coordinator will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply
- If after 6pm the Coordinator has still been unable to contact parents/carers, Social Care will be contacted and their advice will be followed. Messages will be left by the Coordinator on the parent/carers' phone with information where necessary
- Under no circumstances will a child be taken to the home of a member of staff, or away from the premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session
- The child will remain in the care of Wrap Around Club until they are collected by the parent, carer or designated adult, or alternatively placed in the care of social services
- Incidents of late collection will be recorded by the Coordinator and discussed with parents/carers at the earliest opportunity
- Parents and carers will be fined, as per late charges (see below) with a risk to their child's place in the club if persistently late to collect
  - **We will charge £5.00 for every 15 minute slot you are late to collect your child from Wrap Around Club**
  - **expected pick up – 4pm, actual pick up – 4.05pm £5.00 late fee applied**
  - **expected pick up – 5pm, actual pick up – 5.35pm £15.00 late fee applied etc.**

#### **SICKNESS, ACCIDENTS, FIRST-AID AND EMERGENCIES:**

- If a child becomes ill during a club session, every attempt will be made to contact one of the people listed on the Registration Form
- In case of a minor accident, basic first-aid will be administered
- In case of an accident requiring more than basic first-aid, club staff will act in loco parentis and take the necessary action to gain medical treatment for your child – parental authorisation is given on the registration form
- Medication can only be given if school office staff are aware. In this case, care club staff will liaise with parents to ensure that times and dosages of the medication are clear, please note that non-prescription medicines cannot be administered by club staff

- All serious accidents and incidents are recorded in the Accident/Incident Book and are reported to parents

**There will be at least one member of club staff present at all times who are first aid trained.**

**During the summer months, club staff are happy to help your child apply sun-screen (parents need to provide this)**

### **Partnership with Parents and Carers**

**Our Club recognises that parents/carers play a fundamental role in a child's development and this should be acknowledged as the basis for a partnership between Wrap Around Club and parents/carers.**

The staff team is committed to working in partnership with parent/carers to provide high quality, safe and stimulating care, learning and play opportunities for children. The club aims to achieve this by:

- Ensuring that parents/carers are made to feel welcome and valued in all dealings with the club
- Ensuring that parents'/carers' concerns are always listened to by the club whenever they are raised. The Coordinator will ensure that parents/carers receive a prompt response
- Making all club information and records on a child available to their parents/carers, where possible
- Ensuring that the club's policies and procedures are made available to parents/carers on request
- Encouraging parents/carers to comment on policies and procedures and consulting them on a regular basis about the activities that are planned and provided for their children
- Ensuring that there are regular opportunities for parents/carers to meet with staff and discuss their child's progress and any problems that they might be encountering
- Ensuring that any complaints from parents/carers are dealt with swiftly and effectively in accordance with the schools Complaints Procedure
- Encouraging parents/carers to undertake supportive roles in the club, such as volunteering or participating in activities, visits or outings

- Providing parents/carers with formal and, if necessary, confidential means to comment on the work of the club. This will include an annual satisfaction survey
- Keeping parents/carers up to date with any changes in the operation of the club, such as alterations to the opening times or fee levels