



Thank you for using our wrap around care at Loscoe Primary School. We hope that you find the service useful and your child enjoys the provision on offer.

With increasing numbers of children using the service and new families having joined the school, we are using the start of a new calendar year to update our terms and conditions of using this service. We are keen to be able to keep offering the wrap around care provision and hope that you understand why we need to have the terms and conditions in place.

As of January 2024 the following terms and conditions will apply to all users of the wrap around care provision.

1. Breakfast Club is open from 7:30am until 8:35am when the children leave to go to class. This is charged at £4 per child; paid and booked via ParentPay.
2. Breakfast is offered to all children but staff cannot guarantee your child will eat.
3. After School Club is provided from 3:15pm until 5:15 pm. This is to be booked and paid for via ParentPay for either one or two hours at a cost of £4 per child per hour.
4. A small afterschool snack is offered to all children should they choose to eat it.
5. Special medical dietary requirements can be catered for (e.g. allergies to specific foods) if sufficient notice is given to the school that the child will be attending. School must be made aware **at least 48 hours** before the date of the club they will be attending.
6. Staff ratios for the clubs are calculated based on the number of children booked to attend. If you cancel on the day of the club we cannot guarantee a refund will be issued. If you call to book a place at a club less than **24 hours** before, we cannot guarantee a place will be available.
7. Due to the strict ratios of children to staff for children in EYFS (Nursery and Reception) we are only available to offer a limited number of places for children in these year groups. **We cannot guarantee a place will be available if your child is in the EYFS classes.** Parents can place their child on a waiting list should a place become available.
8. There may be occasions throughout the school year, when wrap-around care will not be available. If it is known that wrap-around care is not going to be available on a particular date, parents will be advised of this at **least one week** before.

9. Due to emergencies beyond the control of the school (for example, but not limited to: adverse weather, heating failure, staff illness) the school reserves the right to cancel a club at short notice. In the case of Breakfast Club parents will be advised by text message no later than **7am** on the morning in question. For the After School Club, parents will be contacted as soon as possible during the day. It is the responsibility of parents to ensure that the school is provided with up-to-date contact numbers.
10. Wrap-around care is provided as an extracurricular service – poor behaviour will not be accepted. The school reserves the right to refuse access to wrap around care in cases of repeated unacceptable behaviour.
11. All club fees are to be paid via Parent Pay. If a debt is accumulated, then access to the clubs will be stopped until the debt is cleared. This is at the discretion of the school.
12. The last collection time for After School Club is **5:15pm**. Staff are paid by the hour, if collection is after 5:15pm the school reserves the right to debit your ParentPay account a sum of £4 for each 15 minutes (or part of) after the last collection time. For example: collection at 5:25pm would incur an additional charge of £4, collection at 5:35pm would incur an additional charge of £8.