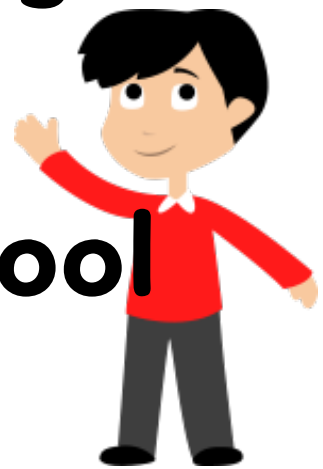


Wrap Around Care



**St. George's
C of E
Primary School**



Club Details

Breakfast Club Staff

Lisa Walsh, Wendy Crook, Andrea Walsh,
Jonny Robinson, Julie Hurst.

Late Stay Staff

Jackie Wignall, Wendy Crook, Julie Hurst.
Jonny Robinson, Lisa Walsh, Jennifer Smith.

Contact Details

Tel: 01257 262323 Opt. 3

Mobile: 07598390767

Email: bursar@st-georges.lancs.sch.uk

St. George's C of E Primary School
Carr Lane
Chorley
PR7 3JU

Admissions Policy

The wrap around services (Breakfast Club & Late Stay) have been set up to meet the demands for outstanding quality wrap around care for the children of St Georges CE Primary School, and children of staff at the school.

The club caters for children from reception class to Year 6.

LAC/ Children with SEN/ Children whose carers work in wrap around services.

Siblings of children already attending are given priority in the event of places being limited.

A place will be offered and if not taken by the person on top of the list the next person on the list will be contacted and so on. First come first served.

Parents/Carers will submit request for places in writing and placed on the waiting list in the order they are submitted.

Places will be allocated by the staff of wrap around on completion of the admissions form and medical form.

Parents/Carers will be offered core or flexible places according to their requirements.

The child and parents will be offered a visit to see the club and meet staff.

About Breakfast Club

Did you know that we have a breakfast club that runs from 7.45am in the Junior resource area, and the drop off point is the hall doors? Breakfast is served between 8am and 8.30am. See the front office for more details.

Club Price per session - £5.00

Late payments

Fees outstanding beyond the end of term will result in the place being withdrawn for the use of that child in the following term. 1 weeks' notice will be given in writing of the termination of the place.

Difficulty to pay

Families who find themselves in difficult situations will have arrangements made to help them through that period. If this occurs, please contact a member of wrap around services.

Late Stay

I am so pleased that we have a thriving after school club, which is independent of school; and is led and managed by a management committee.

Children will take part in late stay activities in the hall, the Junior resource area, or on the Infant Playground. The collection point to Late Stay does vary. If the children are in the hall, the collection point is the hall door. If the children are on the Infant playground, the collection point is via the Infant red gate. Occasionally, if there is a club in the hall, and the weather is inclement, children will use the Junior resource area, and the collection point is the door at the top of the slope off the Junior Yard.

This club has been established now for many years and it has grown phenomenally during this time. It provides a minding service for parents. The club does not make a profit.

Please can I remind you that the hours are 3.30pm – 5.30 pm, and that whilst in an emergency we understand that you may be late, and we do not mind that, we do not want to be taken advantage of on a regular basis.

It is within Late Stay's remit to fine parents who are repeatedly late. The system will be - a written warning letter detailing the times when your child has been picked up late, followed by a 2nd written warning, followed by notification of a fine. The fine will be £30.00 and must be paid before your child can continue to use the club.

Can I also remind you that in order to run this club efficiently, accounts must be kept up to date, and we require you to pay on a weekly basis or in advance half-termly. For your child to access the club, accounts must be up to date at the start of every half term.

Wrap Around - Costs

Late Stay Sessions run from 3.30 p.m. - 5.30 p.m. The club will begin with registration and a 15-minute reading session starting at 3.15pm; led by school staff, before the children enter into late stay activities. This reading time allows the club leaders times to organise refreshments and set up the activities. The children will complete their reading and registration in the hall.

Late Stay Fees

£5.00 per session till 4.30 p.m. (£25.00 per week)

£7.00 per session till 5.30 p.m. (£7.00 per week)

Late payments

Fees outstanding beyond the end of term will result in the place being withdrawn for the use of that child in the following term. 1 weeks' notice will be given in writing of the termination of the place.

Difficulty to pay

Families who find themselves in difficult situations will have arrangements made to help them through that period. If this occurs, please contact a member of wrap around services.

Fee Payment

Core places will be payable weekly, monthly, termly or annually.
All places booked are payable whether they are used or cancelled.
Fees will increase as is thought necessary to maintain the service.
Any child who continues to be disruptive would be asked to leave the club.

If you wish for your child to be a member of the club, please sign the agreement on the last page of the booklet and return it to school as soon as possible before the end of term.

After School Activities

If your child wishes to attend any after school clubs on their booked Late Stay time, they will be taken to late stay by the member of staff running the club. In this case, the Late Stay sessions will be charged full price as a normal session. If your child is to be picked up from the after-school club, and not use Late Stay facilities, then no charge will be made for Late Stay. Children attending breakfast club will not be charged for breakfast club if they attend a morning club, that means they do not need Breakfast Club Care.

Method of Payment

The method of paying for Wraparound services are via Scopay.

Your account will be set up during the part time transitional arrangements in September.

(As with everything regarding computers, if you don't have one, or struggle using one there's no problem - Sharon will sort you out! Just ask)

We are able to receive some Child Care Vouchers as payment.
See ADMIN for details on this.

Terms and Agreement

I wish my child

to be a member of the Late Stay/ Breakfast Club/ both and am aware of the fees and the guidelines.

Signed

Parent/Guardian

Any child who continues to be disruptive would be asked to leave the club.

When leaving Late Stay, say 'Goodbye' to the club leader. This is a good way to end the day; and it also ensures that the club leader knows you have left safely!

Special dietary needs will be catered for.
Please inform a member of staff using the space below.

Emergency Authorisation and Pick Up

There are occasions when we meet up with the unexpected, e.g. snow, accidents on the roads, gas leak etc., when it would be necessary to transport your child or children to a more suitable venue until you return.

It is therefore necessary to have your permission, in advance to take whatever action is necessary to keep the children safe.

Please sign the pro-forma below giving permission.

I give permission for my child

to be moved in an emergency to a safe place from the usual Late Stay Club venue.

The people listed below are authorised to pick up my children.

**If late staff are unsure as to who the person is,
our family code word that we will quote to you is**

Signed

Parent/Guardian