



LYPPARD GRANGE PRIMARY SCHOOL

TERMS AND CONDITIONS FOR 'THE DEN' WRAP-AROUND CARE

'THE DEN' – the place where your 'Lively Little Leopards' can relax - launched January 2016.

When will the club be open?

The club will be open during term time only. There will not be a holiday club at the current time. It will also not be open for Teacher Training Days.

Before school, there will be a morning session running from 7:45am - 8:45am. At 8:45am children will be taken or sent (age dependant) to their classrooms.

After school, there will be an afternoon session running from 3:30pm - 6:00pm. Children will be taken or sent (age dependant) to 'THE DEN' at the end of the school day (3.30pm) or 4:30pm if they are attending an after school club, such as football or homework club. All children must be collected by 6.00 pm at the latest.



Where will the club take place?

In the first instance 'The Den' will reside in a currently unused classroom at the rear of the school. It is hoped that as the school grows in size, we will have a purpose built unit for 'The Den'.

Who will be running the clubs?

'The Den' staff should be known to the children as they are already employed by Lyppard Grange Primary School.

Where will I drop off/collect my child?

'The Den' staff will greet your child at the door to the classroom at the rear of the school (accessible from the rear playground) on arrival and ask you to sign your child into the club. They will also be available to take messages from you which they will then deliver to your child's class teacher at the start of the school day. At the end of the day they will be there when you collect your child. You will be asked to sign your child out of the club and staff will pass on any messages from your child's class teacher as appropriate. Children will not be allowed to leave without a parent/nominated adult collecting and signing for them. PLEASE NOTE that it is not acceptable for parents using 'The Den' to expect class teachers to be available outside of school hours (8:45am-3:30pm) unless a prior appointment has been made in the usual way.

Where can I park?

You will need to park off the school site when dropping off and collecting children. Please be aware that school staff will be arriving and leaving during 'The Den's' opening hours and will need access to the school grounds and car park.

What kind of activities will be available for my child?

A range of activities such as board games, construction toys, roleplay, art and crafts and outdoor activity (weather permitting) will be available throughout the week. The morning session will finish with a calm activity from 8:30am, preparing children for the start of the school day.

Will food be provided?

There will be a range of breakfast items, such as cereals, toast, crumpets and croissants available each morning. Milk, fruit juice and water will also be available. Breakfast will be served from 7:45am until 8:20am.

In the afternoon 'Leopards' will be offered a selection of drinks and healthy snacks, such as dried and fresh fruit or toast. When completing a booking form please ensure that you inform us of any food allergies and keep us updated should any changes occur.

How much will a session cost?

The cost for each morning session will be £3.00 per child. This includes breakfast.

The cost for each afternoon session is £6.00 per child. This includes a snack.

The cost is for each session per child regardless of the time you collect your child, i.e. whether you collect your child at 4.45pm or 5:45pm the cost is the same (£6.00 for the afternoon session). There is no multiple sibling discount.

How do I book a place for my child?

If you wish to book a place for your child please complete a booking form (use one per child if you are booking for siblings) and return to the school office by the deadline date shown on the school website. You will then receive confirmation detailing your requirements for the half term together with an invoice.

PLACES WILL BE ALLOCATED INITIALLY ON A FIRST COME FIRST SERVED BASIS. A waiting list system will then be used to fill vacant places as they arise.

How do I pay for the sessions?

Invoices will be sent out each half term and are payable in advance. Payments can be made via Payments4Schools (which is our preferred method of payment), cash or cheque payable to 'Worcestershire County Council' and should be sent to the office via your child's class teacher as normal. We are also able to accept Child Care Vouchers. If you would like to use Child Care Vouchers we will need to register with the company used by your employer as soon as possible so it is vital that you inform us of the name of the voucher company you use on your order form. Computershare, Edenred, Fidelity, Busy Bees, Kiddivouchers and Sodexo are some we are aware of already. Please note that we are only accepting online electronic vouchers.

Please be aware that late payments of more than 5 working days will incur additional charges and your child's space will not be held open.

Can I use the club on a one-off basis?

'On-the-day' emergency bookings may be available for the afternoon session – you will need to call to enquire whether we have spaces on the day. If you require a 'one-off' morning session you will need to enquire on the preceding day. This facility is only available to children already registered with 'The Den'. Payments for these are to be made on collection of your child or the next working day at the latest.

What happens if my child is ill?

In line with school policy, we are unable to accept children at our club if they are ill. If your child is ill during the school day or during the club you will be contacted in the usual way. The 48 hour rule, following sickness and/or diarrhoea, also applies to 'The Den'. Refunds will not be given in the event of illness.

What happens if I am late?

We understand that on rare occasions things go wrong and parents may be unavoidably late collecting their child. In the event that this happens to you it is essential that you contact school at the earliest possible opportunity using the number provided (see **How do I contact 'The Den'?**) and inform us of your arrangements. To deter late collection there will be additional charges incurred for children collected after 6pm which must be paid within three working days. Failure to do so will forfeit your child's place in 'The Den'.

Late collection fees are £2 per child per 5 minutes (or part of) for the first half hour. Every subsequent five minutes thereafter will be charged at £5 per child. Late charges have been set deliberately high to deter lateness as it is unfair on staff running the club.

How will behaviour be managed?

The school rules and expectations for behaviour extend to 'The Den'. A zone board will be used although this will not carry the same rewards and sanctions as the zone boards used in the classrooms. Time-out will be used as an immediate sanction for poor behaviour. Repeated or unacceptable behaviour will not be tolerated at 'The Den' and school reserves the right to refuse a place to children who do not adhere to the rules and expectations. If a place at the club is withdrawn due to poor behaviour, a refund equal to the cost of days unused will be made.

My child had additional needs. Are they able to attend the clubs?

All children are welcome to attend 'The Den'. When completing a booking form please ensure that you inform us of any medical issues or additional needs and keep us updated should any changes occur. Please note, that should your child require additional support or assistance beyond that provided by the staff in 'The Den', additional charges may occur to cover the cost of additional staff. If you think this applies to your child, please contact us to discuss costs.

What happens if my child wants to attend a school-run after school club?

Children are still welcome to attend after-school clubs. They will apply for and be allocated places for these in the usual way and these will still incur a charge to cover the cost of resources, coaching etc. Children will be taken or sent (age dependant) to 'THE DEN' at the end of the club at 4:30pm. The cost of the afternoon 'Den' session remains the same.

How much notice do I need to give of change or cancellation?

If you are wishing to increase the amount of time your child attends the club this will be dependent on the space available. If you are wanting to reduce or cancel the hours for your child you will be required to give half a term's notice in writing. Your child's place at the club runs continuously, term on term, year on year, until you give notice of cancellation. Invoices will be issued half termly in advance.

How do I contact 'The Den'?

Parents using the clubs will be provided with a mobile telephone number for direct access to the club leader during both the morning and afternoon sessions. Calls at other times (after 8:45am and before 3:30 pm) should be made directly to the school office as normal. The mobile telephone will be switched off during the normal school day.