

WRAP AROUND CARE TERMS AND CONDITIONS

AIMS

Wrap Around Care (Eden Club) is provided for the children of St Augustine's School on a daily basis, Monday – Friday, Term Time only, excluding bank holidays and INSET days. Breakfast Club will run from 7.30 am - 8.45 am and After School Club from 3.25 pm – 6.00 pm. We aim to provide a high quality service that meets the needs of our families. We will provide an environment that is supportive, nurturing and an encouraging place to be. We will ensure that appropriate standards of behaviour, discipline and hygiene are maintained. Eden Club will run on the basis that we have a minimum of 12 children attending and a maximum of 30 children for health and safety reasons.

REGISTRATION

We ask that Parents/Carers complete, sign and return a new booking form every term that they wish their child to attend Eden Club sessions to the School Office. Once the booking form has been processed by the office an email or ParentPay message will be sent confirming that your child has a place and that payment has been added to ParentPay for you to pay. **Bookings are only guaranteed once payment has been received.**

FEES

Breakfast Club costs £7 per session; this includes a light breakfast (please note, however, that Breakfast stops being served from 8.30 am). After School Club costs £15 per session; this includes a snack/light meal.

Eden Club sessions must be paid in full by the date stipulated on the booking form. Should payment not be received by one week after the date stipulated on the booking form, the school reserves the right to remove the child's place on the basis of non-payment of fees. You will be given one week's written notice. Please note that we are unable to accept bookings for future terms if the current term's fees have not yet been paid in full.

All children should be collected from After School Club no later than 6.00 pm. **A late penalty fee of £10.00 per 30 minute period, or part thereof, will be charged for late collection.**

No refunds will be given for non attendance due to sickness or other absences or for sessions only partially attended.

ATTENDANCE

To ensure the safety of their children, parents/carers should bring their child(ren) to Breakfast Club no earlier than 7.30 am. All children should be collected promptly from After School Club no later than 5.55 pm to allow staff time to get your child ready so that they can be dismissed by 6.00pm. Please do not park or drop off in the school car park.

There may be occasions where Eden Club may not be able to run due to unforeseen circumstances, such as severe weather and staff illness, which is out of our control. We will give you as much notice as possible if this is the case.

If your child is going to be absent for Breakfast Club you do **not** need to call us, however, if your child is going to be absent from school **you must still report your child as absent by 9.30am**. If your child is unwell, has vomited or had diarrhoea in the previous 48hrs, they must not be brought to Breakfast Club.

CANCELLATION/REDUCTION IN DAYS

As Eden Club sessions are booked and paid for in advance we accept this as an agreement that your child will attend these sessions. If your child no longer requires a place at Eden Club the following term you do not need to complete a booking form.

No refunds will be given for non attendance due to sickness or other absences or for sessions only partially attended.

REGULAR ATTENDEES/AD HOC ATTENDEES

Preference will be given to children in the following order:

1. Completed forms handed in by the 'cut-off' date stipulated on the form;
2. Existing attendees who wish to continue;
3. Siblings of existing attendees;
4. Others on the school roll.

Forms returned after the 'cut-off' date are not guaranteed and your child may be placed on a waiting list with priority given to children from point 2 above.

Ad hoc sessions may be booked and will be upheld if there is space for the child(ren) in Eden Club and there are no child(ren) above them on the waiting list. A booking form must be completed, signed and returned to the school office.

During Summer Term 6, places for the following term will be allocated as follows:-

1. To existing attendees who wish to continue;
2. To siblings of existing attendees;
3. To others on the waiting list;
4. All others.

BREAKFAST CLUB PROCEDURES

Breakfast will be served from 7.30 until 8.30 am. Ideally all children requiring breakfast should arrive by 8.15 am which will give them enough time to eat and enjoy their food. Children will be invited to hang up coats and bags and to wash their hands before having breakfast. Children will help themselves from the breakfast table; older children will be encouraged to help the younger children. Children will clear their plates before choosing an activity.

At 8.45 am Breakfast Club will finish and children will be taken/sent to their respective classes.

AFTER SCHOOL CLUB PROCEDURES

Food will be served at approximately 4.30 pm. Children will tidy up their activity and wash their hands before eating their meal. Children will help themselves from the table; older children will be encouraged to help the younger children and serve/tidy plates/cutlery away. Children will clear their plates before continuing with an activity.

Children should be collected directly from Eden Club and signed out. Your child will not be dismissed to anyone other than those **named on their booking form**. If the list of people permitted to collect your child changes, please put these changes **in writing** to the school office. Children must be collected no later than 5.55 pm (see FEES above regarding late collection).

BEHAVIOUR

We expect that children who attend Eden Club follow the same rules and expectations, in terms of their behaviour, as we do in school. Where there are persistent problems with behaviour we reserve the right to exclude the child from Eden Club either on a temporary or permanent basis. There will be no refund of fees in these circumstances.

FOOD

Food offered will have minimum added salt and sugar. The menu will vary from day to day and where possible will take into consideration seasonal weather and celebrations. The school should already have been informed of any special dietary requirements (allergies, cultural/religious beliefs). Please note that if you make a last minute booking your child may be given different food to children already booked. This is because food orders will already have been made based on the number of children already booked on the session.

ALLERGIES/MEDICAL

If your child has an allergy or a medical condition school should already be aware of this and a care plan put in place if necessary. Eden Club will use the information held on the school records regarding your child's medical needs and/or their allergy information. It is vital that you keep school informed of any changes in your child's condition so that our records are kept up to date.

EMERGENCY

If an emergency situation arises whilst your child is at Eden Club, we will contact parents/carers using the details provided on your booking form.

If your child attends Eden Club you automatically give permission as follows: you agree to your son/daughter receiving medication as instructed by you and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

CONTACT DETAILS

Should any of your registration information/contact details change please advise the school as soon as possible by emailing: Office@st-augustines-tunbridgewells.kcsp.org.uk

STAFF

St Augustine's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff, parents, carers and volunteers to share this commitment.

All staff and volunteers are DBS checked (Disclosure and Barring Service). Our aim is to provide the highest possible standard of care in a safe and secure environment. Ensuring the safety and welfare of the children is our paramount concern.

POLICIES & PROCEDURES

School policies and procedures relevant to Eden Club are as follows:

- Safeguarding Policy;
- Home/School Agreement;
- Equal Opportunities;
- Health and Safety;
- Behaviour Policy;
- Complaints Procedure.

Copies of the policies are available on the school's website.

By completing and returning a Booking Form you are agreeing to these Terms and Conditions and the attached declaration

September 2026

PARENT/CHILD DECLARATION

I AGREE TO : (PARENTS)

- Adhere to the Wrap Around Care (Eden Club) Terms and Conditions;
- Pay my fees promptly to ensure my child(ren)'s place is confirmed;
- Speak to the Wrap Around Care Supervisors in the first instance if there are any problems;
- Not allow my child(ren) to bring in any personal items, electronic gadgets or telephones to Eden Club (we do not accept liability for personal items that are lost whilst your child(ren) attend Eden Club). Mobile phones should not be taken into Eden Club and should be signed in as per our Mobile Phone Policy (a copy of this will also need to be completed if you allow your child to bring a mobile phone into school);
- My child watching a PG rated film.

I AGREE TO : (PLEASE DISCUSS WITH YOUR CHILD)

The school wants Eden Club to be a happy and safe place.

I will therefore follow the school's Behaviour Policy concentrating on the following:

- I will follow adult instruction and do as I am asked;
- I will be kind and polite to fellow children;
- I will behave calmly and thoughtfully;
- I will keep my hands and feet to myself;
- I will help to tidy up when asked;
- I will not leave the room during Eden Club unless an adult has given me permission;
- I will respect the property of the school and that of other children at Eden Club;
- I will not bring personal items, electronic gadgets or telephones into the club.

If I have a problem or am not happy I will tell one of the supervising staff.