



Harestock Primary School

Wraparound Care

Information Booklet and Terms and Conditions From September 2026



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About Us

We aim to provide a high quality service which meets the needs of both parents/carers (referred to as parents throughout this document) and children. For parents/carers this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child this means an environment that is safe, supportive, encouraging, challenging, a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy. Parents are expected to give their support and encouragement to the aims of the Breakfast Club and After School Club (our wrap-around care) and to uphold and promote the clubs' good names and ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

Wrap Around Care hours are:

- Breakfast Club hours are from 7.45 to 8.35 am during school term time. Breakfast is provided to all children who arrive by 8.15am.
- At 8.45am staff will accompany the children to their classroom and hand them over to the adult on duty.
- After School Club hours are: Monday – Friday 3.15 – 5.30 p.m.
- Please note that neither club will run on INSET days.

Dropping Off and Collecting from Wrap Around Care

Access to Breakfast Club is via the fire doors from the front path into the hall.

Access to the After School Club will be via the Bumblebees classroom, which is accessible from the Junior Playground. Parents should collect their child/children from there and sign them out on the register.

We will only release children to known adults. However, we appreciate that emergencies and unforeseen circumstances do happen. If an unknown adult needs to collect your child, we ask for a brief description of that person to be provided and a password will be needed to confirm your permission to release your child.

Admissions and Fees

Registration and Booking

Booking a regular place

Registration and bookings are made directly through Childcare Bookings for Schools via the link below:

<https://harestock.cbfs.uk/>

After you have registered with Childcare Bookings for Schools you will be able to then go ahead and book places at our Wraparound care.

How do I make a booking?

Through our bespoke-built online booking system – using hyperlink <https://harestock.cbfs.uk/>

Once you have accessed the system, all you need to do is to register an account or log in before you start making bookings. Registration is completely free, a one-off task and should take no longer than 10 minutes.

What types of booking are available?

Permanent bookings – the same sessions each week, guaranteed on a rolling and ongoing basis.

Ad hoc bookings – individual dates with no ongoing commitment, subject to availability at the time of booking.

When is payment due?

For permanent bookings – Monthly bills, for the exact amount of that month's childcare, are processed in advance on the 1st working day of each month. You do not need to do anything – payment is taken automatically.

For ad hoc bookings – Payment is due at the time of booking, in order to checkout and complete the process.

What payment methods are available?

Payments are made through Childcare Bookings for Schools and they can accept payments via Card, Childcare Vouchers or the Tax-Free Childcare scheme. Harestock Primary is currently registered to accept payments from providers such as Computershare, Edenred, Fideliti, Sodexo also the Government tax free childcare scheme.

Payments cannot be made via BACS, cash or cheque (either at club or direct to our office).

Fees for Wrap-Around Care

- Breakfast Club prices are £5.50 per session.
- After School Club prices are £11 per session.
- Staff who are employed at the school are offered a 10% discount for sessions taking place while they are working.
- Fees cover breakfast and childcare for our Breakfast Club.
- Fees cover childcare for our After School Club. Parents are asked to provide a healthy, nut free snack for their child to eat at the start of the After School Club session
- All fees are reviewed on an annual basis
- The session fee remains the same regardless of collection and drop off time.

Please contact Childcare Bookings for Schools if you have questions or require further support regarding registration, bookings, payments and for Terms and Conditions.

- Email at harestock@childcarebookingsforschools.co.uk.
- Phone on 01444 523335.

Non-Attendance or Late Collection

It is important that if a child is not going to attend their booked in session that both the school and Childcare Bookings for Schools are informed so that we know the child is safely where they need to be.

If your child is unwell and is unable to attend, please telephone the school office as early as possible in the morning. The normal session fee will be charged for any booked sessions which are not attended.

Parents must contact the Wrap Around Care team on **07726 774144** if they are aware that they will be late to collect their child from After School Club. The school office 01962 881575, is manned up until 4 p.m. Please do not leave an answerphone message, make sure you speak to a member of staff.

If you wish to withdraw your child from all or any of their booked places in Breakfast Club on a permanent basis, a paid notice period of 1 month is required.

If the school site is unexpectedly closed for any reason, parents will be contacted as soon as possible to inform them of the closure. Fees will not be charged for any lost sessions and a credit will be applied to your next month's invoice.

Late Collection Fees

The school reserves the right to charge an additional charge of £2 per quarter of an hour late collection. These charges will be added to your invoice for the following month. Persistent late collection will result in the After School Club place being withdrawn. If there is no response from all contact numbers 30 minutes after the session has ended, the school will notify the Local Authority Children Services Duty Team.

Policy reference – Late Collection

Activities at Wrap Around Care

Activities

We appreciate that it is a long day for some children and aim to provide activities which will meet the needs of the children. We appreciate that some will want to be outside playing and some more want a quiet area to relax. The other types of activities we provide include:

- Arts and crafts
- Cooking
- Board games
- Role play
- Supervised use of computers
- Quiet area for reading or down time

Food and Drink

Breakfast Club

Breakfast is offered to children who arrive between 7.45am and 8.15am. Children will be offered a choice of cereals and fruit with fruit juices or milk to drink. Wednesdays is a popular day as we celebrate Waffle Wednesday!

After School Club

Snacks are not provided at After School Club. Children are welcome to bring their own healthy snacks and will have the opportunity to refill their water bottles. Snacks must follow the usual guidelines – no nuts please.

Behaviour

All Wrap Around Care staff will follow the school's Behaviour Policy. This means that positive behaviour management strategies will be followed to support the children to follow our school rules and values. Parents will be informed of any incidents in line with our Behaviour Policy. We will work with parents to support children where there are ongoing behaviour concerns during Breakfast or After School Club. However, this could result in the child's place being revoked.

First Aid and Children's Health

A qualified Paediatric First Aider is always present at Breakfast Club or After School Club. All staff receive regular Safeguarding training and will follow our Safeguarding policy and procedures.

Administering Medication

If a child attending wrap around care requires prescription medication of any kind, their Parent must notify the school using the Medication Request form available from the school office, website or Wrap Around Care leader. If there are any changes to a child's regular medication, the child's Parent/Carer must complete a new form and inform staff.

If a child has a care plan, details will be shared with Breakfast and After School Club staff at the beginning of each academic year or on registering with either club.

Medication will be stored in the First Aid Room where it is accessible at all times. If medicine is administered, staff will record receipt this on the Medication Log and inform parents/carers at pick up. For specialist medication such as Epi-Pens, all staff, including Breakfast Club and After School Club staff receive appropriate training.

Illness and Accidents

If a child become unwell during a session, the parent will be asked to collect the child as soon as possible. We will keep them as comfortable as we can and closely supervised until collection. If your child has an infectious illness, we ask that parents adhere to the guidelines set by the Health Protection Agency. This is to support us to prevent the illness from spreading.

http://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

All first aid and accidents are documented in a first aid book, in the case of a serious accident Hampshire County Council online forms are completed. Any injuries at Breakfast Club will be passed on to the teachers so they can continue to take appropriate care of the child.

In an accident or emergency the staff will use the contact telephone numbers the school has on record so please ensure they are always up-to-date.

Major Injury or Serious Illness

In the event of a child becoming seriously ill or suffering a major injury, the First Aider at the session will decide whether an ambulance needs to be called to take the child straight to hospital or whether it is safe to wait for their Parent to arrive.

Policy Reference – First Aid Policy, Supporting Children with medical Conditions in School Policy, Safeguarding Policy

Loss or Damage of Property

As with school practice, we ask that all property is named. Mobile phones and other devices must not be brought to After School Club. If your child is in year 5 or 6 and will be walking home along at the end of the school day, they may bring their mobile phone but this must be handed in to the Wrap Around Care leader. School, including Breakfast Club and After School club, are not be liable for loss or damage of property brought onto the premises by parent or child.

Complaints

If a parent has a concern involving their child at Breakfast or After School Club they should, in the first instance, raise the issue with the member of staff on duty. Should the parents be unsatisfied with the response, we ask that they follow the schools Complaints Policy, which can be found on the school website.

Policy Reference – Complaints Policy

Policies

Our Wrap Around Care operates under the policies, practices and procedures of Harestock Primary School. All policies can be located on our website at:

<https://www.harestock.co.uk/Policies/>