

The background features a light gray gradient with several realistic water droplets of varying sizes scattered across the frame. A faint, circular, textured pattern is visible in the upper center, resembling a lens flare or a subtle watermark.

WRAP AROUND CARE

STAFF

CLUB MANAGER

MRS NICOLA NAYLOR – DOES NOT WORK ON TUESDAY AFTERNOONS

DEPUTIES –

MR SAM OAKLEY – EACH MORNING AND TUESDAY AFTERNOON

MS PAULA HARROP – EACH AFTERNOON

ALL FIRST AID TRAINED, FOOD HYGIENE AND FIRE SAFETY

TIMES AND PLACE

- BEFORE SCHOOL CARE BEGINS AT 7.30AM UNTIL THE START OF THE SCHOOL DAY. THIS WILL INCLUDE A BALANCED BREAKFAST PROVIDED BY THE CLUB.
- AFTER SCHOOL CARE WILL BE PROVIDED UNTIL 5.50PM EACH DAY, WITH AN EARLY PICK UP TIME OF 4.15PM.
- THE CLUB WILL BE IN OUR COMMUNITY ROOM, BUT THEY WILL HAVE ACCESS TO ALL THE GROUNDS AND THE HALL AFTER 4.15PM

FOOD/SNACKS

MORNING –

BREAKFAST

FRUIT

MILK, ORANGE JUICE OR WATER,

CEREAL OR TOAST

AFTER SCHOOL –

A LIGHT SNACK AFTER 4.15PM EG, BAGELS, PANCAKES, CHEESE AND BISCUITS, WAFFLES, SANDWICH, WRAP OR TOASTIE.....

FRUIT WILL ALWAYS BE AVAILABLE

WATER, MILK

ADMISSIONS AND BOOKINGS

- ADMISSIONS TO OUR CLUBS WILL BE ORGANISED BY THE ADMIN TEAM AND THE CLUB MANAGER. BOOKINGS ARE MADE VIA [HTTP://WWW.WITTONCHURCHWALK.CO.UK/](http://www.wittonchurchwalk.co.uk/) AND ARE ON A FIRST COME FIRST SERVED BASIS WHEN THE NEED ARISES, WITH THE EXCEPTION OF SIBLINGS WHO WILL HAVE PRIORITY FOR THE SAME DAY BOOKING.
- ALL ENQUIRIES REGARDING THE WRAP AROUND CARE ARE TO BE DIRECTED TO THE SCHOOL OFFICE – THEY WILL THEN BE SENT ON TO MRS NAYLOR WHO WILL BE IN CONTACT.
- BOOKINGS CAN BE MADE IN ADVANCE FOR A TERM AND ARE CONFIRMED ON IMMEDIATE PAYMENT. IF NEEDED YOU CAN ALSO BOOK ON A WEEKLY BASIS AND THE DEADLINE FOR THE FOLLOWING WEEK IS THURSDAY AT 12NOON. **YOU WILL NOT BE ABLE TO BOOK IF YOUR ACCOUNT IS IN DEBT.**
- FOR DAY TO DAY BOOKINGS, YOU CAN BOOK FOR THE NEXT DAY BUT YOU MUST ENSURE YOU HAVE CONFIRMATION THAT THE PLACE IS AVAILABLE FROM MRS NAYLOR – DO NOT PRESUME THE SPACE IS THERE.

ALL BOOKINGS WILL BE CONFIRMED BY MRS NAYLOR IN ADVANCE.

BOOKINGS

- ALL BOOKINGS FOR ATTENDING CLUB MUST BE MADE IN ADVANCE AND PAID IN ADVANCE VIA [HTTP://WWW.WITTONCHURCHWALK.CO.UK/](http://www.wittonchurchwalk.co.uk/)
- PLEASE CALL THE FOLLOWING NUMBER WITH ANY CHANGES DURING CLUB TIME – 07398956285 - AND THE MANAGER WILL ANSWER. DO NOT PHONE THE SCHOOL LANDLINE DURING CLUB TIME AS THE MESSAGE MAY NOT GET TO THE CLUB.

FEES

THE FEES FOR JANUARY 2024 ARE:

- BEFORE SCHOOL CARE: £6.50
- AFTER SCHOOL CARE: £12.00 OR EARLY PICK UP AT 4.15PM IS £5.50
- 10% DISCOUNT FOR SIBLINGS

FEES ARE SUBJECT FOR REVIEW ANNUALLY AND PARENTS AND CARERS WILL BE NOTIFIED OF ANY CHANGES IN ADVANCE. WE RESERVE THE RIGHT TO WITHDRAW YOUR CHILD'S PLACE SHOULD YOUR ACCOUNT GET INTO DEBT AND WHERE DEBT REMAINS UNPAID, THE DEBT WILL BE PASSED TO THE CHESHIRE WEST & CHESTER COUNCIL'S LEGAL TEAM TO BEGIN RECOVERY PROCEDURES.

CHANGES TO BOOKINGS AND CANCELLATIONS

- CHANGES TO BOOKINGS AND CANCELLATIONS ARE MANAGED BY THE SCHOOL ADMIN TEAM AND CAN BE MADE UP TO THE DAY BEFORE. ALL CHANGES TO DAYS ARE SUBJECT TO AVAILABILITY AND MUST BE DISCUSSED WITH THE ADMIN TEAM, VIA EMAIL, WHO REQUIRE A MINIMUM OF 24 HOURS' NOTICE, WITH THE EXCEPTION OF AN EMERGENCY SITUATION. THE ADMIN TEAM WILL ALWAYS LIAISE WITH MRS NAYLOR TO ENSURE SPACES ARE AVAILABLE.
- PLEASE REMEMBER - PLEASE CALL THE FOLLOWING NUMBER WITH ANY CHANGES DURING CLUB TIME – 07398956285 - AND THE MANAGER WILL ANSWER. DO NOT PHONE THE SCHOOL LANDLINE DURING CLUB TIME AS THE MESSAGE MAY NOT GET TO THE CLUB.

ILLNESS AND MEDICAL CONDITIONS

- IF YOUR CHILD BECOMES UNWELL WHEN ATTENDING ANY CLUB, YOU WILL BE NOTIFIED AS SOON AS POSSIBLE. WE RESERVE THE RIGHT TO TREAT PUPILS ACCORDING TO OUR FIRST AID POLICY AND YOU WILL BE INFORMED OF ANY ACCIDENTS THAT OCCUR. IN THE EVENT THAT YOU ARE NOT CONTACTABLE, BUT YOUR CHILD REQUIRES EMERGENCY CARE, AN AMBULANCE WILL BE CALLED AND A MEMBER OF STAFF WILL ACCOMPANY YOUR CHILD. CLUBS WILL ONLY ADMINISTER MEDICATION IF A CONSENT TO ADMINISTER MEDICINE FORM HAS BEEN COMPLETED AND SIGNED.
- PLEASE ENSURE THAT SCHOOL HOLDS UP TO DATE MEDICAL INFORMATION ABOUT YOUR CHILD, ESPECIALLY IF YOUR CHILD DEVELOPS AN ALLERGY OR ASTHMA FOR EXAMPLE. YOU MUST EMAIL ANY CHANGES OF STATUS TO THE SCHOOL ADMIN TEAM WHO WILL SHARE THIS WITH MRS NAYLOR.

ARRIVAL AND COLLECTION ARRANGEMENTS

- ALL CHILDREN MUST ARRIVE AT THE CORRECT TIME FOR THE BEFORE SCHOOL CLUBS, NOT LEFT ON THE PREMISES EARLY AND THEREFORE UNATTENDED, YOU MAY BE CHARGED THE FULL £6.50
- ALL CHILDREN MUST BE COLLECTED BY AN ADULT, OR PERSON OVER THE AGE OF 16, WHO HAS KNOWN PERMISSION TO DO SO BY SCHOOL. YOU MUST PROVIDE A PASSWORD AND AN UP TO DATE PHOTOGRAPH OF THE ADULT OR ADULTS ALLOWED TO COLLECT YOUR CHILD FOR SECURITY. WE WILL ONLY ALLOW YOUR CHILD TO LEAVE WITH AN APPOINTED PERSON. IF THIS PERSON CHANGES, YOU MUST INFORM US AS WE MAY REQUIRE EVIDENCE OF THAT PERSON'S IDENTITY ON ARRIVAL OF THE PASSWORD.

GATE ACCESS

- ACCESS TO THE CLUB WILL BE BY GATE 5...NEAR THE KITCHEN

MORNING

- THE GATE WILL BE LOCKED AT 8.05AM, IF YOU REQUIRE ACCESS TO THE CLUB AFTER THAT TIME PLEASE CALL THE CLUB MOBILE NUMBER AND A MEMBER OF STAFF WILL MEET YOU AND YOUR CHILD AT THE GATE

AFTERNOON

- THE GATE WILL BE LOCKED AT 4.15PM. IF YOU COLLECT YOUR CHILD AFTER THIS TIME AGAIN PLEASE CALL THE MOBILE AND A STAFF MEMBER WILL BRING YOUR CHILD TO THE GATE

LATE FEES

- YOU WILL BE CHARGED THE FULL RATE OF £12.00 IF YOU PICK UP YOUR CHILD LATE FROM THE 4.15PM SESSION
- THERE WILL BE A FEE OF £5.00 IF YOU ARE LATE TO PICK UP YOUR CHILD FROM THE 5.50PM SESSION AND AFTER 6PM IT WILL BE £1 PER MINUTE.

OBVIOUSLY WE WILL BE AMENABLE TO EMERGENCY SITUATIONS BUT NOT IF THEY BECOME REGULAR.

BEHAVIOUR AND CONDUCT

- OUR STAFF MAINTAIN A COURTEOUS, CARING AND PROFESSIONAL ATTITUDE TOWARDS CHILDREN, PARENTS AND CARERS AND COLLEAGUES AT ALL TIMES. WE WILL NOT TOLERATE STAFF BEING TREATED DISRESPECTFULLY OR INAPPROPRIATELY BY CHILDREN, PARENTS OR CARERS AND SUCH BEHAVIOUR MAY RESULT IN THE TERMINATION OF THE CLUB PLACE.
- FAMILIES WILL BE SUPPORTED BY MANAGING DISRUPTIVE OR INAPPROPRIATE BEHAVIOUR AND THIS WILL BE REVIEWED BY THE HEAD TEACHER. HOWEVER, IF THE CIRCUMSTANCES ARE DEEMED UNACCEPTABLE, OR ENDANGERING THE SAFETY AND WELLBEING OF OTHER CHILDREN, WE MAY REQUIRE YOUR CHILD TO BE WITHDRAWN FOR AN AGREED PERIOD OF TIME.



ANY QUESTIONS?