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| Cross Gates Primary School |
| **The Lodge**  |
| **Wraparound Care:** **Key Information & Parental Agreement** |
| We are committed to promoting and safeguarding the welfare of all children |
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**Aspire Learn Succeed**

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**Introduction**

Dear Parent/carer

The Lodge exists to provide high quality out of school hours childcare, run by school staff for families that attend our school. Each session is designed to ensure that children enjoy a safe, caring environment offering a range of stimulating, active and creative activities for the children during term time.

Overall responsibility of The Lodge Wraparound Care is held by the Head Teacher, Mr Garden. The day-to-day management and organisation of the Lodge is carried out by Mrs Schofield, supported by our Extended Services Worker and Teaching Assistants.

The Lodge adopts all the policies of Cross Gates Primary School including Safeguarding, Health and Safety, Equality and Behaviour. Copies of all the policies can be found on the school website: [www.crossgatesprimary.co.uk](http://www.crossgatesprimary.co.uk)

The Lodge Wraparound Care is open to children from First Steps to Year 6. Children should be booked in advance to secure a place, as places are limited. We do accept “Ad hoc” bookings for the Lodge, subject to space being available. For ad hoc bookings parent/carers must telephone the school office, 0113 2645763 the day before the childcare is required to check availability.

This document sets out important information about The Lodge, Wraparound Care provision and includes a registration form and Parental Agreement within the annex towards the end.

**Registration**

To apply for a place for your child at the Lodge please complete the admissions contract which is included in this information pack and hand it into the school office. It is the responsibility of the parent/carer to ensure any of the information on the form is kept up to date. Please ensure that the people listed as an emergency contact are contactable during the hours your child will be at the Lodge.

Parents have the option of choosing the days they would like childcare from one to five days per week. You must choose your options in advance, and they will remain in place for the whole academic year. Changes to these days can be made but we do require at least 1 weeks’ notice for permanent changes, ad hoc changes should be made at the school office as soon as possible.

Our wraparound care is also available for occasional use. If you think you may need to use the Lodge in this way, please check at the school office in advance that there are places on the day you require childcare and complete a form.

 **Notice Period**

If you no longer need a place at the Lodge for your child, we require 2 weeks’ notice in writing. This notice period will still be chargeable.

**Charges**

|  |  |  |
| --- | --- | --- |
| **Before school**  | **7.30 – 8.45am** | **£3.50 per session**  |
|  | **8.00 – 8.45am**  | **£3.00 per session** |
| **After school**  | **3.15pm – 6.00pm** | **£10.50 per session** |

* Payments should be made in advance using ParentPay or HMRC Tax Free Childcare.
* Payments will be expected for a child’s contracted session, whether a child attends or not (due to illness or holidays)
* Where a child has not attended the provision for their allocated sessions for a period of two weeks consecutive weeks, parents will be contacted to discuss if the place is still required.
* Where payments are not made and there are arrears, we reserve the right to cancel the booking with immediate effect.
* Persistent lateness could result in your child losing their place if not collected by agreed times.
* You must give 2 weeks’ notice in writing to the Lodge Manager to cancel your Lodge place.

For all invoicing queries please contact Mrs Hill in the school office: 0113 2645763

**Late Collections & Charges**

* Children can be collected at any time before 6.00pm, however you will be charged for the full session.
* If you have a problem picking up your child, you must contact the Lodge on 07523773069 to advise of the reason for the delay and make alternative arrangements for the collection of the children. If someone else is picking up your child, ensure the Lodge staff have details of the person and ensure that the person is given the correct password for collection.

We expect all children to be collected promptly at or before 6.00pm and there will be late charges for collecting after this time except in very exceptional circumstances. The charge for this will be £5.00 for every 15 minutes, for example if you collect your child after 6.00pm and before 6.15pm you will be charged the full £5.00 late fee and if you collect your child after 6.15pm this charge will increase to £10.00 and so on…… please note that in these circumstances the Head Teacher will be informed and further safeguarding action may be taken.

 **Illness, Injury and Medications**

It is important to remember that at times when children are playing accidents can happen, for this reason we have staff that are qualified in administering first aid.

* Any minor incidents will be dealt with and recorded. The parent will be informed when collecting children from the provision. In the case of a more serious accident, the appropriate action will be taken, and parents informed immediately.
* Medication can be administered in line with school’s policy and procedures. Parents will need to complete medication form. It is the parent’s responsibility to ensure that all medication provided does not exceed its expiry date and is clearly marked with a pharmacy label.

If your child becomes ill while attending the Lodge, we will contact you and ask that they be collected. Please note that 48hrs is the requested time for sickness/stomach bug. This action is necessary to minimise the spread of these illnesses to other children.

**Behaviour**

We expect all children to have good conduct and standards of behaviour in the club as they do in school. The school’s behaviour policy applies to the Lodge.

**Child Protection and Safeguarding**

We take our responsibility for child protection and safeguarding seriously. All staff undertake annual child protection training and follow the school’s Child Protection can safeguarding policies and adheres to policy procedures for referring concerns to Designated Safeguarding Leads.

All our policies and procedures can be found on the school website: [www.crossgatesprimary.co.uk](http://www.crossgatesprimary.co.uk)

**Food and Dietary Requirements**

Should your child have any allergies or dietary requirements please ensure they are recorded in full by completing the relevant section on the registration form, this helps the staff make sure your child does not come into contact with any food that may cause a reaction. If your child needs medication relating to allergies a medical consent form should be completed, and the medication made available.

Cross Gates Primary and the Lodge are a Nut Free school therefore nuts of any kind are not allowed.

The Lodge provides a healthy breakfast in the mornings served from 7.30am and a light tea served at 4.30pm daily.















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**CROSS GATES PRIMARY SCHOOL**

**Wrap Around Care**

**REGISTRATION FORM**

**Child/ren’s Details**

|  |  |  |
| --- | --- | --- |
| **Name/s** | **Current year group** | **Date of Birth** |
|  |  |  |

**I wish to register my child/ren for the following sessions**

**(please tick correct start time):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mondays** | **Tuesdays** | **Wednesdays** | **Thursdays** | **Fridays** |
| 7.30-8.45am£3.50 per session |  | 7.30-8.45am£3.50 per session |  | 7.30-8.45am£3.50 per session |  | 7.30-8.45am£3.50 per session |  | 7.30-8.45am£3.50 per session |  |
| 8am-8.45am£3 per session |  | 8am-8.45am£3 per session |  | 8am-8.45am£3 per session |  | 8am-8.45am£3 per session |  | 8am-8.45am£3 per session |  |
| 3.15 – 6.00pm £10.50 per session |  | 3.15 – 6.00pm £10.50 per session |  | 3.15 – 6.00pm £10.50 per session |  | 3.15 – 6.00pm £10.50 per session |  | 3.15 – 6.00pm £10.50 per session |  |

**Parent/Carer Details**

|  |  |  |
| --- | --- | --- |
| Name |  | Name |
| Home Address |  | Home Address |
| Work Telephone: |  | Work Telephone: |
| Mobile Number: |  | Mobile Number: |
| Email Address: |  | Email Address: |

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| Please detail any dietary requirements/food allergies: |

**Permissions and Consent**

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| At times we may take photographs in the Lodge these images may be used for newsletters, the school website or on the school’s twitter feed. **Please circle YES or NO giving consent to where images may be used.** |
| The Lodge Newsletter | YES / NO |
| The Lodge promotional leaflet | YES / NO |
| School’s website  | YES / NO |
| School’s twitter account  | YES / NO |
| Displays in the Lodge  | YES / NO |
| Displays in school  | YES / NO |
|  |  |
| I give permission for my child to watch PG films  | YES / NO |
| I give permission for my child to use face paints  | YES / NO |

**Parental Agreement**

* I consent to my child/ren attending The Lodge. I understand that the breakfast club follows school policies and procedures and there are expectations and obligations relating to the conduct of myself and my child/ren and I agree to abide by them. I understand that failure to do so will mean that my child/ren will no longer be able to attend The Lodge.
* I give permission for a trained member of staff to administer appropriate first aid in the event my child has an accident.
* I understand that my child/ren will be provided with a breakfast/light tea whilst at The Lodge unless otherwise requested.
* I will sign my child into The Lodge at the correct start time.
* I will inform the school office if my child will not be attending The Lodge on a day that he/she is booked into it **but will still be liable for payment**.
* I understand that staff cannot be held responsible for any lost or stolen items.
* I understand that the information given on this registration form is confidential. However, there may be times, for example in the case of child protection concerns, when details may be passed to other agencies in line with the school child protection policy.
* I confirm that the information given on this form is correct and agree to notify the school office of any changes in detail.
* I understand that persistent late or non-payment of fees may jeopardise my child/ren’s place.
* I understand I must give two weeks’ notice should I wish to cancel my child/ren’s place at The Lodge.
* I understand that should my child/ren not attend for two weeks **without notice**, school will withdraw the place and reallocate to a child on the waiting list.
* I understand my child must follow the school’s positive behaviour policy and any incidents of unacceptable behaviour may result in the place being withdrawn.
* I understand fees must be paid one week in advance and non-payment may jeopardise my child/ren’s place.
* I have read and, in signing this form, accept the above conditions for my child attending The Lodge.

*You will be contacted to confirm whether there is a place available for your child.*

Signature of Parent/Carer ......................................................... Date ..............................

Please print name ................................................................................................................