



High Street, Workington, Cumbria CA14 4ES

Tel: 01900 604565

admin@ashfield-jun.cumbria.sch.uk

Head Teacher: Mrs S Frost

www.ashfieldjuniorschool.co.uk

TERMS AND CONDITIONS OF ASHFIELD JUNIOR/INFANT SCHOOL'S WRAPAROUND CARE

- The club operates during Term Time Only.
- The club accommodates children in reception, year 1 and 2 for the after school sessions only and junior pupils for the breakfast club sessions.
- In order to use our 'Wraparound' facility you must register your child/children with 'Kids Club' which is our on-line booking facility, even if you only intend to use the club on one occasion.
- Bookings **must** be made on line by parents/carers and payment must be sent preferably via BACS on the day of booking. Payment can be made with childcare vouchers in which payment will filter through by BACS from your childcare provider, within a few days. If you need to pay cash, please speak to Mrs Fletcher in the school office.
- If there is a balance left unpaid on your account at the end of each half term, your account will be placed on 'stop' until the balance is settled. Please take into consideration that staff do not work during the school holidays and therefore if a payment is sent after the end of the school day on the last day, your account will not be updated until the start of the next half term.
- To cancel a session, you **must** contact the school office, either by e-mail admin@ashfield-jun.cumbria.sch.uk or ring 01900 604565 and speak to Mrs Fletcher or Mrs Sibbald. Cancellations must be made if you would like your account credited. Please cancel by 3pm the day before an after school session and by 12 noon on the day of an after school booking. If we do not receive a cancellation notification, unfortunately you will be charged.
- If your child is booked into club but is ill and cannot attend you **must** inform the school office in order for them to cancel the session on your behalf. We will not charge for any sessions made where the child cannot attend due to illness.
- If your child becomes ill during a session, club staff will contact a parent to collect their child.
- Children **MUST** be brought to the breakfast club sessions and handed over to a member of staff, who will then sign them in.
- We would expect that the parent who has booked the session, will collect their child/children. If a parent cannot collect for any reason and would like another responsible adult to collect, they must notify a member of the Fun Club staff, Mrs Fletcher or Mrs Sibbald in the school office, either in person, by e-mail or by telephone, no later than 4pm. We must be notified if you intend anyone else collecting your child/children regardless of them being on the system. This is in line with our safeguarding policy.



- Children will be signed in and out of wraparound care on the Kids Club system by a member of staff.
- Children from Ashfield Infants school will be escorted from the infant school by the wraparound care staff for the afternoon sessions.
- Staff will only administer prescribed medication if this is absolutely necessary, a parent/carer **must** complete a medial form giving staff permission to administer. Staff **WILL NOT** administer medication if it is not prescribed by a medical professional OR if the medication does not show the child's name, dosage and expiry date. Any changes **MUST** be updated on your Kids Club app.
- We cater for food allergies, therefore, please speak to a member of the wraparound team if your child has been diagnosed with a food allergy. This information must be added to your child's account on the Kids Club App in the first instance, followed by a conversation with the wraparound care staff. Please do not bring/send your own food into club without prior consent.
- If there are any behaviour issues relating to a child, staff in club will bring this to the attention of a parent/carer. If this becomes consistent and the behaviour issue cannot be resolved by club staff or Mrs Frost, unfortunately, the child will not be allowed to continue to use the wraparound care facility until there is an agreed improvement with their behaviour.

