



St Joseph's RC Primary School Wraparound Care Booking & Charging Policy

Effective for 2026/27 academic year

This Wraparound Care Booking and Charging Policy, which comes into effect from September 2026, applies to the school's wraparound care provision namely:

- Cool Cats Morning Club
- Wild Things Afternoon Club

The purpose of this policy is to ensure the safe, fair and efficient running of the school's before and after school provision.

1. Booking Arrangements

- All bookings must be made through the Arbor App.
- Bookings will **not** be accepted by telephone, email or verbal request.
- Bookings may be made daily, weekly or monthly
- All bookings must be paid for in advance before a place is confirmed.
- Children may only attend sessions that have been pre-booked and paid for.

2. Bookable Session Times

- Cool Cats Morning Club: 7.30am – 8.40am
- Wild Things Afternoon Club Session 1: 3.15pm – 4.30pm
- Wild Things Afternoon Club Session 2: 4.30pm – 5.30pm
- Combined session - Cool Cats Morning Club and Wild Things Afternoon Club Session 2 (5.30pm finish)

3. Fees and Discounts

- Fees are reviewed periodically by the school and parents will be notified of any changes.
- A discounted rate applies for the Morning Club and Full Afternoon (until 5.30pm) booking combination.
- Discounts apply only where all bookings are paid in full and on time.

4. Late Collection

- Children must be collected promptly at the end of their booked session.
- Late collection from a 4.30pm afternoon session will incur the charge for the full additional session.
- Late collection from a 5.30pm session will incur a £5 penalty.
- Persistent late collection may result in withdrawal of a child's place.
- No further sessions may be booked until any outstanding debt has been cleared.

- Wrap around clubs have a dedicated mobile number which should be used during the hours of the club for emergency contact or if you are running late. The number is 07756 647 313.

5. Capacity and Availability

- Places are limited in line with staffing ratios, health & safety requirements and insurance regulations.
- Once maximum capacity has been reached, no further bookings will be accepted.
- Places are allocated on a first come, first served basis.

6. Registration and Safeguarding

- All parents/carers must complete a registration and data collection form before their child attends.
- The form must include emergency contact details, medical information, dietary requirements, names of authorised collectors and a security password.
- Children will only be released to authorised adults named on the registration form.
- Staff may request identification where necessary.
- Forms available on request from the school office

7. Behaviour Expectations

- Children are expected to behave respectfully and always follow the school's behaviour expectations.
- Serious or persistent poor behaviour may result in temporary or permanent exclusion from the provision.

8. Illness and Medical Needs

- Parents must inform the school of any medical conditions, allergies or additional needs.
- Medication required during sessions must be provided in accordance with the school's medication policy.

9. Cancellation and Refunds

- Refunds will not normally be given for missed sessions. It is the parent's responsibility to cancel the booking session on the Arbor app if the place is no longer required and their child will not be attending.
- Where the school cancels a session, a refund or credit will be offered.

10. Emergency Procedures

- In the event of an emergency, the school's safeguarding, health & safety and emergency procedures will be followed.
- Parents/carers will be contacted immediately where necessary.

This policy will be reviewed annually by St Joseph's RC Primary School.

Yours sincerely,

Mr A Schilling (Headteacher)