

due to hospitalisation.

If your child is not going to attend a session please inform staff through the school office.

Late collection

The afternoon Wraparound Care session finishes at 5:45pm. Late collection will result in an additional charge to parents of **£35.00**. If a child is not collected staff will attempt to make contact with all permitted and emergency contacts named on the registration form. Two members of staff will remain with the child at all times. In the unlikely event that this is unsuccessful, staff will contact social services for guidance.

Medication

If your child has prescribed medication which must be administered four times a day, you will be required to complete a school medication form giving staff full details to enable it to be administered. Forms can be collected from the school office.

Wraparound Care



Ecton Brook Primary School

8am - 8:45 am Morning Wraparound
Cost £3.50 per session

3:15pm - 5:45pm Afternoon Wraparound
Cost £9.50 per session

Term time only

Ecton Brook Primary School
Ecton Brook Road
Ecton Brook
Northampton
NN3 5DY
Ofsted no: 138953

Tel:
07823778837
(During club hours)

School Office 01604 409608
(During school hours)

Parent/Guardian Pack
Please keep for future reference.

Introduction

Ecton Brook Primary School Wraparound Care is managed by Ecton Brook Primary School. Our aim is to provide quality childcare where children can access a happy, safe, warm and stimulating play environment.

Children's play is self-directed and may sometimes include elements of messy play and risky play within appropriate boundaries and supervision levels. Staff aim to facilitate children's play by providing ideas, equipment, resources and opportunities.

We aim to offer an inclusive childcare provision where all staff and children are encouraged to maintain positive relationships with others and to value diversity and difference.

Registering for sessions

Parents or carers who want their child to attend any of our sessions are required to complete the registration pack and bookings through the online system. A visit to the setting should can be arranged so the child or children can familiarise themselves with the setting, staff and other children who attend.

The visit will also give an opportunity for parents to ask any questions and for staff to discuss any issues identified on the registration form.

Booking sessions

Sessions can be booked each half-term (6 per year) or on a weekly basis using the online booking system on Arbor. All bookings must be made for in advance and at the latest, **48 hours before you want the session to start.**

Please note late bookings (after 48 hours) incur a £5.00 fee. If you need to make a late booking, please fill out an orange form that are displayed in club or at the main office.

Payment

Payment must be made at the time of booking on the Arbor parent portal, in advance and at the latest, 48 hours before the required session. A late payment fee will be charged of £5.00 after this time. If payment isn't received this will prevent your child from attending the club.

Cancellation of sessions

Sessions can be cancelled by contacting the school office, they must be cancelled at the very latest 48 hours before the session starts. The sessions cannot be carried forward unless agreed by school management in exceptional circumstances. Refunds are not usually given in cases of sickness unless