



Lantern Community Primary School Wrap Around Care Terms and Conditions

Admissions criteria

The Lantern Community Primary School (LCPS) Wrap Around Care facilities are available to every family within the LCPS community, subject to availability. Places are booked on a first come first served basis.

Key Stage 1 & 2 Breakfast Club and Stay and Play after school club caters for children in years 1 to 6 (ages 5 to 11 years).

The Early Years Breakfast Club and Stay and Play caters for children in Goslings Pre-school and Reception classes (ages 2.5 to 5 years).

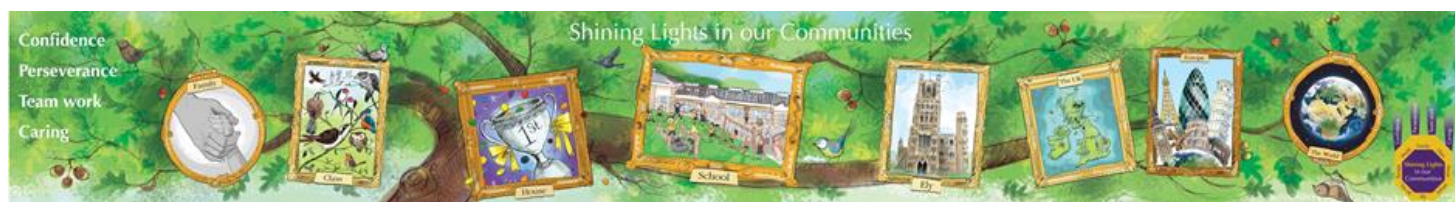
Club Capacity

For the safety and wellbeing of children attending the LCPS Wrap Around Care facilities, the number of children we are able to accept into each of our Wrap Around Care settings is limited to:

- Early Years setting 22
- KS1/KS2 setting 45

Bookings and Charges

- Both Breakfast clubs run between the hours of 07:30 and 08:50
- Both Stay & Play clubs run between the hours of 15:30 and 18:00
- The Wrap Around Care club charges are:
 - Breakfast Club age 3 to 11 years £4.50 per session
 - Breakfast Club age 2.5 to 3 years £6.00 per session
 - Stay and Play age 3 to 11 years £10.00 per session
 - Stay and Play age 2.5 to 3 years £12.50 per session
- All bookings must be made through <https://lanternprimary.magicbooking.co.uk>
- All bookings are subject to availability.
- Bookings must be made in advance of attending the Wrap Around Care settings.
- The person making the booking accepts the booking conditions on behalf of the account holder.



Bookings and Charges continued

- All bookings must be paid for at the time of booking, unless card instalment plan is selected at time of booking or you are paying by Childcare Vouchers / Tax Free Childcare.
- The LCPS reserves the right to charge a discretionary late booking fee. Additionally, if families persistently disregard the requirement to book in advance, the LCPS may levy a fine or exclusion from our Wrap Around Care facilities.

Cancellation and Refunds

- It is the account holder's responsibility to cancel sessions.
- Booked sessions can be cancelled at any time. However, only cancellations made with a minimum of 48 hours' notice will be automatically refunded. Thereafter the LCPS will not refund booking charges unless one of the following criteria are met:
 - Your child is absent from school due to illness, or they have been collected early from school due to illness
 - Your child has been excluded from the school
 - Family emergency
 - Your child is absent due to a school trip or residential course
- All refunds will be at the discretion of the LCPS.
- Any booked sessions which are not attended are still charged unless 48 hours' notice is given.
- No refund of the charged rate will be offered if you collect your child at the end of the school day or earlier than the ending time of the Wrap Around Care session.
- Parents must inform Joanna Clark (Finance Assistant) or Michael Holt (Wrap Around Care Manager) by email if their children are arriving late at Stay & Play due to attending an extra-curricular club.
- If your child attends an extra-curricular club and will transfer to Stay & Play at 16:30, you will still be required to pay the full amount for the space at Stay and Play.
- For Breakfast and Stay & Play clubs we are not able to swap session unless 48 hours' notice is given.
- Holiday Club booking day swaps can only be made subject to availability and with a minimum of 7 days' notice of the session you would like to change. This must be done by email to Joanna Clark (Finance Assistant) or Michael Holt (Wrap Around Care Manager).
- Any booked sessions which are not attended will still be charged.
- All bookings must be made prior to arriving at a Wrap Around Care setting or Holiday Club. If you arrive at a Wrap Around Care setting or Holiday Club and have not pre-booked your child, admission will be at the discretion of the Room Supervisor and only if it is safe to do so and all relevant paperwork has been completed.
- The School recognises that emergencies happen and certain situations mean that a booking could not be made in advance, in these circumstances the LCPS will continue to do everything it can to accommodate your child.
- It is the parent/carers' responsibility to inform the LCPS if their child is attending Stay & Play.
- It is the parent/carers' responsibility to inform the LCPS of any late cancellations of Wrap Around Care bookings.

Payments and Overdue Balances

- Types of payment available are Credit/Debit card, Childcare Vouchers or Tax Free Childcare.
- When paying by Childcare Vouchers, please use the unique booking reference from MagicBooking as the payment reference.
- When paying by Tax Free Childcare, please email the Wrap Around Care mailbox (wraparoundcare@lanternprimary.org) notifying the Finance Team of the total payment value, the unique booking reference from MagicBooking and the TFC unique reference (child's initial, first three letter of their surname, 5 numbers, TFC. For example, AJON12345TFC).
- All accounts must be kept out of arrears. If your account goes into arrears the LCPS reserve the right to reject any further bookings, which will result in your child being excluded from the LCPS Wrap Around Care facilities until the arrears are cleared from your account.

Should you require assistance when making payments the Finance Team can be contacted via telephone (01353 664 174) or email (wraparoundcare@lanternprimary.org) during term time.

Drop Off and Collection

- Breakfast Club:
 - Both the Early Years setting and KS1/KS2 setting open at 07:30.
 - Entry before this time is not permitted.
 - It is the parent/carers' responsibility to sign your child in on the room register.
- Stay & Play Afterschool Club:
 - Both the Early Years setting and KS1/KS2 setting close promptly at 18:00.
 - It is the parent/carers' responsibility to sign your child out on the room register.
- If you are unavoidably delayed, please contact the Wrap Around Care Manager as soon as possible via the out of hours' numbers:
 - Early Years setting (pre-school & Reception): 01353 659955
 - KS1/KS2 (years 1 to 6): 07342 929196
- If you have not contacted the Wrap Around Care Manager, the Wrap Around Care team will make every effort to contact you. However, if contact cannot be made within a reasonable time, the Wrap Around Care Manager will seek advice from the LCPS Senior Leadership Team.
- It is the responsibility of the parent/carer to inform the Wrap Around Care club if you will be late collecting your child, or if you have arranged for someone else to collect your child.
- Children can only be collected by an adult over the age of 14 who has been authorised to collect them which is done by the parent/carer adding collectors on their account as a collector.

Late Collection Fees

- If late collection occurs on a regular basis the LCPS will consider levying a late collection fine, or exclusion from our Wrap Around Care facilities.

Babysitting

- Any babysitting/care arrangement between parents/carers and LCPS Wrap Around Care staff is entirely separate from any agreement with LCPS. LCPS does not take responsibility for such private arrangement, although any behaviour that has a negative effect on the LCPS may be considered misconduct and will be dealt with in accordance with the LCPS Disciplinary Procedure.

Safeguarding and Welfare

- It is the responsibility of the parent/carer to notify the Wrap Around Care club by email (wraparoundcare@lanternprimary.org) or phone call of your child's absence.
- If your child does not arrive at a booked Stay & Play session and we have not been advised of their non-attendance by you the parent/carer, we will begin our Missing Child Procedure.
- We are committed to safeguarding all the children in our care from harm and abuse.
- The LCPS is obligated to report any suspected child abuse or neglect to the relevant authorities.
- Parents/Carers must inform the LCPS Wrap Around Care Manager of any conditions that may affect their child (medical, learning, behavioural, etc.). If full information is not provided, this may result in the LCPS Wrap Around Care team excluding them from certain activities or if it felt necessary, excluding them from using the LCPS Wrap Around Care facilities. In such circumstances no refund or credit will be paid.

Suspensions and Exclusions

- Unacceptable behaviour by children using the LCPS Wrap Around Care facilities will not be tolerated. This includes, but is not limited to: vandalism, the threat or use of verbal abuse, physical violence, intimidation or harassment towards other children using the facilities or members of staff.
- Parents will be informed of any unacceptable behaviour when the child is collected. Continued misconduct may result in exclusion from the Wrap Around Care facilities. Please refer to the Wrap Around Care Behaviour Policy for full details.
- The LCPS reserves the right to exclude or refuse any person without notice, if we consider that their presence compromised the good atmosphere of the club. Transport home will be the responsibility of the parent/carer and no refund/credit will be available.

Forced Closures

- If the LCPS is forced to close due to an external factor such as bad weather, infectious or contagious disease outbreak, power cut, Teacher strikes or other industrial action, by order of Local Authority or Environmental Health, parents/carers will still be liable for fees incurred during the entire period of closure.

Schedule Changes

- The LCPS Wrap Around Care may need to amend activity programmes, schedules, services, dates, times and/or venues on occasions that may be out of our control. This will be without refund or compensation to the customer.

Conditions of admission:

- A Registration Form must be completed in advance of your child attending one of the LCPS Wrap Around Care clubs.
- A minimum of two emergency contacts must be supplied.
- It is the responsibility of the parent/carer to ensure details on the Registration Form are kept up-to-date at all times. Failure to notify the LCPS Wrap Around Care clubs of changes to details may result in termination of use of the LCPS Wrap Around Care facilities.

Medication

- If your child requires medication of any sort, including an inhaler, the following must be in place before your child can attend:
 - Completed and signed Medical Form, forms are available from the school office.

Please note: if the above is not in place, your child will not be permitted to attend the session.

Personal loss or injury

- The LCPS does not accept liability for personal loss, injury or death of any participants unless directly caused by the proven negligence of the LCPS or its servants.
- The LCPS takes no responsibility for any items that are lost/stolen or damaged at any of the Wrap Around Care clubs or Holiday Clubs.

Lost Property

- On request, the LCPS will endeavour to return items that can be identified. Postage costs of lost property are the responsibility of the parent/carer. Unclaimed Breakfast and Stay & Play club lost property will be distributed to local charities at the end of each school year. Holiday club lost property will be distributed to local charities 4 weeks after the end of the Holiday Club.

Parent/Carer abuse of children or staff

- Unacceptable behaviour of parents/carers of children making use of the LCPS Wrap Around Care facilities will not be tolerated. This includes, but is not limited to: vandalism, the threat or use of verbal abuse, physical violence, intimidation or harassment towards children using the facilities or members of staff.
- The LCPS Senior Leadership Team will be informed of instances of misconduct and it is likely to result in termination of all direct contact from the LCPS Wrap Around Care facilities. Such instances may be reported to the police and this will always be the case if physical violence is used or threatened.

Data Protection

- The LCPS collects personal details for you and your child to register and enable us to process your booking. It is your responsibility to ensure that you have the necessary permission to pass on the personal details of everyone required.
- Information collected by the LCPS will be shared, for specific purposes, from time to time with; Local Authorities, DCSF, and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT) and ContactPoint. All these are data controllers in respect of the data they receive.
- CMAT GDPR information and policies can be found at <https://www.cmatrust.co.uk/gdpr/>
- Please be advised that the LCPS will share information if:
 - there is evidence a child is suffering or at risk of suffering harm or;
 - there is reasonable cause to believe a child is suffering or at risk of suffering harm or;
 - to prevent significant harm to children or serious harm to adults.

Wrap Around Care Policies

Refer to the following schedules for full details of the LCPS Wrap Around Care policies encompassing:

- Admissions
- Behaviour Management
- Emergency Evacuation
- Equal Opportunities
- Fire Safety and Risk Assessment
- Health and Safety
- Intimate Care Policy
- Missing child policy
- Play policy
- Suspension and exclusion policy

Parents must agree to the terms and conditions of our booking system to book Wrap Around Care sessions.