



**Mary Dean's CE Primary School
and Nursery
After School Club**





Mrs Huckvale, and her team, welcomes you to Mary Dean's After School Club.

Thank you for your interest in WRAPT After school club.

Please find enclosed information about the club and a registration form for your child. If you require more information, please speak to Mrs Craig at the school office.

All children who attend WRAPT must have a completed registration form before they attend. This is essential so staff know the appropriate details for your child.

Nursery children will need to have an induction visit to the After School Club with a parent/carer before enrolment. The office will arrange this for the parent/carer and Nursery child.

When your child is going to attend the After School Club, please book them in online using 'Parent Pay' at least 24 hours beforehand. This is to help us ensure we have the right number of staff available.

If you need to make a quick booking due to a change, a phone call to the school will enable this to happen. After School Club requires specific staffing levels according to the age and number of pupils present so bookings need to be made or amended before **1pm** on the day the booking is required.

If you are going to make changes to the booking you have made already, a phone call to the school to inform us of the changes you need will help us to know what children we are expecting that day.

If you no longer need a place you have booked, please cancel it. A charge may be made if your booking is cancelled after **1pm** on the day of the booked place due to staffing arrangements. If a booked place is not taken up, we may still charge you.

After School Club Staff:

Mrs Carol Huckvale – **Play Leader**

Miss Kate Rice – Play worker

Mrs Rachel Denekamp – Play worker

Mrs AnnMarie Forster – Play Worker

Mrs Karen Costin – Play worker

Mrs Sharon Jeffery – Play worker

Password procedure

When you register your child at WRAPT, you will have to supply a password at the top of the registration form.

The password is a security measure for when you collect your child.

Should you be unable to collect your child and have arranged for another adult to do this, the adult will also need to know the password to give it to staff when collecting your child.

Along with the password the staff at the after school club also need to know who is collecting your child if this is going to be someone different.

This is simply a safety measure put in place to ensure that all the children are collected from WRAPT by an adult whom you – and they – know and trust.

If you have any queries regarding the safety measures and passwords please speak to Mrs Craig in the school office, who will be happy to help you.

Our facility is open to pupils of Mary Dean's Primary school and Nursery.

We are open 5 days a week Monday - Friday term time only.

Children can also be collected by WRAPT staff from any of the after school activities such as football, music or hockey club.

We currently have two session times available for you to book. All bookings must be made online at 'Parent Pay'. Should you require any help with bookings, please contact the school office.

Our session times and prices are:

Reception – Year 6

3:15pm - 4:30pm = £6.60

3:15pm –6:00pm = £10.75

Nursery Children

3:15pm - 4:30pm = £8.60

Both sessions include a healthy snack and a drink.

For further information about the food served at WRAPT please contact Mrs Carol Huckvale, Play Leader, who will be happy to provide details for you.

If you require any further information regarding our prices and session times please contact Mrs Craig in the school office who will be happy to help you.

Drop off and Collection Procedures

All children who attend WRAPT are pupils of Mary Dean's CE Primary School and Nursery.

DROP OFF

At the end of the school day, children in Nursery, Reception and KS1 will be collected from their classrooms by Wrapt Staff.

Children in KS2 will meet the Wrapt Staff in the main hall.

The Wrapt worker will check the children's names against the register for the day and any missing children identified and located.

In case of doubt, the school office will make a telephone call to a parent for clarification.

All children will be escorted to After School Club.

COLLECTION

Children are collected by prior arrangement by either 4.30pm or 6.00pm by their main contact.

The session ends at 6.00pm.

Any person unknown to Wrapt Staff will need the individual password for the child they are collecting.

LATE COLLECTION

Any Parent/Carer who is going to be late should contact Wrapt directly on:
07535790896

In the case of a child being left, Wrapt Staff will endeavour to contact Parents/Carers and clarify arrangements.

Late collection may result in a charge being made.

Un-notified late collection will be charged at £5 for each 15-minute period.

Two members of staff will remain with any uncollected child for up to one hour after the end of the session.

Should any child be left, without notification, beyond 7pm, a call will be made to Children's Social Care.