



## Wrap Around Childcare

We at The Vale Academy appreciate the challenges of juggling work commitments and collecting your child from school and therefore we are offering a safe and fun environment for your child/children each afternoon, after school, during term time.

### Organisation:

- The childcare will operate from **3.15 p.m. to 5.40 p.m.** after school every day during term time. This facility is only for children attending The Vale Academy.
- There will be two/three members of staff on duty, but the building will be frequented by numerous staff members up until 5.40 p.m. each evening.
- ***This facility is open to all children attending The Vale Academy from Reception to Year 6.*** Children must be booked into this facility **by the end of the week before the child care is required**, using the appropriate form, so that staff know the numbers of pupils to expect and appropriate staffing levels can be provided. Payment for this facility must accompany the booking form.
- Bookings should be made using the appropriate booking form, which should be completed and returned to Sharnie or the school office with accurate payments enclosed, in a sealed envelope with the child's name clearly highlighted. Cheques should be made payable to '**The Shared Learning Trust**'. A copy of the booking form is available in this pack, on the school web site and from the Main office.
- **Passwords must be provided on the booking form or it will not be accepted.** If someone else is collecting your child, they need to know the password and you must also let the school know in advance in writing or verbally. Your child will not be allowed to leave unless the staff member has had notification that someone other than a parent is collecting.
- It is unlikely that the Club will be able to accommodate last minute child care requirements, but please contact the academy office (do not leave a message) to check available spaces and pay for use of the facility when collecting the child.
- At the end of the school day, children in Reception to Year 6 will be collected from their classrooms and escorted to the Main Hall by staff members.
- A register will be maintained by the responsible staff member of all bookings, payments made and children attending.
- Staff on duty will have access to all pupil contact information in case of emergency, including medical needs or requirements.
- **PLEASE USE THE BELL AT THE MAIN ENTRANCE TO NOTIFY STAFF YOU ARE WAITING TO COLLECT YOUR CHILD. Someone will then come and collect you to sign your child out of the care club.**
- Children will be able to enjoy a number of activities including games, activities, outdoor play (weather depending) and dvd's which will be organised for them.

- Children will be provided with a drink and a piece of fruit, please provide a healthy snack if you wish to keep your child going until tea time!
- Children attending after school activities before attending childcare, will be taken over to the Hall by a member of staff.

### Costs:

- All monies for this facility are expected to be paid before use. Cheques should be made payable to **'The Shared Learning Trust'** and all monies should accompany each booking form. Non-payment will result in this facility being withdrawn for the child.
- If you have paid for this facility and your child is off ill or your circumstances change and you don't need the child care, then the money will be carried forward for when your child returns or next uses the facility. **No refunds will be made.**
- If your child is attending an after school activity before attending childcare, parents will be charged **from the end of school**. A member of staff will collect your child at the end of the club and escort them to the Dining Hall for childcare.

<b>Wrap Around Child Care</b>  Monday – Friday	Collected anytime between <b>3.15 – 4.15 p.m.</b>	<b>£3.00</b> <b>For 1 child</b>	<b>£5.00</b> <b>For 2 children</b>
	Collected anytime between <b>4.15 – 5.15 p.m.</b>	<b>£6.00</b> <b>For 1 child</b>	<b>£10.00</b> <b>For 2 children</b>
	Collected anytime between <b>5.15 – 5.40 p.m.</b>	<b>£7.00</b> <b>For 1 child</b>	<b>£12.00</b> <b>For 2 children</b>

- **The wrap around childcare closes at 5.40 p.m.** If a child is not collected by or at this time, it is possible that a charge of **£1.00 per minute** for each child will be issued.
- **In the event of a situation whereby you are unable to collect your child please contact the academy on 07743789681 or 01582 211150.**