



Cutnall Green C of E Primary and Pre-School

Wraparound Care and Afterschool Clubs

Terms and conditions

Admissions

Wraparound Care is for children from Pre-School to Year 6. All sessions have a maximum number of spaces. Should the maximum number be reached, allocation will be made on a first-come-first-served basis with the exception of siblings who will have priority for the same days as a sibling already attending.

Priority will be given in the following order:

1. Parents wanting 5 morning and/or afternoon sessions, full time
2. Siblings
3. Highest ranking on the waiting list

Staff running the Wraparound Care or Afterschool Club sessions will use the current information held within school for your child. All the information will be treated as confidential and will be stored appropriately.

Emergency contact details held by the School must be kept up to date at all times and it is the responsibility of the parent/carer to notify the School of any changes in details as soon as possible.

Charges and Bookings

	Breakfast 7.30am-8.30am	PM Early Session 1 3.15pm-4.30pm	PM Late Session 2 3.15pm-5.30pm
Children Under 5	£6.50	£8.00	£15.00
Children Over 5	£5.50	£7.00	£11.50

All WRAP Around sessions are booked through wrap-cgr@riverscofe.co.uk by completing the half-termly attendance booking form. All bookings must be paid in full by the end of each month or by the end of each half-term, whichever occurs first.

A £5.00 admin fee will come into play if we need to chase payment. Bookings may well be cancelled and re-offered out if payments are not received.

If you pay by vouchers, bookings should be made through the office. Families are encouraged to book sessions for the following half term at the end of the preceding half term, although those already using the Wraparound Care provision will be given priority.

Please bear in mind that any requests for bookings during weekends and school holidays will not be processed until we return to school.

Ad hoc bookings (bookings that are after the start of the week, for the same week) must be booked by emailing wrap-cgr@riverscofe.co.uk. We require 48 hours' notice for any bookings before the start session.

Changes to Days and Cancelling Your Place

Due to staffing ratios and catering, we require 48 hours' notice of changes or cancellations in attendance. If you need to change the days that your child attends, please contact the WRAP by emailing wrap-cgr@riverscofe.co.uk. We will try to accommodate such changes whenever possible.

If any change or amendment to your booking is made after the 48-hour notice period, please note that this will incur an admin fee of £5.00.

Staff

All staff involved in Wraparound Care are DBS checked.

Participation in Afterschool Clubs

Afterschool Clubs are offered separately and these are booked and paid for individually. If you wish your child to attend Wraparound Care after a club, you can book this in addition. Once your child has finished their club, they will be escorted to Wraparound Care by a member of staff.

Wraparound Care fees will still be chargeable until the end of your booked session. This is because we have to hold the space in wrap for your child and have staff available for your child when they join wrap after their club.

Please note that the late collection charge also applies to any Afterschool Club.

Dropping Off and Collecting Your child

All children attending Breakfast Club must be brought to the WRAP Around room door on the playground by their parent or carer. All children will be signed in by the member of staff at Breakfast Club. Children must be collected from Wraparound Care after school by an adult registered on the school's contact list. The School Office should be notified in advance, if a different person is going to collect your child on a particular day.

You may contact the Wraparound Care leaders directly by telephone on 07949835293 for any last-minute changes. Children will not be released into the care of a person unknown to us without parental/carer authorisation.

Late Pick ups

It is the parent/carer's responsibility to ensure their child is collected promptly at the end of their booked session and by 5:30PM at the latest. If unavoidably delayed, please contact the Wraparound Care leaders directly by telephone on 07949835293 or make alternative arrangements for collection.

A late collection charge will apply on collections the end of the booked session. The charge will be £1.00 per minute per child after the end of the booked session plus a £5 admin fee.

Parents must ensure that the School Office has an Emergency Contact that they are authorised to contact should you for any reason not arrive by 5:30PM.

If a child is persistently collected later than the agreed time (persistently will mean more than 3 times in one half term), the School reserves the right to withdraw the child's place from any supervision.

Contact During Wraparound Care Hours

Any contact you need to make regarding Wraparound Care, should be made directly through the Wraparound Care by emailing wrap-cgr@riverscofe.co.uk or by phone on 07949835293, and not through the school office.

GENERAL INFORMATION

School Closure in an Emergency

Parents will be emailed via Scholar Pack, should there be a reason to cancel Wraparound Care, i.e. heavy snow, and parents are encouraged to also check the school's website and Facebook page where a message will be posted.

Illness, Accidents and First Aid

If a child becomes unwell whilst at Wraparound Care, we may need to contact the parent/carer and ask them to make arrangements for the child to be collected.

Every precaution is taken to ensure the safety of the children at all times. In the event of an accident requiring urgent medical attention, the parent/carer will be contacted immediately.

Medication

If a child needs to take medication whilst at the club, the appropriate form should be completed which can be provided by the School Office. Medicines stored in school may be used in Wraparound Care hours.

Toileting

Due to staff ratios and changing facilities in line with our Intimate Care policy, all children who attend Wraparound Care must be toilet trained unless there is a medical need. This will be reviewed on an individual basis.

Policies

Wraparound Care is run by the School and therefore adopts the school policies, including the Behaviour Policy. These are available on our website or can be requested via the School Office.

WRAP AROUND CARE PARENT CONFIRMATION

November 2025

Child's name

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Class.....

I confirm that I have read and understood the terms and conditions of Cutnall Green C of E Primary School's Wrap Around Care. I confirm that I will abide by the terms and conditions and understand that these will be subject to review as and when required.

Signed Parent / Carer

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Date.....

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Please return this slip to Cutnall Green C of E Primary School's School Office.