



Burlish Park Primary School Nursery Wraparound Care Policy

Responsibility: Miss T Girling

Date: February 2026

Next Review: February 2027



- Your child must be registered with wrap around care before any booking can be accepted, even if you only intend to use the club occasionally.
- Bookings must be made on a wraparound booking form available on our website or from the school office.
- Emergency bookings may be possible if staffing levels allow, please telephone the school office on 01299 823771 to speak with a member of the school office team.
- No refunds will be made for school closures due to snow/extreme weather conditions.
- No refunds will be made for non-attendance unless cancelled prior to the session.
- You must inform us, preferably by email, if anyone else, other than those listed will be collecting your child.
- Charges are expected to be paid within seven days of invoicing. Please contact school immediately if you experience problems with payments. Non-payment will lead to us no longer being able to offer you a place.
- Parents must ensure school have the correct contact details in case of an emergency.
- In an emergency, a fully qualified first aider will administer first aid.
- Staff will administer medicine such as asthma, epi pens etc, if needed. Staff will administer prescription and non-prescription drugs in accordance with the Department of Education guidelines i.e. Supporting pupils at school with medical conditions and managing medicines in schools and early year's settings. All medication can only be given once the correct paperwork is filled in.
- If your child is ill whilst at the club, we will contact you to collect your child.
- **Parents must not park on the school car park for drop off or collection unless instructed by a member of staff.**
- Please ensure your child is collected on time. Children can become distressed when parents are running late. Please note, you will be charged for late pickups.
- Parents who are late collecting their child will incur a charge. There is an initial charge of £5.00 per child for the first 10 minutes and £1 per minute thereafter, except in exceptional circumstances.
- All children are registered upon their arrival, staff will follow up on missing pupils.
- Wrap around care will follow the school's guidelines and policies.
- There may be occasions when the provision may need to be cancelled, due to staff sickness/absence. In this event, there would be no charge.
- Pricing will be reviewed annually in the Summer term. Advanced notification will always be given in the event of an increase.
- There will be no wraparound provision after 5.15pm on the last day of each full term.
- Behaviour during wraparound care will align with the school's Behaviour for Learning policy, ensuring consistency in expectations and conduct both during school hours and beyond.