



## Mundford Church of England Primary Academy

### Wraparound Policy

#### Capacity

The service will operate during term time only and is available to a maximum of 25 children per session. The maximum number of Acorns children per session will be limited to four spaces per session to ensure we operate within EYFS ratios.

#### Session Costs and Times

Sessions are available Monday – Friday during term time.

Morning Sessions	7:40 AM - 8:40 AM	£7.00 per session
Afternoon ½ Session	3:20 PM – 4:20 PM	£7.00 per session
Afternoon full Session	3:20 PM – 5:30 PM	£13.00 per session

#### Booking Sessions / Payment

Sessions can be booked via the Arbour App via the Clubs section. Booking is on a ‘first come first serve’ basis. Booking for sessions will close 24 hours before the start of the session. You must have money in your account in order to book the session however the payment will not be taken until the session begins.

#### Dropping off and Picking Up

Children will be dropped off and collected from Willow classroom external door. Please ring the bell.

#### Messages

Please email your child's teacher directly if you have information to pass on, please do not ask for messages to be passed via staff.

#### Food

Children will be a variety of cereals and toast during the breakfast session.

In the afternoon ½ session children will be offered a light snack, i.e. crackers, fruit etc.

In the full afternoon session children will be offered a light tea, hot dogs, toasties etc.

You are welcome to provide food from home, please ensure this is nut free.

#### Late Fees

If you are running late please let the office know as soon as soon as possible. After 5 minutes we will begin to charge you £1 per minute for every minute you are late to pick up your child. If you are consistently late to pick up your child the service will be withdrawn.

#### Behaviour

Although before and after school club will not be a classroom environment, we expect children in the Willow Room to maintain the behaviours required in school. Any behaviours that consistently breach our policy/expectations will result in the services being withdrawn.

Updated 31/03/2025