



Edenbridge Primary School

Wraparound Care

Parents' Handbook

2026-2027

CLUB CONTACT NUMBER
(BEFORE 8:30AM / AFTER 4PM): 07566 701821



About The Clubs

Early Birds Breakfast Club

Early Birds Breakfast Club is open from 7.30am until the start of the school day, every weekday during term time (except INSET days). The club is open to pupils from reception to year 6, and is based at Edenbridge Primary School, in our main hall. You can drop your child off at any time between these times, however we will stop serving breakfast at 8.15am. Pupils should be dropped off by a parent/carer at the hall side door (accessible via the pedestrian gate, at our High Street entrance). At the end of the club, the children will be taken along to their classrooms for morning registration.

We provide a variety of food and we encourage children to choose a drink (fruit juice, milk or water) and a choice of breakfast food.

The club has space for up to 40 children per day. The school office must be in receipt of completed registration forms and a signed copy of the terms and conditions prior to any bookings being made.

The club is run by Edenbridge Primary School staff.

The After School Club

The After School Club (TASC) is open from the end of the school day until 6pm on weekdays, during term time only (excluding INSET days and the last day of each full term).

We are based at Edenbridge Primary School in the main hall. We can accommodate up to 40 children at one time, from Reception to year 6. There are 3 or 4 members of staff on duty each day. The school office must be in receipt of completed registration forms and a signed copy of the terms and conditions in order to confirm your child's place.

We provide a snack of a piece of fruit and a biscuit. We offer a wide range of activities including arts and crafts, messy play and construction games. We have use of the school playground, so we take the children outside in good weather.

At The After School Club, we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

Our club follows the Playwork Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities such as dressing up, board games, physical play and reading.

The food we provide at The After School Club is not intended as a substitute for a main evening meal and is served to the children at the start of the session. The After School Club is run by a leader who is assisted by play workers. All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked.

The pick-up point is the side door to the main hall (the same as Breakfast Club drop off), accessible via the pedestrian gate at our High Street entrance.

Introduction to the Clubs

We are aware that children in Reception may need longer to settle in to the clubs, especially if they are attending both our Early Birds Breakfast Club and The After School Club as this will make it a very long school day. We will work with parents to ensure their child settles well into their new routine. If your child continues to struggle with the longer days, we reserve the right to withdraw your child's place for a period of time. We will keep you informed of your child's progress.

Policies and Procedures

The clubs have clearly defined policies and procedures that align with our school policies. Key points are included in this handbook. Copies of the full policies are available for parents to view on our website.

Registering for a Place and Booking Sessions

Our clubs aim to be accessible to children and families from our school community. Admissions to the clubs are organised by the club leader and school office, on receipt of a completed set of registration forms. Re-enrolment for each new academic year is required.

Once the school office has received and processed your application form, you will be able to go onto your Arbor account, top up your balance and then book for the days you require. (Log into your account, go down to the activities section and select 'clubs', select the club from the list. If it's your first time booking your child in, select 'Register [CHILD'S NAME] for this club'. Select 'Day' for the membership period, then click to add all the sessions you would like to book. You will then be prompted to pay.) **In order to book, you must top up your account in advance with enough credit for the sessions you would like to book.**

Bookings are taken on a "first come, first served" basis, so if you have successfully booked a session online, your child can attend the club. If you try to book online and there aren't any spaces remaining, your child will not be able to attend that day.

Bookings for Early Birds Breakfast Club are open until 6:30am on the day of the session, and for After School Club, you can book up until 7:15am on the morning of the session. **We cannot accommodate any pupils at Breakfast Club that do not have a place booked. Please do not bring your child to the club if you haven't booked a place.**

If you would like to book an on-the-day after-school club session after the above cut-off time, please contact the school office on 01732 863787 and we can check to see if there is space. If there is space, your account is in credit by enough to cover the session and we've received registration forms, we will book your child in.

Cancellations

Once your child's sessions have been booked, you must email clubs@edenbridge.kent.sch.uk or call the school office as soon as possible if your child will not be attending any of their booked sessions. The following cancellation policy applies:

- 48 hours or more notice: full refund for the session
- Less than 48 hours or no notice (including in the case of illness): full session fee will apply (early session fee for after school club)

Payment of fees

The After School Club	£9.00, £12.50 or £14.50 per session, depending upon session booked
Early Birds Breakfast Club	£5.70 per session

Fees are payable before booking via your Arbor account. We also accept payment by childcare vouchers and tax-free childcare (see below).

The price per session applies to all children. This is payable for all booked sessions including when your child is sick unless at least 48 hours' notice is given.

If you are having difficulties paying the fees, please speak in confidence to the school office as soon as possible.

Childcare Vouchers and Tax-Free Childcare

If you would like to pay for either club by childcare voucher or tax-free childcare, please work out as best you can how much the fees for the coming month are going to be, then arrange for your payment to be made by the 1st of each month. Once received, we will apply the credit to your account so that you can book your required sessions. If you need to top up your account with a further payment part way through the month, please instruct the money to be sent, then email clubs@edenbridge.kent.sch.uk to let us know that you've sent us another payment. **Applying the credit to your account is a manual process, so please allow us enough time to do this, also taking into consideration school and bank holidays.**

If your child attends both clubs, please advise the school by email (clubs@edenbridge.kent.sch.uk) how much credit you would like us to allocate to each club.

Waiting List

If you are unable to book a place for a session, this means that the session is fully booked. Please call the school office or email clubs@edenbridge.kent.sch.uk with your child's full name and the sessions times you would like, and we will put you on a waiting list and contact you should a place become available.

Arrivals and Departures

At **Early Birds Breakfast Club**, the access is via the main school pedestrian gate (the High Street entrance). The breakfast club doors open at 7.30am. Parents must hand their child over to the breakfast club staff who will mark them in on the register, allowing parents to leave promptly to travel to work. **PLEASE ENSURE YOU ENTER USING THE PEDESTRIAN GATE AND NOT THE DRIVE-IN GATE**, for yours and your child's safety.

For **The After School Club**, our staff bring the children from their classrooms (for Reception, years 1 and 2), or children make their own way to club (years 3 - 6). A register is taken when children arrive in our care. If your child will be attending any extracurricular school clubs before a booked session, please see next section.

We expect that your child will normally be collected by the people you have named on the registration forms. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child to an unknown person without authorisation from you, as well as confirmation of your password.

The After School Club finishes at 6pm. If you are delayed for any reason, please telephone the club to let us know on 07566 701821.

A late payment fee of £5 will be charged per 5 minutes if you collect your child after the club has closed. Late collections will be monitored and the school has the right to withdraw the services of the club, should your child be collected late on 2 or more occasions in any half term. If your child remains uncollected after 6:30pm and we have had no contact with you, we will follow our late collection policy and contact Social Services.

Parking

There is a CCTV monitoring system on the access road to school from the High Street to the school gate. We have liaised with the land owners and, to facilitate the operation of our breakfast and after school clubs and to allow parents a quick turnaround to get to work in the mornings and home in the evenings, they

have kindly agreed to a 10-minute grace period for drop off and pick up at the times that our wraparound clubs operate. At all other times, there is no right to park anywhere in this area.

Please ensure that you park in one of the car parking spaces on the side nearest to the school in order to comply with this agreement. Please refrain from parking in the numbered spaces next to the new properties, as these belong to the owners, or in the middle of the area.

Other Extracurricular Clubs

If your child is going to be attending an extracurricular club before attending after-school club, please inform the person running the extracurricular club, so that your child can be accompanied to the main hall after the club has finished to join the rest of the children. In these circumstances, the usual session fees apply.

Equal Opportunities

Our clubs provide a safe and caring environment, free from discrimination, for everyone in our community.

- We respect the different racial origins, religions, sexual orientation, cultures and languages in a multi-ethnic society so that each child is valued as an individual.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racism or homophobia.

We make every effort to accommodate and welcome any child with additional needs. We will work in liaison with parents and relevant professionals to fully understand your child's requirements. We will endeavour to accommodate all children of all abilities, whilst working within the clubs' limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety. In cases where a risk assessment deems a child to require a one-to-one member of staff, the school reserves the right to recharge associated costs for this provision onto parents.

Behaviour (Child and Adult)

We have a clear behaviour management policy, in line with the school's behaviour policy, as well as our own guidelines for wraparound care.

We will inform parents of any inappropriate behaviour for example: physical behaviour; inappropriate language; damage to school property; unsafe behaviour i.e., walking out of the club without permission. If we have had to speak to you on 3 occasions, we will request parents come in to school to attend a meeting to discuss their child's behaviour and review their attendance at the club.

The club promotes an atmosphere of care, consideration and respect for everyone attending including children, staff and visitors. We encourage appropriate behaviour through praise for good behaviour, emphasis on co-operative play and talking to children with the courtesy that we expect back from them. The club has procedures for unacceptable behaviour and we recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of additional needs. We do our best to accommodate such cases. However, if your child is physical or is a danger to themselves or others, we will request that you collect them from the club immediately. In exceptional circumstances, when all other attempts at behaviour management have failed, we reserve the right to withdraw your child's place at the club, either for a fixed period or permanently.

We will not tolerate from any person, whether a parent, carer or visitor: bullying, aggressive, rude, confrontational or threatening behaviour, either in person or via email. Our clubs are a place of safety and

security for the children who attend and the staff who work here. We reserve the right to ban anyone exhibiting inappropriate behaviour either on our premises or via email communication.

Illness & Accidents

We are unable to care for children who are unwell. If your child becomes unwell whilst at the club, we will contact you and ask you to make arrangements for them to be collected as soon as possible. Please inform the leader of any infectious illnesses your child contracts. In line with school policy, if your child has had sickness or diarrhoea, please do not send them to the club for 48 hours after the illness had ceased, to prevent the spread of it to other children.

Every precaution is taken to ensure the safety of the children at all times. Our staff are trained in first aid and a first aid kit is kept in the club hall. Any first aid incidents are logged and recorded on the school's medical records.

We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained.

Complaints Procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the club leader or another member of staff.

All complaints will be handled in accordance with the School's Concerns and Complaints policy, available on our website.

Pledge to Parents

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children.

We will:

- Welcome you at all times to discuss our work.
- Keep you informed of opening times, fees and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share your child's achievements, experiences and progress with you.
- Listen to your views and concerns to ensure that we continue to meet your needs.

Terms and Conditions

This Handbook forms part of our terms and conditions, in addition to those outlined on the application form. You must sign the application form to say that you have read and understood, and will abide by these T&Cs. If at any time these terms are breached by you, we will raise the matter with you. If the breach continues after this time, your child's place at the club may be withdrawn.