



Welcome to our Wraparound Care

We understand that being a parent can be very demanding and that organising your schedule around school hours is not easy. We provide a quality pre and after school care for the children of Forest Park Preparatory School. Our service is flexible and is designed to meet your needs as a busy parent.

Our Aim

To provide your child with a positive care and play experience within familiar surroundings. We offer a varied programme of activities supporting all ages and abilities.

Our Team

All our staff recognise the importance of meeting the individual needs of every child. All staff are vetted and have to complete the appropriate medical and safeguarding checks.

Sunshine Club (morning care): Ms Derbyshire and Mrs Williams

Little Stars (after school care): Mrs Hayman, Mrs Pickford and Mrs Pearce

The team can be contacted via the School Office 0161 973 4835 or when you drop/collect your child.

Our emergency mobile telephone number is 07922 521084 and is available from 4pm after the School Office closes.

Venue and Access

Sunshine Club and Little Stars will have a base in the school hall or Pre-Prep classroom. **When using the hall, please can you drop off and collect your child from the side exit door. We have installed new lighting and a door bell to help us hand your children over more efficiently.**

Activities

We encourage the children to think for themselves about the activities they would like to do. The team plan with the children, incorporating their preferences to come up with a programme that is fun for everyone. The planning framework includes the seven areas of the EYFS framework.

The children enjoy a range of activities such as: Arts and crafts, outdoor play (season and weather permitting), reading, construction, Small World play (train set, dolls house etc), imaginative play (dressing up, home corner etc), DVD time and games.

The children also have the opportunity to do their homework if they/you so wish. Please let the staff know if you wish your child to complete their homework.

Food and Drink Provision

Forest Park Preparatory School aims to promote healthy eating. Drinking water is available at all times. We have responded to recent requests from our hard-working and busy parents and will now be providing a nutritious tea for the children in Little Stars.



Booking and Payment

Children must be pre-booked in for both Sunshine Club and Little Stars. If you know that you require the same session/s each week, then there is a regular booking form which can be found online and also in our reception area.. Alternatively, a weekly booking form may be completed. We allocate places on a first come first served basis and have to limit the number we can accommodate. All children must complete separate registration forms.

Emergency bookings may be taken at short notice if space allows. Children must be signed out of Little Stars by a designated person, that we have been notified has permission to do so.

Payment for the children attending our Wraparound Care will be invoiced half termly. Any non-settlement of termly invoices will result in your child not be able to attend Wraparound Care until the matter has been resolved.

Opening Hours

Morning Club: 7.30am -8.45am Monday to Friday (term time only).

After School Care: 3.30pm-6.00pm (6.30pm by arrangement) Monday – Friday (term time only).

Cost

Sunshine Club

| | | |
|-----------------------------|-------------|-------------------|
| Morning care with breakfast | 7.30-8.45am | £6.00 per session |
|-----------------------------|-------------|-------------------|

Little Stars Club

| | | |
|------------------------------------|------------------|--------------------|
| Full after school session with tea | 3.30/3.45-6.00pm | £11.00 per session |
|------------------------------------|------------------|--------------------|

| | | |
|-------------------------------------|--|-------------------|
| Short after school session with tea | until 5.00pm or after a club until 6.00pm | £7.00 per session |
|-------------------------------------|--|-------------------|

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|---|-------------|--------------------|
| Extended after school session (by arrangement only) | 6.00-6.30pm | £13.00 per session |
|---|-------------|--------------------|



Registration Form

**Please complete this form upon first booking and annually thereafter.
Please inform the school office if your details change.**

Name: _____

Contact details 1: _____

Contact details 2: _____

Emergency contact: _____

Medical Information: _____

Allergies and dietary requirements: _____

It is your responsibility to inform us of any changes to the above information.

Any other information: _____

Signed: _____

Date: _____



Booking Form 2018 - 2019

Weekly Booking

| | | | |
|-----------------------------------|-----------------|-----------------|-----------------|
| Week Commencing: | | | |
| Name and year group of child/ren: | Child: Year: | Child: Year: | Child: Year: |

I require the following places this week:

| | Sunshine Club | Little Stars Club |
|-----------|---------------|-------------------|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |

Monthly Booking

| | | | |
|-----------------------------------|-----------------|-----------------|-----------------|
| Week Commencing: | | | |
| Name and year group of child/ren: | Child: Year: | Child: Year: | Child: Year: |

I require the following places this week:

| | Sunshine Club | Little Stars Club |
|-----------|---------------|-------------------|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |

Regular Booking (until further notice)

| | | | |
|-----------------------------------|-----------------|-----------------|-----------------|
| Week Commencing: | | | |
| Name and year group of child/ren: | Child: Year: | Child: Year: | Child: Year: |

I require the following places this week:

| | Sunshine Club | Little Stars Club |
|-----------|---------------|-------------------|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |

I understand that I must provide at least 24 hours' notice to cancel a place and places are allocated on first come first served basis. I will inform the school should I need to change these regular bookings.

| | |
|---------|-------|
| Signed: | Date: |
|---------|-------|