



FENISCOWLES PRIMARY SCHOOL

'STRIVING FOR EXCELLENCE'



THE PIT STOP - BREAKFAST & AFTER
SCHOOL CLUB

WRAPAROUND CARE POLICY

Policy Written By: R Turner
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Introduction

The Pit Stop - Breakfast and After School Clubs are run by our school staff at Feniscowles Primary School and exist to provide high quality out-of-school childcare for our children. It provides a range of stimulating and creative activities in a safe environment, with a focus on a healthy and active lifestyle.

The Pit Stop operates from 7.15am – 8.40am and from 3.15pm – 6.00pm term time. A copy of this policy is available to view on the school website.

All parents must complete The Pit Stop & Home Agreement Form for *each* child attending the club, agreeing to adhere to the terms of this policy. Whilst attending the club, all school policies will continue to be applied, including the Behaviour Policy. Please complete The Pit Stop & Home Agreement here: <https://forms.office.com/e/L2bufNhVCe>

Admissions

- Only children attending Feniscowles Primary School are eligible to attend.
- In the case of over subscription, the following criteria will be applied:
- Looked after children or previously looked after
 - Children with sibling(s) already attending The Pit Stop
 - A waiting list based on first come, first served will be held when both clubs are full.

All places are subject to availability.

The registration process must be completed prior to the child's commencement at The Pit Stop. All parents/carers will be referred to this policy. All Pit Stop staff are made aware of the details of a new child. Children's attendance is recorded in a register.

Daily Routine

Breakfast Session

- 7.15am – 8.40am parents/carers bring their child/ren to The Pit Stop situated in the junior school hall. Parents/carers are required to bring their child/ren to the Junior reception and ring the bell. Staff will sign children in.
- 7.45am - 8.20am children wishing to have breakfast, wash their hands ready to enjoy a freshly prepared breakfast including cereals, toast, fruit or yogurt. Breakfast is not served after 8.20am.
- 8.30am tidy up time, encouraging children to take responsibility for their club room.
- 8.40am infant children will be taken to the infant building ready for school starting at 8.45am. 8.45am junior children collect their coats and bags and prepare for the start of the school day at 8.50am.

Afternoon Session

- 3.15pm – 3.20pm Children in the infants are collected by The Pit Stop staff and escorted to the junior building.
- 3.20pm Key Stage Two children arrive at The Pit Stop.
- 4.00pm Children wash their hands ready to enjoy a freshly prepared healthy teatime snack, which they will choose themselves; examples would include sandwiches/wraps with a selection of fillings, noodles, soup & bread, pasta salads, chilli con carne, curry or beans on toast. There will always be plenty of fresh fruit and vegetables available too. All dietary requirements will be catered for.

Arrival and Departure

Arrival

The Pit Stop staff will take a register of all the contracted children and will liaise with the school office/class teacher or The Pit Stop Manager to determine any reason for a child's absence.

Parents/carers must inform school if their child is going to be absent from their booked Pit Stop session by ringing the school number and choosing the option - The Pit Stop. We require 24 hours' notice if a child is unable to attend for a reason other than illness.

Parents must bring their child/children to the door on arrival, if they have not pre-booked a session via Arbor – if the club is full, then the children will not be admitted to The Pit Stop; ***therefore, it is essential that parents escort the children into school.***

Departure

- Parents/carers must arrive at the Junior reception and ring the bell. Staff will bring the children to reception.
- Named collectors must be 14 years of age or over.
- Parents/carers must ensure that any person who may collect their child is listed on the Home Agreement form and this is the parent/carer's responsibility to ensure this information is kept up to date.
- When a child is collected at the end of or during a session, the parent/carer or named collector must provide the agreed password. The Pit Stop staff will sign out each child as they are collected.

Behaviour Expectations

The Schools Behaviour Policy will be followed during all Pit Stop sessions; a copy of the policy can be found on the school's website. The expectations of behavior for our children while they attend The Pit Stop will remain high.

For persistent issues with rule breaking or misbehaviour; in the first instance this will result in a monitoring card; this will be reviewed regularly and if there is no significant improvement there will be a meeting with parents/carers. Following this, if behaviour continues to fall below our standards The Pit Stop/School reserve the right to refuse a place at the Pit Stop.

First Aid

- All accidents will be recorded in The Pit Stop accident book and reported to the parent/carer upon collection. All incidents are dealt with by a qualified first aider.
- Parents/carers of any child who becomes unwell during club, will be contacted immediately.

Uncollected Children

If a child has not been collected by 6.00pm, parents/carers will be contacted in the first instance by telephone. The additional contacts parents/carers have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the club staff will follow the school's Safeguarding Policy.

Parents/Carers will be charged for late collection of their child/ren:

6:05 – 6:15pm = £5

6:16 – 6:30pm = £10

The school retains the right to charge these additional costs. Parent/carers will be invoiced by school for these additional charges and payment will be made on Arbor.

In the 'one-off' event that a parent/carer is going to be late for collection due to traffic or the weather, please inform the School.

Please do make every effort to collect your child on time as persistent lateness will require a face to face review with a member of the school senior leadership team and may result in children being unable to attend in the future.

Booking System

You can sign up for a session at The Pit Stop up to 1 hour in advance. The process for signing up your child for The Pit Stop sessions are as follows:

- On the Arbor Portal/Parent App
- Click on the child you want to book onto a session
- In the Activities section - click on Clubs
- In the section 'NAME can be registered for the clubs' - Find the club that you want to book on to, either
 - The Pit Stop – Breakfast
 - The Pit Stop – After School
- Click the green 'Register' button (on the portal, it is in the top right hand of the screen)
- Choose the Membership Option - Daily
- Select the dates that you want
- Select the session intervals
 - For BREAKFAST – there is only one session available 7.15 – 8.45am – you need to select this for each session you are trying to book.

- For AFTER SCHOOL – there are three session intervals you need to choose between; 15:15 – 16.15 (EARLY), 15:15 – 17:00 (PART) or 15:45 – 18:00 (FULL). Please ensure you select the correct interval for each session.
- Click ‘Next’ – this final screen will summarise what you have selected – please check this carefully. This page will also give you the total cost of the sessions you have booked.
- Click ‘Register’ – that will confirm your booking.

Parents cannot cancel a booked session on Arbor – to cancel a session contact the school office or The Pit Stop, who will amend it on the system.

If you have any issues using the booking system, please contact the school office.

Payment of Fees

Session	Times	Price
Breakfast	7.15am – 8.45am	£4.50
After School EARLY	3.15/3.20pm – 4.15pm	£4.50
After School PART	3.15/3.20pm – 5.00pm	£8.25
After School FULL	3.15/3.20pm – 6.00pm	£9.75

Payment of fees are to be made on Arbor. On the Arbor App / Parent Portal in the Accounts section – click on The Pit Stop. Then click the green ‘Top Up Account’ button. On the next page you simply enter the amount you want to add to the account and then ‘Pay Now’.

It is a requirement of The Pit Stop that parents/carers ensure that their Arbor account is topped up with enough credit to pay their fees (this can be a combination of cash and vouchers – see below for more details). Parents only pay for the sessions that their child attends. Once the child has been marked present for a session Arbor will generate an invoice and the amount for the session will be automatically deducted from the child’s Arbor account. You can top up your Arbor account via the Parent Portal / Arbor App from the main dashboard or the club’s page (as described above).

As we only require our families to pay for the sessions that they attend, it is vital that you inform school in advance if your children/ren are going to miss a session (we can then open up the session for someone to use). This system will be monitored and in the event of three missed sessions, which we have not been informed about at least 24 hours prior to the session, The Pit Stop/School reserve the right to cease a long term booking.

Any additional fees, such as for late collection, will be invoiced monthly and payment for those invoices will be made on Arbor via the School Shop – The Pit Stop Additional Fees.

The parent/carer signing The Pit Stop & Home Agreement Form is known as the ‘contracting parent’ and is responsible for the payment of all fees relating to The Pit Stop.

If a parent/carer is experiencing difficulty with the payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters

confidentially and arrange for a discussion in private. Please also refer to the school's Charging, Remissions and Debt Recovery Policy which can also be found on the school website.

The Pit Stop will accept some childcare vouchers and these will be added to the child's account balance on Arbor by the School (parents cannot add the vouchers directly to their Arbor accounts – the vouchers are paid to school via the voucher provider and the school will add them to the individual accounts for each child). It is the responsibility of the parent/carer to ensure The Pit Stop is set up on their voucher providers portal and to ensure that the vouchers are paid to school when fees become due.

The childcare vouchers that we accept and the details you may require to make payments using the vouchers are as follows:

School URN Number (Ofsted Number) 119163

Tax-Free Childcare Vouchers

Sodexo (Carers Reference Number 918658)

Computershare

Edenred

Happy People

Kiddi Vouchers

Co-Operative Flexible Benefits (Childcare Provider account number 85123685)

If you use childcare vouchers from any other company please contact Mrs Turner at sbm@feniscowles.blackburn.sch.uk

Where payment from the parent/guardian has not been received in advance for Pit Stop bookings, the following process is applied:

- First 'Time to Top up your Account' reminder
 - An initial reminder is informal in the form of an email from Arbor.
- Second 'Time to Top up your Account' reminder email
 - A formal reminder email is issued one week after the informal reminder.
- Final 'Outstanding Pit Stop Fees' reminder email
 - A third and final reminder email will be issued one week after the Second Reminder email. At this stage, parents are advised that their child is no longer allowed to attend Pit Stop until the outstanding fees have been paid in full.
- Failure to respond to reminders / settle a debt
 - If there is no response to the third and final reminder email the debtor will be invited to meet a member of the SLT to discuss how the debt will be settled.
 - Failure to respond to this email and/or failure to attend this meeting could result in the school passing the debt to an external debt collection agency.

The procedure for recovering debt is in line with the schools Debt Management Policy.

In the event of non-payment of fees following the third and final reminder, The Pit Stop/School reserves the right to refuse entry to a child until fees are paid in full.