



# Ivy Lane School Wrap Around Provision Breakfast and Ivy Kidz After School Club Terms and Conditions September 2025



## Booking Arrangements

You will be able to book sessions for either club via your Arbor Parent Portal. Sessions must be booked and paid for a **minimum of one week** in advance. You will receive an email notification with a reminder of the booking deadline dates. Please ensure that you follow the instructions carefully when booking sessions to ensure that the sessions are confirmed. You can check booked sessions on your Arbor Parent Portal.

## Payments

As mentioned in the Booking Arrangements paragraph above, payments must be made a minimum of one week in advance. We accept childcare vouchers for payment. As payment is required when booking sessions, please ensure that the vouchers have been purchased at least 2 weeks prior to booking. This will allow our Finance Manager to check that the vouchers have been cleared through our bank system and the amount will then be credited to your account. If you have any questions with regards these or any other voucher schemes that are not listed, please contact our Finance Manager, Mrs Bunker, on [finance@ivylane.wilts.sch.uk](mailto:finance@ivylane.wilts.sch.uk). Please be aware that childcare vouchers are non-refundable, so please do monitor the credit on your child's account and ensure that large credits are not accrued.

Please note that Arbor accounts will only be credited if sessions are cancelled with at least one weeks' notice. You will need to contact the school office or email the respective club emails regarding any cancellations. **Please be aware that refunds/credits will not be issued for child illness, emergency school closures or non-attendance at the wraparound session previously booked.**

## Registration Forms

Please ensure that a registration form is completed prior to attending the clubs. Please find attached a form which should be completed and emailed to either [breakfastclub@ivylane.wilts.sch.uk](mailto:breakfastclub@ivylane.wilts.sch.uk) or [ivykidz@ivylane.wilts.sch.uk](mailto:ivykidz@ivylane.wilts.sch.uk).

## Breakfast Club

Ivy Lane School's Breakfast Club, is run by Ivy Lane staff every morning. Sessions include a healthy breakfast where the children can choose from a large selection of cereals and toast. Breakfast is served up until 8.10am. There is also a wide range of activities for children to do either alone or with their friends including: board games, construction, playing with the wide range of toys that have been donated to us, some outdoor activities and much more.

## Breakfast Club Times and Fees

7.30am-8.30am

Daily cost for one child: £5.90 per session

Daily reduced sibling cost: £4.90 per child per session

If your child is not going to be attending breakfast club, please email Mrs Tiller (Breakfast Club Leader) at [breakfastclub@ivylane.wilts.sch.uk](mailto:breakfastclub@ivylane.wilts.sch.uk).



## **Ivy Kidz After-School Club**

Ivy Kidz is run by Ivy Lane Staff every day after school has finished. All drinks, snacks and a light tea are included in the fees and dietary/allergy needs will be catered for.

### **After-School Club Times and Fees**

3.00pm - 5.30pm: £10.50

### **Late collection**

We expect children to be collected promptly at the end of the session, by 5.30pm, otherwise this impacts on staffing ratios and any other family/work commitments the staff may have after the club has finished. However, we do realise that from time to time you may be delayed due to unforeseen circumstances. If you know you are going to be late collecting your child, please let us know as soon as possible so that we can reassure your child and make appropriate staffing arrangements. **The number to contact After-School club is 01249 460822, however, this number should only be used between 3pm – 5.30pm.**

If you are regularly late collecting your child, we will speak to you to discuss the situation and see how it can be rectified. Regular lateness will incur a 'fine' of £5.00 per child for every 10 minutes, which would be triggered after 5.30pm.

### **Signing in and out**

The children are collected at their classrooms or hall, by the after-school club staff. When children arrive at after-school club they sit together while the register is taken and have a quick chat about what is happening during the session, i.e. any visitors, activities on offer before they have their light tea.

When parents or a designated person comes to collect their child, the staff will greet you at the door to Ivy Hall and sign the children out, noting the time.

If your child is not going to attend the club due to illness or other arrangements, then please email Mrs Merry (Ivy Kidz Leader) on [ivykidz@ivylane.wilts.sch.uk](mailto:ivykidz@ivylane.wilts.sch.uk).

T&Cs amended: 01/09/2025

