

## Wrap Around Care at Hermitage General Information

### Registration

All children need to be registered before they are able to attend. A registration form must be completed for each child providing contact numbers, details of allergies or medical conditions and any other information that we may need to know.

### Opening Times

Breakfast Care: 7:45am to 8:35am

After School Care: 3:15pm to 6:00pm

### Breakfast Care

Open from 7:45am. Parents must sign their child in, noting the time of arrival. All children arriving before 8:20am are offered a choice of low-sugar cereals, toast and milk or water. At 8:35am, all pupils are walked to their classes and handed over to the class teacher.

### After School Care

Open until 6:00pm, children in Reception to Year 3 will be collected from their classroom by staff. Children in Years 4 to 6 will make their own way to the hub. All children will be signed in. If your child is attending an extra-curricular club they will be brought to After School Care by the club provider and signed in. Children are encouraged to bring a healthy snack to eat at the beginning of the session.

We offer a range of activities, games and entertainment, or just a chance to relax and unwind after school. We offer free play outside, weather permitting, as much as possible. Children are encouraged to play in mixed year groups, expanding their friendship base. Parents can pick up at any time.

A healthy snack such as sandwiches, fruit, vegetables and other cold food is provided at 4:30pm.

All children must be signed out, stating the time of departure.



On the last day of each full term, due to the school closing early, After School Care will operate until 3.15pm only.

## Booking

Initially you must contact the school office to be added to the School Money payment option. Thereafter, all bookings and payments must be made using School Money. Payment must be made at the point of booking, spaces are limited and booking will close once all places are filled.

## Childcare Vouchers & Tax Free Childcare (Government Scheme)

Vouchers and Tax Free Childcare monies are applied to School Money accounts on Monday mornings or the first school day of the week. If they are received after this time during the week please email the finance team on [finance@hermitageprimary.org.uk](mailto:finance@hermitageprimary.org.uk) who will apply the monies to School Money when it is visible either in the childcare voucher provider's account related to the school or the school's bank account. The credit will then be added onto your child's School Money account to enable you to make the appropriate bookings.

## Fees

	Breakfast Care	After School Care		
Sessions	7:45 to 8:35am	3:15 to 4:30pm <u>No</u> snack provided	4:30 to 6:00pm Snack provided	3:15 to 6pm Snack provided
Reception to Year 6	£3.50	£5.00	£7.50	£10.00

## Security

All children will be signed in and out on the daily register. Parents can collect children at any time during the session. Children may only be collected by a nominated person otherwise it is vital that you let the school office know in good time that a different person is to collect.



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