



Lyngford Park Primary & Nursery School

# **Wrap Around Care Policy**

Signature

Headteacher

Date: June 2026

Signature

Chair of Governors

Date: June 2026

## **Introduction**

Lyngford Park's wraparound facility, Starlyngs, is registered with Ofsted under Lyngford Park Primary's Ofsted number and Richard Huish Trust's URN.

We provide care for children between the ages of 4 - 11 for Breakfast and after school, serving the children of Lyngford Park Primary School. We can cater for up to 24 in the morning and or after school. Places are available on a first-come first-served basis.

## **Registration**

When an enquiry regarding booking a place is made, parents or carers will be emailed a Terms and Conditions Form and a Registration Form which will need to be filled out and returned to: [office@lp.huish.education](mailto:office@lp.huish.education) This will include information on how to book a place via MCAS and details of where to find all the relevant club information and policies.

Once we have your completed forms, your child will be added to the Starlyngs Breakfast Club and Starlyngs Afterschool registers in MCAS. You will then be able to go on the app and book your child in, provided there are spaces available.

## **Booking procedure**

Parents or carers must complete the necessary paperwork, i.e. Terms & Conditions and Registration forms, before their child can attend Starlyngs. Bookings must be made in advance. The cut off for making a booking in advance is 3 days.

If you require an emergency booking, we are able to add your child in, provided there are spaces available. This will create a debt on your MCAS account which you must clear within 24 hours.

If you no longer require your space, you must go onto MCAS and cancel. This will create a credit on your account.

If you wish to cancel a booking within the cut off period of 3 days, please call and we will be able to do this for you, as you WILL NOT be able to do this via MCAS. If less than 24 hours' notice is given you will still be charged for your space.

## **Current Fee Structure**

The session times and relevant charges are as follows:

Breakfast	8.00 - 8.40am	£4.50 (with breakfast)
Afternoon	3.15 - 4.30pm	£5.50 (with snack)
	4.30 - 5.45pm	£4.50 (no snack)

Payment is required at checkout. Payments must be paid online, via the school's online payment facility MCAS. We are registered to accept Childcare Vouchers.

**£10 charge for each 15 mins late collection** - added to your account.

**Phone Number for Starlyngs: 07493977397.**

If you are collecting your child from Starlyngs before 4.30pm, please use the main gate.  
If collecting after 4.30pm, collect from the Nursery gate.

### **Payment of fees**

If fees are not paid within the terms above, the Richard Huish Trust's Debt Collection Policy procedures will be followed. If parents or carers are having difficulty making the payment on time, we recommend they arrange a meeting with the school as soon as possible.

### **Uncollected or late collections of children**

Lyngford Park's wraparound club, Starlyngs, endeavours to ensure all children are collected by a parent or carer at the end of each session. If a child is not collected, then we will follow the procedure set out below:

#### **Up to 15 minutes late:**

If the parent or carer did not notify the school, then they will be reminded on pick up that they must call the school to notify us if they are delayed. The parent or carer will be informed penalty fees will be charged (unless the delay was genuinely unavoidable).

#### **Over 15 minutes late:**

If a parent or carer is more than 15 minutes late collecting a child from Starlyngs then the staff will try and contact the parent. If there is no response from the parent or carer, messages will be left requesting that they contact the club immediately. Staff will then try to contact the emergency contacts listed on the child's registration form. While waiting to be collected, the child will be supervised by two staff members. When the parent or carer arrives, they will be reminded to call. **Late charge will automatically be applied.**

#### **Over 30 minutes late:**

If staff have been unable to contact the child's parents or carers after 30 minutes, other contacts will be called, and the local social care team may need to be phoned for advice.

The child will remain in the care of the two staff, on the premises, until collected by the parent or carer or placed in the care of the Social Care team.

#### **Managing Persistent Lateness:**

Staff will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded if they persistently collect their child late, they may lose their place at Starlyngs.

#### **Useful contacts:**

Children's social care 0300 123 2224