

The Ark Wraparound Care

Welcome to The Ark

The Ark provides a nurturing and engaging wraparound care program for children within our school community. We offer a stimulating environment through a variety of activities, including arts and crafts, computer time, board games, reading, imaginary play, and outdoor sports.

A healthy snack and drink are provided daily, prepared on-site using fresh ingredients. Please note this is a snack and not a substitute for a main evening meal. We accommodate individual dietary requirements and parental preferences wherever possible. We believe in providing healthy nutrition in a calm, friendly, and family-like setting.

Ark Hours and Fees

Operating Hours

- **Breakfast Club:** 7:45 am - 8:45 am
- **After School Club:** 3:15 pm - 5:15 pm

Fees

- **Breakfast Club:** £8.50 per session
 - **After School Club:** £14.50 per session
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Sibling Discount

We offer a **10% discount** for younger siblings. The discount will be applied to the number of sessions booked by the sibling who attends fewer sessions.

Payment & Booking Policy

Upon booking, you are committing to pay for your child's place for the entire half-term. This commitment stands regardless of your child's attendance due to sickness, school trips, or if they leave the school partway through the term.

- **Invoicing:** You will receive an invoice for the half-term's sessions within the first two weeks. Payment is required in full and in advance.

- **Payment Reference:** When making a payment via bank transfer or a childcare voucher scheme, please use your child's surname as the payment reference. This helps us ensure your payment is credited to the correct account.
 - **Financial Assistance:** We understand that childcare costs can be a burden for families. In some circumstances, it may be possible for us to offer **extended terms or staged payments** by arrangement. Please contact the school office and ask to speak to The Business Manager in confidence to discuss your situation.
 - **Cancellations:** You may cancel your child's place for the half-term up until **12:00 pm on the first day of that half-term**. After this time, the full half-term's fees become due and are non-refundable.
 - **School Residential Trips:** No charge will be applied for sessions that your child misses while attending a residential school trip. Charges still apply for those days where your child attends a non-residential school trip.
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Drop-off and Collection

- **Breakfast Club:** Children can be dropped off in the school playground between 7:45 am and 8:00 am.
 - **After School Club:** The school gate is open for collections from 5:15 pm. Please note that the latest collection time is **5:15 pm**.
 - **Early Collection:** An optional early pick-up at 4:15 pm is available and should be arranged with The Ark in advance. Please note that this does not attract a discount on the standard session fee.
 - **Late Collection:** If you are delayed, please call our dedicated number at **07901 000485**. A late collection fee of **£15 per 15 minutes** will be charged if a child is collected after 5:35 pm.
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Admissions

Admissions for The Ark are managed by The Business Manager. Towards the end of the summer term each year, we invite all current and new parents to request places for the following academic year.

Parents will be sent a link to a dedicated webform where they can submit their requests. To ensure a fair process, a communication is sent in advance advising parents of the specific date and time the webform goes live. Reminders, along with the link, are also posted on the school website.

Places are allocated on a strictly **first-come, first-served** basis, based on the timestamp of your submission. **No precedence is given to existing Ark users.** Those children who are unsuccessful in obtaining some or all of their requested places will be placed onto a waiting list and will be offered places as they become available, in strict order of submission. All information submitted is treated with the highest confidence.

Key Policies

- **Illness:** Please inform the Play Leader of any infectious illness your child contracts. If your child has had sickness or diarrhoea, they must not attend the club for **48 hours** after the illness has ceased.
 - **Medication:** Please notify the Play Leader if your child is on prescribed medication. Speak with them directly if any medication needs to be administered during club hours.
 - **Accidents and First Aid:** The safety of your child is our top priority. Our staff are trained in first aid, and a fully stocked first aid kit is on the premises. We have robust emergency procedures, and fire drills are conducted regularly. The club is fully insured.
 - **Temporary Changes:** Please notify us in advance if your child will not be attending a booked session. If someone other than a parent or guardian will be collecting your child, you must inform us in advance, and they will need to bring photographic ID for verification.
 - **Behaviour:** Our behaviour policies are consistent with the school's guidelines. We encourage a respectful and caring environment. In cases of severe or dangerous behaviour, a child may be required to be collected immediately, and in extreme cases, they may be excluded from the club. We are flexible and will work with families to address any underlying reasons for a child's behaviour.
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Our Commitment

- **Staffing:** Our dedicated staff are experienced and qualified, in line with National Care Standards. They receive continuous professional development and are employed by the school following its rigorous recruitment and selection procedures.
 - **Safeguarding:** All staff are trained in safeguarding procedures, and we strictly follow the school's Safeguarding Policy in line with the latest **Keeping Children Safe in Education (KCSiE)** guidance.
 - **Equal Opportunities:** The Ark is committed to equal opportunities, treating every child as an individual with equal concern, and providing an equal chance to learn and develop. We encourage all children to celebrate their own identity and learn about cultures different from their own.
 - **Special Educational Needs and Disability (SEND):** We make every effort to welcome and accommodate children with special needs. We will work closely with parents/carers and relevant professionals to meet a child's specific needs, and we assess each case individually to ensure the safety of all children.
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Contact Us

- **School Office:** 01737 823239
- **Ark Mobile:** 07901 000485 (available during club hours)
- **Email:** THEARK@nutfield.surrey.sch.co.uk

