



Handbook 2025-2026

Mega Club Wrap Around Care Handbook

2025-2026

Welcome to Mega Club Wrap Around Care. This handbook has been designed to give you all the information you might need when thinking about wrap around care for your child.

Mega Club is an Ofsted registered childcare service for children in Reception - Y6 at Springhill Primary Academy, which allows parents to undertake training or employment in the knowledge that their children are safe and happy.

In providing a quality childcare service, we work hard to promote the following principles:

- Each child is respected as an individual.
- Each child has the right to equal opportunities.
- Each child has the right to play safely.

Through both structured and free play, we encourage the social, physical, intellectual, creative and emotional development of all children.

AIMS AND OBJECTIVES

- To ensure that we provide a stimulating and creative atmosphere for our children with the emphasis being on play.
- To build a safe and positive Wrap Around Club.
- Staff will strive to make sure all children feel included in the club through regular consultations and involving children in planning or activities.
- To ensure that parents are involved as much as possible in the club through consultation.
- To ensure that as a club we strive to meet best practice benchmarks through staff training and continuous learning.
- To adhere to our policies and procedures and ensure that they are reviewed annually.
- To provide safe, high-quality childcare with respect to levels of staffing and health and safety of premises.
- To recruit staff using safe practices.
- To keep lines of communication open between users of the club and staff.

*This club provides a quality care service where every child is respected as an individual.
We feel strongly that the needs of the child should be the primary focus of the club.*

TERMS & CONDITIONS

1. Admissions, Registration and Fees

We provide Wrap Around Care for children in years Reception to Y6 at Springhill Primary Academy School subject to appropriate staffing ratios, laid down by the Early Years Foundation Stage Framework and Care Inspectorate, and availability of places.

All children wishing to attend Wrap Around Care Club sessions must complete the parent/carer agreement which is available on the Mega Club page of the school website before booking/attending sessions. Once the application has been checked, parents/carers will be added to the relevant items on ParentPay which will allow places to be booked. This form will need to be completed on an annual basis, and parents/carers confirm that they agree to the terms and conditions.

2. Bookings/cancellations

We use an online booking system through ParentPay and all sessions need to be booked in advance. Once the parent/carer agreement has been completed, parents/carers will be added to the relevant items on ParentPay which will allow places to be booked.

Bookings can be made via ParentPay (subject to availability) up to midnight the day before you require a session. Bookings close at midnight and no further bookings can be made online. On-the-day bookings can be made via the office (subject to availability) but all bookings made on the day will be subject to an administration **fee of £2.50** on top of the normal fees detailed in section 9 below.

Cancellations can be made via ParentPay up to midnight the day before a session and you will not need to pay for the session. If the session is cancelled on the day of the session, no refunds can be made even if the child is absent due to illness.

3. Opening Hours

- **Breakfast Club:** 7.30am - 8.30am Monday to Friday during term time
- **After-School Club:** 3.20pm - 6.00pm Monday to Friday during term time

4. Signing In/Out

All children will be signed into Breakfast Club on arrival and out of After-School Club upon collection.

5. Absence from Mega Club

Parents must inform Mega Club of any absences via the school office (01543 225620). If a child who is booked into Mega Club does not turn up, staff have a responsibility to locate the child first by searching the school. If staff are unable to find the child, the parent/carer will be contacted immediately. It is therefore very important for the club to know if a 'booked in' child will not be attending for any reason (illness, change of plans etc) as time could be spent looking for that child.

6. Late Collection

Mega Club closes promptly at 6pm Monday-Friday. If, for any unforeseen circumstances, collection is going to be late, the school office/Club Leader must be contacted. The school office can be contacted before 4pm on 01543225620 and the Club Leader can be contacted between 4pm and 6pm on 07831322562.

Repeatedly collecting a child over 5 minutes late from the half session finishing at 4.30pm will result in the full session charge being applied. A fine is administered to any parent picking their child up late (after 6pm). This fine is £10 for the first half hour and a further £10 for every half hour late thereafter. Please ensure you have emergency plans in place to cover unforeseen circumstances and that you contact school at your earliest opportunity.

If any child remains at the club at 7pm, after doing everything possible to contact parents and alternative contacts, Mega Club' staff will be legally required to contact Social Services.

7. Mega Club Fees

Our fees reflect local childcare charges and have been set in line with financial regulations. They are reviewed annually but will *not increase* from 2045-2025 for 2025-2026. Our fees are as follows:

- Breakfast club is open from 7.30am until 8.30am and costs **£4.00 daily***
- After-School club runs from 3.20pm until 6.00pm.
 - A half session is available from 3.20pm until 4.30pm and costs **£4.00 daily**
 - A full session is available from 3.20pm until 6.00pm and costs **£8.00 daily**

Mega Club aims to keep fees to a minimum. We operate a billing system whereby fees must be paid in advance of attending. *School runs to a tight budget, so we appreciate you paying fees promptly. If anyone has difficulty paying, please contact the school office for alternative arrangements.*

*Children in receipt of Pupil Premium may access Breakfast Club free of charge – please contact the school office for more details.

8. Methods of Payment

We use an online payment system called ParentPay which you can use to make payments via credit/debit card. This is the same software we use for all school payments including dinners, trips.

Parents in receipt of Childcare Vouchers or Tax Free Childcare can use these as payment, please contact the office for further details on these payment methods.

9. Non-Payment of Fees

Parents/Carers should note that non-payment of fees will result in Mega Club withdrawing your child's place until the outstanding debt is cleared or another solution is agreed.

The school operates a debt chasing procedure for all parents that find themselves in arrears, in line with REAch2's Charging and Remissions Policy. **Mega Club reserves the right to refuse places immediately if any of the terms of this policy are breached.**

Club payments must be cleared at the end of each academic term. Applications to re-register for a new academic year will *not be confirmed* while there are club arrears on your child's ParentPay account.

10. Activities

Mega Club is a child-led facility with a focus on play. We consult the children on ways to improve our club and the different activities that we could do, regularly involving them in designing the weekly activity plans. To accommodate the range of ages and interests, we offer a variety of activities including:

- Arts and crafts
- Reading/quiet activities
- Imaginary play
- Physical games and sports
- Dance and music
- Board games
- Construction
- Outdoor fun
- Homework Club

As well as taking part in structured activities, children can also just relax, chat with their friends and generally 'chill' after a busy day at school.

Personal items and mobile phones are not allowed in club. We cannot be held responsible for anything lost or stolen.

11. Food and Drink

Children attending Breakfast Club will have breakfast providing they arrive before 8.15am. Breakfast items available include toast, cereal and occasionally other items such as bagels.

Children attending After-School Club for the full session until 6pm have a small snack such as a sandwich and drink of water or milk, but this is not intended to substitute a main evening meal that the child will later receive at home.

If your child has any specific food allergies or intolerances, please let the school know and we will endeavour to accommodate them.

We follow all Health and Safety Regulations in the preparation of all club foodstuffs.

12. Premises and Access

The premises meet accepted standards and conform to Health and Safety Requirements as well as Fire Regulations. We have an agreed standard of cleanliness, and all members of staff take care to ensure that the premises remain clean and safe for its users.

13. Fire Safety

The club holds regular, unannounced fire drills to ensure that all children are aware of the Fire Exits and Assembly Points. There is an escape plan displayed for children, parents/carers and visitors to see and all fire drills are recorded and kept.

14. Play Areas and Kitchen

All floors are kept clean, non-slippery and free from obstruction. All spillages are cleared up immediately and children are never allowed in the kitchen area. All cleaning materials are kept out of the reach of children.

15. Staff

All Mega Club staff work to current and appropriate job descriptions and have been appointed ensuring that they possess the relevant qualifications. All vacancies are widely advertised. Following a rigorous interview process, all those selected undergo an enhanced DBS (Disclosure and Barring Service) check. Ratios are organised to meet the recommendations of the EYFS framework.

Regular staff meetings are held to maintain good communications and to review good practice.

Mega Club Staff

Mrs L Miller, Mrs Z Wiltshire, Mrs A Baker

16. Policies and Procedures

As part of a Multi Academy Trust, Springhill Primary Academy Wrap Around Care club adopts policies and procedures from within the REACH2 Academy Trust, all of which can be viewed on our school website. All staff have a working knowledge of each policy.

17. Safeguarding

We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We aim to comply with local and national child protection procedures and ensure that all staff are appropriately trained. Any information and details regarding your child will be treated as confidential. However, there may be times, for example in cases of child protection concerns, when details of your child may be passed on to other agencies. For example, the Police, Social Care and Health Care professionals.

18. Behaviour

There are rules for behaviour whilst at the club, these are displayed for all the children to see on the Mega Club Rules board. The club also follows the school's behaviour policy. Children are expected to respect each other, staff and visitors. Staff will encourage an atmosphere of care and consideration between all members of the club including children, staff and visitors.

Mega Club aims to encourage appropriate behaviour through praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

Mega Club will not tolerate from any member: bullying; aggressive, confrontational or threatening behaviour, or behaviour intended to result in conflict.

The club has procedures for dealing with unacceptable behaviour. In the case of violence or behaviour that poses an immediate danger, a child is required to be collected directly. As an ultimate sanction, the child may become excluded from the club. Mega Club recognises that poor behaviour can occur from time to time for reasons that are not always evident, or because of a child's special educational needs. The club will strive to be flexible to accommodate such cases.

19. First Aid and Medication

There will always be a Mega Club staff member present who has undertaken appropriate First Aid Training and training in Epi-Pen use. There is a fully-stocked First Aid Box available to all staff. In addition, all staff have received appropriate training in how to deal with and record accidents and emergencies.

If your child has an accident whilst at Mega Club, it will be recorded as per policy, and the Headteacher will be informed if needed. You will be contacted in due course depending on the nature of the accident.

Medicines will be administered in accordance with our school's policy. If your child needs prescription medication whilst at Mega Club, this will need to be recorded on the school's medical forms. All medicines are to be stored in the medical room or the fridge.

20. Quality Assurance

A cycle of performance management is in place to ensure that high quality provision is in place for our children and that this is maintained to a high standard:

- Planning in place for ensuring variety, structured provision and stimulating activities available.
- Staff display high levels of engagement with the children both indoors and outdoors.
- Staff are all familiar with, and aware of, all key Springhill Primary Academy policies and practices relevant to the Wrap Around Care Club.
- Staff attend annual safeguarding training.

21. Suggestions and Complaints

We have a Complaints Policy, which is available for all club users to read. Children, parents, staff and volunteers are encouraged to express satisfaction and make suggestions or complaints about the service provided.

Parents wishing to discuss matters of concern should approach club staff, in the first instance, and then Mr J Edwards, Headteacher.

22. Pledge to Parents/Carers

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Always welcome you to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress and friendships.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

Frequently Asked Questions

How do I register and book a place?

A parent/carer agreement needs to be completed before your child attends Mega Club. The parent/carer agreement form is available online on the Mega Club page of the website. Bookings need to be made in advance via ParentPay.

How does my child get to the club?

Each child will have his/her name checked against a daily register. Children attending Mega Club after school will either be collected from the class by a member of Mega Club staff, or will go down to club themselves.

What happens at home time?

Children will ONLY be permitted to leave with people named on the collection list. Parents must inform the office of any changes to the named person(s) so that our records can be kept up to date for the safety of each child.

What happens if I am late in arriving at the end of the day to collect my child?

If a child has not been collected by 6pm, a member of staff will call the alternative emergency contacts on the child's school record. If a child has not been collected by 7pm, and staff have been unable to contact any of the alternative contacts, under the conditions of the Children's Act 1989 and Care (Scotland) Act 2001, the school will contact Police and Social Services.

Parents who have contacted Mega Club about possible lateness will be responsible for any additional fines incurred after 6pm. A fee of £10 is payable for the first half hour and an additional £10 for the second half hour or any part of.

What happens if my child is sick and off school?

If your child will not be attending a booked session, please phone the school office during the day so that registers can be updated. Absences due to illness will still be payable and refunds will not be given.

What happens if my child forgets to, or simply doesn't turn up?

When an expected child does not appear at the pick-up point or at the club, a staff member will check the school register. If the child attended school, but cannot be found on site, the parent/carer will be contacted immediately. If a child is not attending a club session, the parent/carer should inform the club in advance to avoid unnecessary concern.

Should my child bring anything with him/her to the club?

No - toys, games and equipment are all available at the club. Many activities take place outside, so it is important that you provide sun cream for your child in the summer, as well as hats to help prevent over-exposure to the sun whilst the children enjoy themselves. Due to allergies, children are unable to bring in their own food/drink.



Mega Club Golden Rules

Be gentle, kind, helpful and polite

Work hard

Look after property

Listen to others

Be honest

Stay safe

Share

Always remember to:

Wash hands before eating and after using the toilet

Let others join in games, include everyone

Listen when someone is talking

Remember your manners, be polite

Take care of our toys and equipment

Contact

Office (8.30am – 4.00pm) - 01543 225620

Mega Club (4.00pm – 6.00pm) - mobile number 07831322562

Springhill Primary Academy, Mossbank Avenue, Burntwood, WS7 4UN
megaclub@springhillacademy.co.uk

2025/26 Springhill Primary Academy



September 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
36	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30					

October 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
40			1	2	3	4	5
41	6	7	8	9	10	11	12
42	13	14	15	16	17	18	19
43	20	21	22	23	24	25	26
44	27	28	29	30	31		

November 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
44						1	2
45	3	4	5	6	7	8	9
46	10	11	12	13	14	15	16
47	17	18	19	20	21	22	23
48	24	25	26	27	28	29	30

December 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
49	1	2	3	4	5	6	7
50	8	9	10	11	12	13	14
51	15	16	17	18	19	20	21
52	22	23	24	25	26	27	28
53	29	30	31				

January 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
1				1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	

February 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
5							1
6	2	3	4	5	6	7	8
7	9	10	11	12	13	14	15
8	16	17	18	19	20	21	22
9	23	24	25	26	27	28	

March 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
9							1
10	2	3	4	5	6	7	8
11	9	10	11	12	13	14	15
12	16	17	18	19	20	21	22
13	23	24	25	26	27	28	29
14	30	31					

April 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
14			1	2	3	4	5
15	6	7	8	9	10	11	12
16	13	14	15	16	17	18	19
17	20	21	22	23	24	25	26
18	27	28	29	30			

May 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
18					1	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16	17
21	18	19	20	21	22	23	24
22	25	26	27	28	29	30	31

June 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	23	24	25	26	27	28
27	29	30					

July 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
27			1	2	3	4	5
28	6	7	8	9	10	11	12
29	13	14	15	16	17	18	19
30	20	21	22	23	24	25	26
31	27	28	29	30	31		

August 2026							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
31						1	2
32	3	4	5	6	7	8	9
33	10	11	12	13	14	15	16
34	17	18	19	20	21	22	23
35	24	25	26	27	28	29	30
36	31						

Term Time	
School Holiday	
Bank Holiday	

Inset Day	
Weekend	