

# Wraparound Care



**A guide to Brabyns'  
Early Birds  
and  
Stay & Play  
Provision**

## Welcome to our Wraparound Care

We aim to provide a quality pre and after School care for the children of Brabyns Preparatory School. Our Wraparound service is flexible and is designed to meet your needs as a busy parent, providing a consistent and quality childcare service.

### Our Aim

To provide your child/ren with a positive and caring experience in a safe and fun environment.

### Our Team

Our Wraparound Care is managed in-house by school staff, offering our pupils and families close links, familiarity and a continuation of our school aims and ethos. See the guide on the back page for the list of staff.

If you need to contact them please see the staff when you collect / drop off your child or call the dedicated Wraparound Number (07745 566 332) during Wraparound Sessions.

During School hours you can get in touch via the main office phone number (0161 427 2395) and a message will be passed on, or email [wraparound@brabynsprepschool.co.uk](mailto:wraparound@brabynsprepschool.co.uk).

### Activities

Early Birds aims to provide a calm start to the school day. The children often help to set the table and good manners are encouraged whilst eating. Some activities we offer in the morning are: art and craft including mindfulness colouring, construction and puzzles etc.

During Stay & Play the children can enjoy a range of activities involving: games, arts and crafts, outdoor play, reading, construction, small world & imaginative play, online quiz based games, to name a few. The children also have the opportunity to do their homework if they/you so wish and just to relax after a busy day.

### Food & Drink Provision

Brabyns Wraparound Care aims to promote healthy eating and the food we offer reflects this, whilst recognising some children have particular likes/dislikes. Drinking water is available at all times.

In Early Birds the children will be offered a drink of milk, water or and a breakfast, eg toast with various toppings, cereal, fruit or crumpets.

In Stay & Play the children will be offered snacks such as sandwiches, fruit and vegetable sticks. This is normally served around 4:30-5pm. Children who attend Stay & Play late having been at a club will have their snack when they arrive.

Vegetarian and Vegan options are always available.

## Booking & Payment

In line with Ofsted Guidelines, children need to be pre-booked in for both Early Birds and Stay & Play. All bookings must be made using Magic Booking - our online booking system. Places are allocated on a first-come-first-served basis and we have to limit the amount of children we can accommodate.

Emergency bookings may be taken at short notice if space allows by contacting the school office on 0161 427 2395.

## Opening Hours

### Early Birds

7:30am to the start of the school day, Monday to Friday (Term time only)

At around the start of the school day the children will be taken to their classroom.

### Stay & Play

End of the school day until 6pm, Monday to Friday (Term time only)

## Cost

### Early Birds

7:30-8:40 am ~ including breakfast £6 per session

Termly Fee £182

### Stay & Play

3:30pm-5:30pm ~ including snack

**Rate 1** - end of School leaving before 4:30pm £7

**Rate 2** - end of School leaving between 4:30pm & 5:30pm £13

**Rate 3** - end of School leaving between 5:30pm & 6pm £16

Termly Fee - £353

Children attending after a school club / match are charged from the time they arrive at the club.

### **Please Note**

*Parents anticipating a late collection, please ensure you have contacted Stay & Play staff to let them know.*

**Parents collecting after 6pm will be charged an extra £25 per child.**

If your child is not going to be able to attend the Wraparound care for whatever reason, it is the parents responsibility to cancel the session in advance.

Children must be signed out of Stay & Play by a designated person, that we have been notified has permission to do so.

## Termly Bookings

For parents who regularly use Wraparound Care, we continue to offer a reduced inclusive fee structure for the year.

**Termly Pre-School (Early Birds)** - For a single termly advance payment of £182 per child, children will be able to use School's Early Birds each day from 7:30am – 8:40am, which includes breakfast.

**Termly After-School Care (Stay & Play)** - For a single termly advance payment of £353 per child, children will be able to use School's Stay & Play each day up until 6pm for as many sessions as needed.

*It may be possible to use childcare vouchers to pay for Wraparound costs if you are already registered and have an account. However, the Child Care Voucher Scheme closed in October 2018 & is no longer available to join.*

## **Wraparound Charging**

**To book and pay for wraparound care you must register with Magic Booking and set up an account.**

- To access your account, click the link <https://brabynsprepschool.magicbooking.co.uk>
- When you get to the login page, click the 'Forgotten Password' hyperlink, enter the email address we have sent this email to in the field, and follow the instructions received in the email to create your password. Check your junk folder if you do not see the email in your inbox.
- Parents set up their own parent payment plans at the point of registration
- Bookings must be made online prior to sessions required. Booking closes just before 7:30 am for early Birds and 3:30pm for Stay & Play.
- Parents may amend / cancel their booking prior to the session.
- Sessions attended without prior booking will incur an additional charge.
- Last minute emergency bookings may be accommodated - please contact the office.

Parents Using Childcare Vouchers to pay some or all of the wraparound costs:

- Confirm how much you wish to pay,
- Select your voucher provider at checkout and click confirm. If you have chosen to part pay, the balance will then be requested as card payment. If you have requested the full amount it will go through to your CCV provider.
- A payment reminder email will be sent and you should then pay Brabyns as you would normally via your voucher provider - please pay using the reference 'Magic Booking'.
- Once payment is received this will then be reconciled against your Magic Booking account.

## **Advance Termly Payment**

Advance termly payment is available for Stay & Play and Early Birds. Please contact the office and complete the consent form to confirm commitment to this scheme. You will then need to notify us if you would like to opt out at any time.

Parents who take advantage of the upfront termly wraparound fee will still need to book the sessions they require (so we can check numbers and take online registers each day). This fee is logged with Magic Booking and offset for you at the point of checkout. Any advance charges will be added to your termly invoice and will be payable at the start of the term.

When you enrol in the Termly Wraparound scheme you may terminate the agreement within 14 days from the date shown on the signed acceptance form. Refunds will only be provided if a child leaves the school part way through the term, and in this instance you must pay for the value of the service provided up to the leaving date.

Further instructions on how to book, access bookings, and account details can be found in the Help section on the top right hand-side of the Magic Booking website.

# Wraparound Staff Guide

 <b>Mrs Hill</b>	 <b>Mrs Edwards</b>	 <b>Miss Wright</b>
 <b>Miss Lawford</b>	 <b>Mrs Botly</b>	 <b>Mrs Austin</b>
	 <b>Miss Pickford</b> EYFS & Wraparound Leader	

## Wraparound Contact Number

The main School Office is open from 8am – 5pm every day (**0161 427 2395**). After this time the School phone should automatically divert to voicemail, and messages may not be picked up until the next morning.

If you wish to speak to Early Birds or Stay & Play outside office hours, please call the designated Wraparound number; 07745 566 332 or email: [wraparound@brabynsprepschool.co.uk](mailto:wraparound@brabynsprepschool.co.uk)



**Brabyns Preparatory School**  
**34-36 Arkwright Road Marple SK6 7DB**  
**admin@brabynsprepschool.co.uk**  
**0161 427 2395**