



## Wraparound Rainbows (Before and Afterschool Club) Terms & Conditions – Spring 2026

### Manby Lodge Infant School

#### Safeguarding

Wraparound Rainbows is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Wraparound Rainbows follows all Manby Lodge School policies, available on the school website.

Any safeguarding concerns should be reported to one of the Designated Safeguarding Leads (DSLs).

---

#### 1. Opening Hours

- **Morning Session:** 7:50 AM – 8:50 AM
- **Afternoon Session:** 3:00 PM – 6:00 PM
- **Closed on:** Inset days, polling days, bank holidays, school holidays, and early closures.

---

#### 2. Admissions

- Open to all **Manby Lodge Infant School** pupils:
  - **Morning sessions:** Available to all pupils.
  - **Afternoon sessions:** Available to full-time pupils only.
- **Capacity:**
  - **Morning:** 60 children
  - **Afternoon:** 85 children

- **Special Considerations:** If a child's needs cannot be met within staff ratios, a place may be declined. Parents can discuss this with the Headteacher if needed.
- 

### 3. Bookings

#### 3.1 When You Can Book

- The online booking system (Scopay) opens in **July each year** for the following academic year.
- New Reception children can book from **July** before they start school. Places can be reserved from May.
- **Ad-hoc bookings** (one-off sessions) can be made in advance, and on some occasions (if capacity allows) on the same day.
- **Any child not on the booked register will not be permitted to attend.**

#### 3.2 How to Book

- Bookings must be made **online** via **Scopay**, please also email [rainbows@manby-lodge.surrey.sch.uk](mailto:rainbows@manby-lodge.surrey.sch.uk)
- **Ad-hoc bookings** can be made via Scopay by **Thursday at 5 PM** for the following week.
- **Last-minute bookings** (same-day) are subject to availability and must be requested by **emailing [rainbows@manby-lodge.surrey.sch.uk](mailto:rainbows@manby-lodge.surrey.sch.uk) by 11 AM.**

#### 3.3 Permanent Place Agreements

- Reserved for regular bookings, usually arranged at the start of the year.
- **Must be paid for in advance.** Fees will apply even if a child does not attend.

#### 3.4 Fees (from February 2025)

- **Morning Session:** £7.25 (includes breakfast)
- **Afternoon Session:** £16.50 (includes a snack)

#### 3.5 Payment Schedule

- Fees must be paid **one half-term in advance:**
  - **Autumn 1:** By August 1st
  - **Autumn 2:** By October 1<sup>st</sup>
  - **Spring 1:** By December 1<sup>st</sup>
  - **Spring 2:** By February 1<sup>st</sup>
  - **Summer 1:** By March 1<sup>st</sup>
  - **Summer 2:** By May 1<sup>st</sup>
- Payment methods: Debit/credit card, childcare vouchers, Tax-Free Childcare account.
- If payment is not received on time, bookings **will be cancelled after two email reminders.**

---

#### 4. Cancellations & Refunds

- **Permanent Place Agreement cancellations** must be notified via email ([rainbows@manbylodge.surrey.sch.uk](mailto:rainbows@manbylodge.surrey.sch.uk)).
- **Ad-hoc bookings:** Cancellations require **10 school days' notice** for a refund (credited to the Scopay account).
- **No refunds** for sickness, adverse weather, or emergency school closures.
- Refunds for Childcare Vouchers/Tax-Free Childcare can only be processed in exceptional circumstances

---

#### 5. Arrival & Departure

##### 5.1 Breakfast Club

- Parents must **accompany** their child and **sign them in**.
- Children will be escorted to their classrooms at the end of the session.

##### 5.2 Afterschool Club

- School staff escort children to Wraparound Rainbows for registration in the School Hall.
- Parents must **sign out** their child at pickup.
- **Collection points:**
  - **Morning drop-off:** Through Queens Road gates or Barrington Lodge gates.
  - **Afternoon pickup:** These are from the same locations. All other gates remain locked.
- If someone **other than a parent** is collecting a child, Rainbows staff must be informed in advance.

---

#### 6. Late Collection

- **All children must be collected by 6 PM.**
- **Late collection fees:**
  - **6:00 – 6:15 PM:** £10 per child
  - **After 6:15 PM:** Additional £20 per child
- All late collections are recorded. After the first late collection, a warning is given, after two late collections a fine is issued and after **three late collections**, the child's place will be cancelled. It is recognised that at times there will be late collections caused by exceptional circumstances; whether these are accepted will be at the discretion of the Headteacher.
- If parents cannot be reached, **Children's Services will be contacted** as a last resort. These same procedures are followed in school at the end of the normal school day.

---

#### 7. Staff & Supervision

- **Staff-to-child ratio:** 1:10
- **All staff are:**

- **DBS-checked**
  - **Safeguarding trained**
  - **10 of our staff are First Aid trained, with 4 staff members attending the Full Paediatric First Aid training**
- 

## **8. Absences & Sickness**

- There is no need to inform Wraparound Rainbows if your child is absent due to illness.
  - If a child falls ill at Wraparound Rainbows, parents will be contacted for **early collection**.
- 

## **9. Activities & Food**

### **9.1 Activities**

- Children can choose from board games, puzzles, crafts, outdoor play (weather permitting), and supervised TV/Storytime.

### **9.2 Food Provided Breakfast Club**

- **Drinks:** Milk, water
- **Food:** Shreddies, Cheerios, Weetabix, Rice Krispies, Cornflakes, or toast with butter/margarine, jam, Marmite, or honey.

### **Afterschool Club**

- **Drinks:** Milk, water
- **Snacks:** Crackers, pitta bread, toast, cheese, Marmite, fruit & vegetables (e.g. apples, plums, carrots, cucumber, tomatoes or peppers).

### **9.3 Dietary Needs & Allergies**

- Information stored in our School Office regarding dietary/allergy information is shared with our Wraparound Staff.
  - Any changes to dietary/allergy information must be updated via the **School Office**.
  - No food containing allergens (e.g., nuts) is allowed.
- 

## **10. Medication & Health**

- Emergency medication (e.g., antihistamines, EpiPens) is accessible.
  - **Inhalers must be provided separately** for Wraparound Rainbows.
  - No other medication will be administered.
  - **Any changes to your child's medical information must be updated via the School Office.**
- 

## **11. Valuables & Other Items**

- Children must not bring valuable belongings. Wraparound Rainbows is not responsible for loss or damage.
  - **The rules are the same as in school.** Lip balm is allowed but must be labelled and allergen-free. Hand cream must not be brought into Wraparound Care.
- 

## 12. Wraparound Rainbows Mobile Phone (07701 217536)

The Rainbows mobile number should only be used in an emergency for parents to notify club staff that:

1. they are running late or
2. someone else is picking up their child

The Rainbows staff will also use the phone to contact parents if their child falls ill during the club.

Please DO NOT try to make bookings via the mobile phone, you will be redirected to email the club on [rainbows@manby-lodge.surrey.sch.uk](mailto:rainbows@manby-lodge.surrey.sch.uk)

---

## 13. Policies & Safeguarding

- **Wraparound Rainbows is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**
  - **Wraparound Rainbows follows all Manby Lodge School policies**, available on the school website.
  - Any **safeguarding concerns** should be reported to one of the **Designated Safeguarding Leads (DSLs)**.
- 

## Contact Information

**Email:** [rainbows@manby-lodge.surrey.sch.uk](mailto:rainbows@manby-lodge.surrey.sch.uk) | **Tel:** 07701 217536

**Website:** [Wraparound Rainbows](#)

**School Office:** [secretary@manby-lodge.surrey.sch.uk](mailto:secretary@manby-lodge.surrey.sch.uk) | **Tel:** 01932 851848 (8:30 AM – 4:00 PM)

---