

## WRAPAROUND CARE PROCEDURES FOR PARENTS/CARERS

### *Before School Care*

#### **Arrival:**

- Parents/Carers are welcome to bring their children anytime between 7:45 AM and 8:30 AM.

#### **Drop-off to Breakfast Club:**

- Parents/Carers should buzz the pedestrian gate to gain entry.
  - Walk with children to the wooden gates on the left-hand side of the school, near the conservatory.
  - Proceed through the wooden gates and around the school building to the hall double doors, where Prostars staff will greet the children.
  - At 8:30 AM, Prostars staff will take the Breakfast Club children onto the playground to join the rest of the school.
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### *After School Care*

#### **Collection between 3:15 PM - 4:15 PM**

- Buzz the pedestrian gate to gain entry.
- Walk through the wooden gates and around the school building to the hall double doors.
- Prostars staff will release the children to parents or carers.

#### **Collection between 4:15 PM - 5:00 PM**

- Follow the same procedure as above.
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## CLUBS PROCEDURES FOR PARENTS/CARERS

### **Clubs Collection at 4:15 PM**

- Parents/Carers should buzz the pedestrian gate to enter the site. **DO NOT buzz the gate before 4:15 PM** as staff will be leading sessions and unable to open the gates before the session ends.
  - The gates will be released at 4:15 PM for all parents/carers to enter.
  - If early collection (before 4:15 PM) is needed, please inform the school in advance.
  - Walk through the wooden gates and around the school building to the hall double doors to collect children.
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### **Important Notes for Parents/Carers:**

- **Safety:** Parents/Carers must hand their child over to staff and should never leave them unsupervised.
- **Communication:** For any questions or concerns regarding wraparound care, feel free to speak with Prostars staff upon arrival or departure.
- **Punctuality:** Arrive on time for pick-up to help staff manage transitions smoothly.