Scapa (Sherborne Care and Play Association) Terms and Conditions at Sherborne Primary

Achieving, Belonging, Caring

GENERAL INFORMATION

SCAPA provides child care during term-time and the school holidays, for children aged 4- 11 years old, in a safe, happy environment, supervised by professional and experienced staff. Children must be at least 4 years and in full time education. ***(We are unable to accept children prior to them starting in Reception at school).*** A broad and balanced programme of recreational and educational activities is provided. A quiet area is set aside where children can read or rest.

Children are supervised at all times by members of staff, until they are collected by their parents (OR A NAMED SUBSTITUTE). The parent/guardian must give WRITTEN permission if they wish a child to go home unsupervised.

SCAPA offers a Breakfast Club, After School Club and Holiday Club. The times for these different sessions are:

Term Time:

Breakfast Club - 7.45am – 8.40am
After School Club starts - 3.15pm (when school ends) and finishes at 5.30pm.
The after-school session is sub-divided into two periods: 3.15pm - 4.15pm and 4.15pm - 5.30pm.

Holiday Time:

Holiday Club - 7.45am until 5.30pm
Each day is subdivided into two sessions (7.45am - 12.30pm and 12.30pm - 5.30pm.

OFFICIAL RECOGNITION

The club is registered with OFSTED as part of Sherborne Primary School (registration number 144417) as a day care facility providing supervised activities for children aged 4 to 11 years.

SCAPA is subject to SAST and Sherborne Primary School policies, procedures and guidelines (see School website).

REGISTRATION, BOOKING AND PAYMENT OF FEES

A REGISTRATION FORM MUST BE COMPLETED FOR EVERY CHILD PRIOR TO ATTENDANCE AT THE CLUB.

Registration forms are available on the Sherborne Primary School Website.

Term time sessions (Breakfast and After School) & Holiday Club sessions need to be booked in advance on 'Arbor', accounts will need to be topped up in advance to make any bookings.

- Term-Time Bookings will remain open until they are full.
- Holiday Club bookings will close 48hrs before each session (or when full) – **No late bookings will be accepted.**

Childcare Vouchers must be received by the School at least two weeks before the end of the Summer Term. After this date, they will not be able to be actioned until at least the second week of the following Autumn Term**.

If paying with childcare vouchers payment must be **received by the school at least** two weeks prior to the required date and your Arbor account will need to be in credit to enable you to book online.

There are a maximum of 60 spaces for Breakfast and 55 places for After School Club which will be allocated on a first come, first served basis automatically via Arbor.

SCAPA reserves the right to add an invoice/charge to an account for any session attended
See Cancellations regarding Refund information.

** This will be actioned in October for academic year 2026/27 due to the changeover of systems.

The school reserves the right to charge up to £25 for anyone collecting their child/ren after 5.30pm or attending a session which has not been booked.

Holiday Club also need to be booked and paid for in advance and spaces are allocated on a first come first served basis.

ABSENCES

Please notify the School Office for any term-time absences and SCAPA for any Holiday Club absences (this helps safeguard your child). Notification of absence is essential to avoid staff searching for children who are not attending.

CANCELLATIONS & REFUNDS

For Term-Time Bookings:

Refund requests must be submitted by email to: Scapa@sherbornepri.dorset.sch.uk by Friday 12 noon, for any sessions taking place the following week. Requests received by this deadline will be eligible for a refund to your Arbor account. Please note this can take up to two working days to be processed.

Requests received after this deadline cannot be refunded, as staffing, resources and club provision will already have been organised but you are still required to notify SCAPA if your child can no longer attend a session within the same week.

Holiday Club Refunds will be at the SCAPA Managers Discretion.

SICKNESS, ACCIDENTS, FIRST AID AND EMERGENCIES

If a child becomes ill during a club session, every attempt will be made to contact one of the people listed on the Registration Form, to arrange collection of the sick child. The child will be cared for until collection. In the case of a minor accident, basic First Aid will be administered.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/guardian to advise or discuss with him/her the course of action to be taken.

PLEASE NOTE: The Registration Form contains an AUTHORISATION giving permission for staff to act 'IN LOCO PARENTIS'. If the parent/guardian cannot be contacted in time, the club organiser will invoke the authority to take action to gain appropriate medical treatment for the child. **IF YOU DO NOT WISH TO GIVE SUCH AUTHORISATION, PLEASE INDICATE THIS ON THE REGISTRATION FORM.**

SCAPA requests that medication is only taken if it is essential, that is where it would be detrimental to the Child's health not to administer the medication during the school day. Parents are encouraged to look at dose frequencies and timing so that, if possible, medicines can be taken out of SCAPA hours.

All medicines supplied to SCAPA by parents must be provided in the original container as dispensed by the pharmacist and must include the prescriber's instructions for administration. The prescribed medication must be accompanied by a complete written instruction form signed by the pupil's parent (available on Sherborne Primary website > Policies > Administering Medicine Forms or from SCAPA).

Prescription medicines will only be administered by appropriately trained members of staff, according to the labelled instructions.

RULES

We require good behaviour from all children. For their own safety & safety of others. We expect children to carry out instructions given by all staff. The school has the right to refuse a place for a child whose behaviour is unsatisfactory (see SCAPA Policy)

By registering your child with SCAPA the understanding is that you agree with SCAPA's operating policies and the terms and conditions set out in this document.

PLEASE RETAIN THIS INFORMATION FOR FUTURE REFERENCE:

CONTACT: SCAPA via Sherborne Primary School on 01935 812619

All correspondence should be sent to the SCAPA Manager at the following address: SCAPA, Sherborne Primary School, Harbor Way, Sherborne, Dorset. DT9 4AJ.
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1	Autumn 2024	F Griffiths/I Bartle	Updates to proforma
2	Autumn 2025	F Griffiths/I Bartle	Wording changes
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5	Autumn 2026	R Sharp (Office) / R Harvell (SCAPA Manager)/F Griffiths (Head)/I Bartle	Updates to refunds and charges; wording and terms.