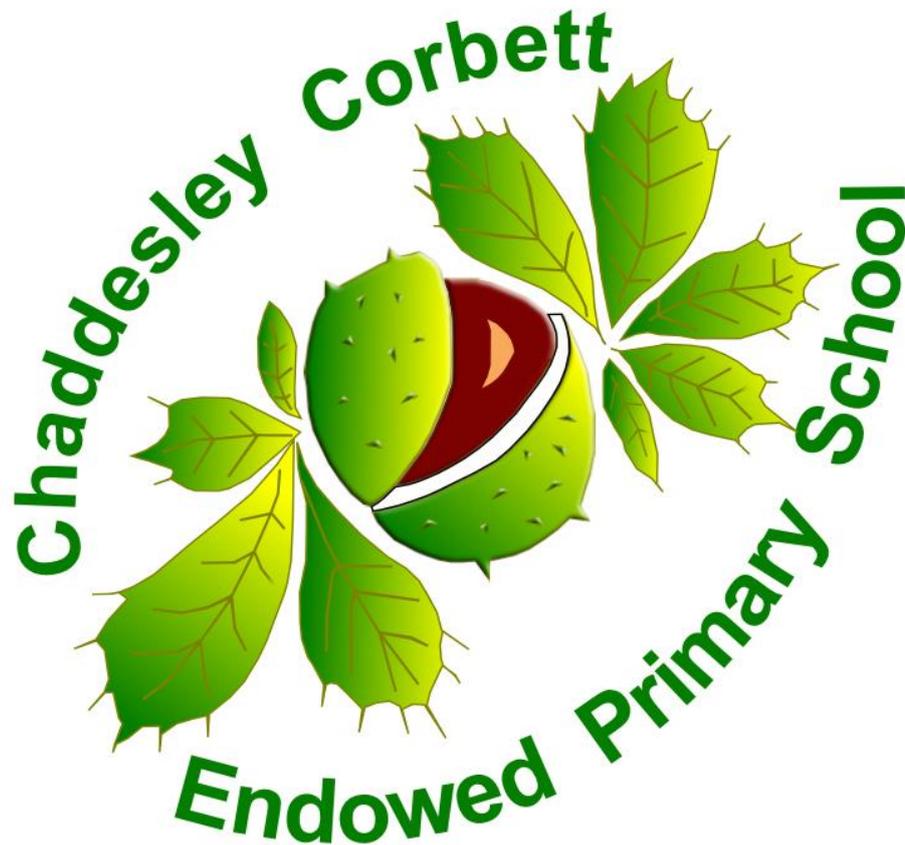


CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL



Wraparound Care Policy

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Chaddesley Corbett Endowed Primary School

Wraparound Care Policy

Introduction

The “Breakfast Buddies” Breakfast Club and “Mix ‘til Six” After School Club are run by Chaddesley Corbett Endowed Primary School and exist to provide high quality out-of-school hours childcare for our parents during term time. They provide a range of stimulating and creative activities in a safe environment.

Aims of this Policy

The purpose of this policy is to provide parents and carers with information about our Wraparound Care. Copies of the policy are given to all parents of children attending either Club and are also available and on the school website. All parents must complete a registration form for each child attending the club and sign an agreement to adhere to Club policy.

Aims of the Wraparound Care

1. To provide an excellent service for parents of children in the local community.
2. To provide a varied programme of activities supporting all ages and abilities.
3. To provide a safe and stimulating, caring and secure environment where your child can fully develop his/her mental, physical and social skills through play activities.
4. To provide high quality play and learning experiences for your child.
5. To ensure furniture, equipment and toys are appropriate and well maintained
6. To ensure children are provided with food and drinks for their needs
7. To ensure a good working relationship is established and maintained with all parents and carers

Contact details

School office: 8.30am to 4.00pm

Telephone: 01562 777312

“Breakfast Buddies” Breakfast Club: 7.15am to 8.30am

Telephone: 01562 773210

“Mix ‘til Six” After School Club: 4.00pm to 6.00pm

Telephone: 01562 773217

Location

“Breakfast Buddies” Breakfast Club

“Breakfast Buddies” are located in the Design and Technology room, next to the upper playground. Parking is available on the lower playground. Please bring your child into the school via the corridor entrance off the upper playground.

“Mix ‘til Six” After School Club

“Mix ‘til Six” are located in the Nursery, at the right hand side of the school. Please come to the Nursery door to collect your child.

Staffing

Head teacher:	Mrs E James
Deputy Head teacher:	Miss J Edwards
Breakfast Club Leader:	Miss G Mariano
After School Club Manager:	Mrs F Handy
After School Club Assistant:	Miss E Bull

All staff of the Wraparound Care have Enhanced CRB’s.

Staff employed have the appropriate level of qualifications and the appropriate experience, skills and ability to carry out the job.

Miss Edwards (Deputy Head teacher) has overall responsibility for the Wraparound Care.

How are parents and carers involved?

Information is shared in a variety of ways: a regular newsletter, notice boards and the school website hold ongoing information about forthcoming events. We consult parents and carers on a regular basis to ensure quality of service and to collect views and comments. Staff treat parental concerns with discretion and confidentiality. Special arrangements are in place for sharing information where appropriate.

Class teachers may wish to communicate important information to parents. Such information will be communicated by written message, which is handed to After School Club staff and communicated to the parent on collection of the child. (See Appendix 1).

The Daily Routine

Morning session - "Breakfast Buddies" Breakfast Club

7.30am – 8.45 am: Parents bring their children to Breakfast Club where a range of activities are set out. All children are required to be signed in when dropped off.

7.50am – 8.20am: The children can enjoy a light breakfast which includes a selection of cereals, toast, crumpets and a drink.

Children are supervised in a safe environment in the Design and Technology room until it is time to take them on to the school playground. Nursery and Reception class children are escorted to their classrooms, as applicable.

Afternoon session – "Mix 'til Six" After School Club

3.10pm: Nursery children are signed into After School Club by a member of Wraparound staff.

3.20pm-3.30pm: Reception, Classes 1 and 2 children are escorted by a relevant class staff member to the Nursery where Wraparound staff will be waiting. Classes 3, 4, 5 and 6 children make their own way to the Nursery once the bell has rung.

Children are encouraged to have a small snack (e.g. biscuits/malt loaf/crumpets) and a drink on arrival.

4.30pm – 5.00pm: All children gather together for a freshly prepared light tea.

3.10pm-6.00pm: A range of games, books, homework, activity sheets and outside games (weather dependant) are available to the children. Children can choose from a range of play and planned activities, both indoors and outdoors or if they wish they can complete homework. Children are encouraged to tidy up after they have finished playing, taking responsibility for the After School Club environment.

Meals

All food is prepared by Wraparound staff in either the DT room ("Breakfast Buddies") or the Nursery kitchen ("Mix 'til Six"). The staff at the club will help serve food and supervise children eating and clearing away. At least one member of staff holds a current Basic Food Hygiene certificate (the Manager) and all food and drink complies with dietary and religious requirements.

A weekly menu is available on request. Any parent who requires a copy of the menu should contact the relevant Leader/Manager of the club.

If your child has special dietary requirements these should be recorded on the Registration form. If details should change please speak to the Wraparound staff.

The evening meal is a light tea and children may need a full tea or supper when they return home.

Behaviour

Whilst attending Club children are expected to:

- Use socially acceptable behaviour.
- Comply with the Club rules, which are compiled by the children attending the club.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents and Class teachers to formulate clear strategies for dealing with persistent inappropriate behaviour. If a child continues to display inappropriate behaviour after consultation with parents and Class teachers and the implementation of behaviour management strategies, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

Departure

- Children will be collected by parents by 6.00pm
- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Children will not be released to persons under 16 years of age or persons we have not been informed about. Parents will need to put in writing if their child is to be collected by an elder sibling. If staff are uncertain, they may ask for proof of age and reserve the right to contact parents to ask that they collect their child.

Closure of the Club

Wraparound Care is not available during the school holidays or on days when school is closed due to staff training. Very occasionally the school faces an unavoidable closure, usually due to severe weather conditions. In this case the club would also be closed. The school will contact parents if we need to close the school and After School club.

Registration

- The club accepts children aged 3 to 11 who attend Chaddesley Corbett Endowed Primary School and Pre-School.
- All children must be registered with the club in order to attend.
- Each family pays a one-off £10 registration fee.
- A registration form must be completed for each child. This will contain information about the child's date of birth, address, health, contact details, photographic permission and persons who may collect the child.
- A first aid consent form and a payment contract must be completed prior to the child commencing.
- All places are subject to availability.
- Irregular users are welcomed provided there are spaces.
- Emergency ad hoc childcare is provided if the school office is contacted before 2.30pm of that day and there is availability on that occasion. Parents should pay the After School Club Manager when they collect their child.
- All staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.
- Parents are made aware of how to access policies and procedures.

Booking

Bookings are taken on a first come first served basis. The club accepts 20 children per session. Children will be placed on a waiting list for particular sessions if the club exceeds this number and Parents/ Carers will be contacted once a place becomes available. Confirmation of places for new attendees can be given if requested on the registration form (Please see Appendix 2 for a copy of the registration form). Payment can be made by cash, cheque, online or childcare vouchers.

One off bookings can be made via the school office but are subject to places being available. Sessions should be paid for in advance. We have the right to refuse any family for non-payment of fees.

Cancellations

Bookings for "Breakfast Buddies" Breakfast Club cannot be cancelled and refunds will not be given.

Refunds for cancelled After School Club sessions will not be issued unless notice is given to the School Office before 9.30am on the day of attending. If we are not contacted within these timescales, parents will still be required to pay for that session and will not be able to gain credit for another session.

Full details of terms and conditions can be found with the registration form in Appendix 2.

Fees and Payment

Fees will be reviewed for the beginning of each academic year. Parents will be informed of any changes in writing. All fees are payable in advance and can be paid by cash, cheque, online via WCPS (Worcestershire County Payments to Schools) or using childcare vouchers.

Cheques should be made payable to Worcestershire County Council.

“Breakfast Buddies” Breakfast Club - Payable half termly in advance

7.30am – 8.45am £3.50
7.30am – 9.00am £4.00

“Mix ‘til Six” After School Club - Booked sessions - payable weekly in advance

Collection by 5.15pm	£6.00	includes a light tea
Collection by 6.00pm	£7.50	includes a light tea

Emergency sessions – Payable upon collection / day after

Emergency/late end of school day (collection before 4.00pm) (no food)	£4.00
Emergency/late end of school day (collection between 4.00pm-5.15pm) (no food unless after 4.30pm)	£6.00
Emergency/late end of school day (collection between 5.15pm-6.00pm) (includes a light tea after 4.30pm)	£7.50

Late Pick up (after 6.00pm) - Payable upon collection / day after

Late collection of your child will incur a penalty charge. The penalty charge is as follows:

Collection between 6.00pm - 6.10pm	£3.00
Collection between 6.10pm - 6.20pm	£6.00
Collection between 6.20pm - 6.30pm	£10.00

If a parent/carer is held up by unforeseen circumstances and they are unable to collect their child by 6.00pm, they must try to contact the school to explain the reason and advise of the collection time or that another person is collecting.

If no contact is made, the Manager will call the contact numbers provided on the registration form and the Head teacher or a member of the SLT will be informed.

If all lines of communication have been exhausted and children are still on the school premises after 6.30pm, the Head teacher or a member of the SLT will make the decision to contact the Police and/or Social Services.

Modes of payment

As long as the office is informed, payments made online or by voucher, can be made monthly.

Whichever mode of payment is used, please provide (in an envelope):

- Your booking form with the name of the child(ren).
- Address the envelope to either “Breakfast Buddies” or “Mix ‘til Six”, ‘Fees’.

With the following inclusions:

Paying online (preferred method)

- The online reference number on the booking form

Paying by cheque

- Your cheque made payable to Worcestershire County Council

Paying with electronic childcare vouchers

- The online reference number on the booking form
OR
- The name of the voucher provider.

Paying by cash

Please consider using other modes of payments if possible.

- Your cash payment (exact money please)

Health and Safety

The safety and security of your child is very important to us. The registration forms we ask you to complete for Wraparound care, ask for details to help us support this aim.

Risk assessments are reviewed every year to ensure premises, furniture and equipment meet standards required.

Security

- Access to the school premises is controlled and visitors must sign in.
- Access to the “Breakfast Buddies” Breakfast club is through the corridor entrance on the upper playground.
- Access to the After School club is through the Nursery entrance.
- Parents are asked to sign their children in on a register for Breakfast Club.
- Parents are asked to sign their children out from register for After School Club.

Children are supervised at all times. The definition of supervision being *within sight or hearing of a member of staff*.

If children use the outside area for physical development they will use the playground, which has high fencing and has locked gates. Occasionally they will have access to the field or the Forest School area.

First aid

- All accidents will be recorded in the accident book, accurately reported to the parents/carer upon collection and signed by a member of Wraparound staff and parent/carer.
- Accident records must give details of; Time, date and nature of the accident. Details of the child involved. Type and location of the injury. Action taken, and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.
- If an emergency situation arises the ambulance service would be contacted and a named adult on your child’s form informed immediately.
- We are only able to administer prescribed medication to children at the clubs if a parent has completed the relevant form available from the school office.

Emergency evacuation procedures

Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly.

Fire exits are clearly marked and procedures for evacuation clearly marked in all

rooms.

Personal Hygiene

Before eating, children will be encouraged to wash their hands as activities may involve them getting dirty hands.

Food

At least one member of staff holds a current Basic Food Hygiene certificate (the Manager) and all food and drink complies with dietary and religious requirements. The food preparation areas are regularly inspected to ensure they meet with Health and Food Safety Regulations.

Parents are requested to submit information outlining any allergies and dietary and religious requirements on the Wraparound Registration form. Fresh drinking water is available to children at all times

Parental Concerns

At Chaddesley Corbett, we welcome constructive dialogue that will enable us to improve and develop.

Please refer to the School Complaints Policy if you have a concern about an aspect of Wraparound Care that appears to be affecting your child, or if you have a general concern about your child's pastoral wellbeing in Wraparound Care.

Similarly, a comment, email, letter or personal acknowledgement of all the very positive things happening in "Breakfast Buddies" Breakfast Club and "Mix 'til Six" After School Club would be very welcome. This proves to be a huge morale booster for both pupils and staff.

Related Policies

Missing Child and Uncollected Child Policy

Behaviour and Discipline Policy

Safeguarding Children and Child Protection Policy

School Complaints Policy

Appendix 1

After School Club - Message to a parent from a teacher

Date: _____

Name of child: _____

Class: _____

Teacher: _____

Details of message:

Handed to: _____

Received by: _____

* Photocopy and retain for records

Appendix 2

Registration Form



Wraparound Care
Breakfast Buddies

Mix 'til Six

Registration Form

Nursery – Year 6

Child's details:

First Name: _____ Surname: _____

What they like to be called: _____ Date of birth: _____

Gender: _____ Year: _____ Class: _____

First language: _____

Parent/carer details

Title
First Name
Surname
Contact numbers 1. 2.
Home address
Work address
E-mail address

Title
First Name
Surname
Contact numbers 1. 2.
Home address
Work address
E-mail address

Alternative Emergency Contact Details

Please provide the details of at least one person we can contact if we are not able to get hold of you.

Name
Telephone number
Mobile number
Relationship to the child

Name
Telephone number
Mobile number
Relationship to the child

Who will normally drop off/collect your child to/from our Wrap-Around Care

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Your child will only be released to people you have named on this form. It is essential that you notify staff if there is any change to this arrangement. Children cannot be released to siblings/friends under the age of 16.

Details of Child's Doctor

Name of Doctor
Address of surgery
Telephone number

Additional Details

Please detail any allergies or intolerances your child has: please provide full details if medication is needed.
Please detail any dietary requirements for your child:
Is there anything your child doesn't like (e.g. food, games etc) or is scared of?
How would you describe your child's ethnicity or cultural background?
What is the main religion in your family?
Is there anything else you think we should know about your child?

Please circle the appropriate Yes or No option

- I give permission for my child to have his/her photograph taken by a member of the Wrap-Around Care staff Yes No
- I give permission for photographs taken to be used for display and craft purposes Yes No
- I agree that photographs taken of my child may be used to promote Wrap-Around Care in a local newspaper or on the school's website. Yes No
- I give permission for my child to watch films or television programmes or computer and console games that are classified U or PG (PG for Reception and above only). Yes No
- I give permission for my child to use face paints. Yes No

Signed: _____ (parent or carer)

Date: _____

Wrap-Around Care Registration Fee

I enclose a one-off £10.00 registration fee for the _____ family.

I have paid £_____ via online payments. Receipt No: WCPS

--	--	--	--	--	--	--	--	--	--

Names of children in the family:

_1. _____

_2. _____

_3. _____

_4. _____

Signed: _____

Date: _____

Please make cheques payable to **Worcestershire County Council.**

Terms and Conditions

- I understand that fees for Breakfast Club must be booked and paid for half termly in advance and that Breakfast Club fees are not refundable.
- I understand that except in the case of unforeseen circumstances, places for After School Club should be booked in advance. Fees for After School Club are payable weekly in advance.
- I understand that if I haven't paid in advance, I am required to pay the After School Manager when I collect my child.
- I understand that if I inform the school office by 9.30am, I will be able to cancel an after school club session and carry forward my payment to a future session. Except where a child is leaving the school, refunds will not be given.
- I understand that persistent late or non- payment of fees may jeopardise my child's continued place.
- I give permission for the setting to share information with other professionals as appropriate.
- I understand that the school is not responsible for any of my child's personal possessions.
- I am aware that the school has a duty to report any concerns to the appropriate authority.
- I give permission for a trained member of staff to administer appropriate first aid if required.
- I give permission for school staff to seek the necessary emergency medical advice or treatment in the event that my child is involved in a serious accident. I expect to be contacted immediately on the above telephone numbers.
- I have read and accepted the above conditions for my child to attend the Wrap-Around Care Clubs at Chaddesley Corbett Endowed Primary School.

Please keep this copy for your records.

Terms and Conditions

- I understand that fees for Breakfast Club must be booked and paid for half termly in advance and that Breakfast Club fees are not refundable.
- I understand that except in the case of unforeseen circumstances, places for After School Club should be booked in advance. Fees for After School Club are payable weekly in advance.
- I understand that if I haven't paid in advance, I am required to pay the After School Manager when I collect my child.
- I understand that if I inform the school office by 9.30am, I will be able to cancel an after school club session and carry forward my payment to a future session. Except where a child is leaving the school, refunds will not be given.
- I understand that persistent late or non-payment of fees may jeopardise my child's continued place.
- I give permission for the setting to share information with other professionals as appropriate.
- I understand that the school is not responsible for any of my child's personal possessions.
- I am aware that the school has a duty to report any concerns to the appropriate authority.
- I give permission for a trained member of staff to administer appropriate first aid if required.
- I give permission for school staff to seek the necessary emergency medical advice or treatment in the event that my child is involved in a serious accident. I expect to be contacted immediately on the above telephone numbers.
- I have read and accepted the above conditions for my child to attend the Wrap-Around Care Clubs at Chaddesley Corbett Endowed Primary School.

Signed: _____ (parent or carer)

Date: _____

Please return this copy to school.

Appendix 3

Booking Form – “Breakfast Buddies” (example)

BOOKING FORM half term Summer 2015

Breakfast Buddies



Surname: _____

Name/s: _____

Please which sessions you are booking

w/c	No. of children	Monday	Tuesday	Wednesday	Thursday	Friday
13/04/15		TED				
20/04/15						
27/04/15						
04/05/15		B.HOL				
11/05/15						
18/05/15						

Total number of sessions = _____ @ £3.50 per session =

£_____ paid online ref. WCPS

Or paid using childcare vouchers from _____ (please write name of provider)

Make your cheque payable to Worcestershire County Council

Pre-payment required

Appendix 4

Booking Form – Mix ‘til Six (example)

BOOKING FORM half term Summer 2015

Mix 'til Six



Surname: _____

Name/s: _____

Please **circle** the collection time that you are booking

w/c	No. of children	Monday	Tuesday	Wednesday	Thursday	Friday
13/04/15		TED	5.15pm/6pm	5.15pm/6pm	5.15pm/6pm	5.15pm/6pm
20/04/15		5.15pm/6pm	5.15pm/6pm	5.15pm/6pm	5.15pm/6pm	5.15pm/6pm
27/04/15		5.15pm/6pm	5.15pm/6pm	5.15pm/6pm	5.15pm/6pm	5.15pm/6pm
04/05/15		B.HOL	5.15pm/6pm	5.15pm/6pm	5.15pm/6pm	5.15pm/6pm
11/05/15		5.15pm/6pm	5.15pm/6pm	5.15pm/6pm	5.15pm/6pm	5.15pm/6pm
18/15/15		5.15pm/6pm	5.15pm/6pm	5.15pm/6pm	5.15pm/6pm	5.15pm/6pm

Total number of sessions to 5.15pm= _____ @ £6.00 per session = £_____

Total number of sessions to 6pm = _____ @ £7.50 per session = £_____

paid online ref. WCPS □□□□□□□□

Or paid using childcare vouchers from _____ (please write name of provider)

Make your cheque payable to Worcestershire County Council

Weekly pre-payment required