

Wrap Around Care Policy



April 2024

To be reviewed 2026 or as required

Aims

To provide an affordable, childcare facility for parents/carers.

To provide a welcoming, safe and secure environment for pupils to have Wrap Around Care before and after school hours.

Introduction

Wrap Around Care is run by the school and exists to provide high quality out-of-school hour childcare for our parents/carers. The children have the opportunity to extend their day within the school building and to join in a variety of activities on offer to enhance the curriculum and interests of the pupils. The care operates term time only (excluding inset days) from:

- 7:30am – 8:45am (Breakfast Club)
- 3:30pm – 5:45pm (After School Club)

Current costs for each session can be obtained from the School Office.

All parents must complete a registration form for each child attending the sessions and sign the parental agreement to adhere to the terms of this policy.

Admissions

- Only children attending Viridis Schools are eligible to attend Wrap Around Care sessions.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement of the sessions.
- Parents requiring ad hoc places are welcome to use the Wrap Around Care provided there are spaces and parents/carers have previously completed the registration process.
- All Wrap Around Care staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Booking places

- Places for Wrap Around Care are to be booked via using Parent Pay.
- Priority for places will be given to those pupils that have pre-booked sessions.
- Viridis Schools has a no debt policy, therefore all bookings must be paid for in advance at the time of booking, this includes bookings of multiple sessions.
- Subject to space, ad hoc places can be booked up to the actual day so long as payment has been made.

Pricing Policy

- The Wrap Around Care is non-profit making and the fees charged cover the cost of staffing, equipment and day to day running costs.
- It may be necessary to change fees from time to time, however Parents/Carers will always be given at least one month's notice of this.
- All bookings and fees are to be paid by a Thursday each week prior to the week they are attending.
- Payment is due for all booked sessions if no notice is given for non-attendance.
- Refunds are only given in the case of illness.
- Fees must be paid via our online payment system (Parent Pay).

- A receipt will be provided detailing the sessions that payments have been made for (via Parent Pay).
- Parents should keep their receipts as proof of payment.

Staffing

- The Wrap Around Care leader will have relevant qualifications to provide care for pupils.
- At least one member of the team will also hold a paediatric first aid and food hygiene certificate.
- The club will be staffed at a maximum ratio of 1 adult for every 10 children for pupils over 8 years old and 1:6 for children from 3 - 7 years old.

Arrivals and Departures

Breakfast Club:

- Parents/ Carers are responsible for dropping off pupils for Breakfast Club.
- Parents are to enter via our school office.
- At the end of the session, pupils will walk around to the playground at 8:45am to meet their class at the line ready to go into school. Younger children will be taken to their class lines.
- Any information/ handover to the class teacher will take place at this time.

After School Care:

- Registers will be provided to the Wrap Around Care staff each day to ensure staff know whether pupils have attended school that day.
- Parents must call the school office if their child is going to be absent from any session using the usual absence reporting procedures but making it clear that it is absence from The Wrap Around Care.
- Children will continue to stay within the school building once their class have been dismissed.
- The teacher/ LSA will then drop children off at After Care to ensure they arrive safely.
- Any information/ handover to the Wrap Around team will take place at this time.
- It is the responsibility of all parent/carers collecting children to do so promptly by 5.45pm. Please be aware staff are only employed until 5.45pm. The entry buzzer should be rung to notify staff that you have arrived to collect your child/children.
- If a child booked is collected late (after 5.45pm), there will be £5 charge for every 5 minutes.

Provision:

- A range of activities are planned for the pupils depending on their interests and needs.
- Breakfast Club and After School Care provision is planned for by our Wrap Around Care team and provides opportunity for pupils to complete homework, experience art and craft activities and ICT opportunities.
- Pupils will also be offered a healthy snack during the session.

Behaviour

- Whilst attending The Wrap Around Care children are expected to follow the school behaviour policy.

Provision for additional needs

- The provision considers the needs of children with disabilities or SEN when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations.
- However the school does not have staffing capacity to provide 1:1 support within the provision due to ratio regulation.
- If a parental application is made for a pupil with significant care needs, a risk assessment will be undertaken by a senior leader to evaluate if there is capacity to safely meet the needs of the individual pupil, all other pupils and staff.

First Aid

- All accidents will be recorded in the Wrap Around Care accident book, accurately reported to the parents/carer via a telephone call.
- Accident records will give details of the 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 becomes unwell during the session will be contacted immediately.

Medical conditions

- It is the parent's/carers responsibility to inform the Wrap Around Care staff of any medical conditions/allergies that could affect the child during the session.
- Any prescribed medication needed should be provided to the main school office in line with school policy.
- It is the parent's responsibility to ensure that all emergency medication is still within its usage date.
- It is the parent's responsibility to inform the main school office of any changes to medical information.
- Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written, the original plan will be shared with Wrap Around Care staff.

Safeguarding

The After School Care Provision follows the school policies, copies of which are on the website. In accordance with safeguarding arrangements, all staff involved in the running of the After School Clubs have current Enhanced DBS clearance.

Related Whole School Policies

Behaviour Policy
Safeguarding Policy
Equal Opportunities Policy
Health and Safety policy
Children with Medical Conditions Policy

Appendix 1

Registration for Breakfast Club at Viridis Schools

OFFICE USE ONLY	
START DATE:	SCHOOL SITE:
CLASS:	YEAR GROUP:

PERSONAL DETAILS

CHILD'S FULL NAME:	DATE OF BIRTH:
PREFERRED NAME:	BOY [] GIRL []
FULL ADDRESS:	
POST CODE:	
Siblings in school: YES [] NO [] Name of sibling(s):	
Home telephone:	Mobile:
Names of Parents/Carers with whom the child lives:	
Where can we contact you during morning?	
1 st Main Carer:	2 nd Main Carer:
NAME:	NAME:
ADDRESS:	ADDRESS:
TELEPHONE:	TELEPHONE:
RELATIONSHIP TO CHILD:	RELATIONSHIP TO CHILD:

List below the people allowed/authorised to bring/collect your child to/from school

Name: _____

Tel No: _____

Name: _____

Tel No: _____

Name: _____

Tel No: _____

Name: _____

Tel No: _____

BREAKFAST CLUB TIMES

Monday to Friday	Start 7.45am	Finish 8.55am
FSM Daily Cost- £1.00 Non FSM Daily Cost- £1.50	FSM Weekly Cost- £5.00 Non FSM Weekly Cost- £7.50	Payment in advance only

DECLARATION BY PARENT/CARER

I agree:-

- I declare that all information given above is correct and agree to all authorisations given in the Confidential Form
- I will notify the school of any changes to the information provided above immediately if there is a change
- I understand that my child's place may be withdrawn if I do not follow agreed procedures
- I understand that my child will not be able to attend unless I pay in advance for the provision.

Parent/Carer

Name:

Signature:

Date: / /

Appendix 2

Registration for ASC Provision

OFFICE USE ONLY	
START DATE:	
REGISTRATION CLASS:	YEAR GROUP:

PERSONAL DETAILS

CHILD'S FULL NAME:	DATE OF BIRTH:
PREFERRED NAME:	BOY [] GIRL []
FULL ADDRESS:	MEDICAL CONDITIONS:
POST CODE:	DIETARY NEEDS:
	ANY OTHER INFORMATION:
Siblings in school: YES [] NO [] Name of sibling(s):	
Home Telephone No:	Mobile Telephone No:

CONTACT DETAILS

1 st Main Carer:	2 nd Main Carer:
NAME:	NAME:
ADDRESS:	ADDRESS:
POSTCODE:	POSTCODE:
TELEPHONE:	TELEPHONE:
RELATIONSHIP TO CHILD:	RELATIONSHIP TO CHILD:

List below the people allowed/authorised to bring/collect your child to/from school

Name: _____	Tel No: _____
Relationship e.g. Friend, relative, neighbour _____	
Name: _____	Tel No: _____
Relationship e.g. Friend, relative, neighbour _____	
Name: _____	Tel No: _____
Relationship e.g. Friend, relative, neighbour _____	

Monday to Friday	Start 3.30pm			Finish 5:45pm		
Days Required	Monday	Tuesday	Wednesday	Thursday	Friday	All

£10.00 per day (£50.00 per week, paid in advance) Siblings £9.00 per day (£45.00 per week, paid in advance)	Viridis Schools adopts a strict <u>NO DEBT</u> policy relating to the provision of after school care.	Payments must be made online and in advance.
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DECLARATION BY PARENT/CARER

- I declare that all information given above is correct and I agree to all authorisations given above
- I confirm that I have read the terms and conditions document
- I will notify the school of any changes to the information provided above immediately if there is a change

Parent/Carer		
Name: _____	Signature: _____	Date: / /