

## **Acorns Wrap Around Care Policy**

### **Aims**

- To provide childcare before and after school.
- To enhance the community spirit embraced by Longhoughton CE Primary School and contribute towards the extended school role.
- To provide a caring environment for children to enjoy at the start and end of the day
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- To offer a safe, secure and friendly environment in which children can enjoy a breakfast and afternoon snack served in a relaxed and supervised environment, under the supervision of qualified staff.
- In accordance with the school's Healthy Schools status to promote healthy eating by providing a nutritious breakfast and healthy snack.

### **Organisation**

#### **Opening Times**

Acorns will open term time only on:

Every Morning, Monday to Friday, from 7:45 - 8:45 a.m. (Breakfast served from 8 - 8:15); Breakfast comprising cereal, toast, fruit and juice will be provided.

After School Club: Every day except Friday, from 3:15 - 5:45p.m. (Friday's Film Club from 3:15 - 5:15p.m. only) A healthy snack will be provided or children can bring their own.

Acorns/Film Club does not operate on the last day of term ie Christmas, Easter & Summer.

#### **Register**

- Parents are required to sign their child in and out on the daily register and record the time of signing.
- Parents can park in the car park and are asked to walk around the side of school and enter via the back door when delivering and collecting their child / children from the club, NOT any other entrance to the school.
- Children should hang up their coats and belongings once they have arrived and been signed in.
- Children will need to help with tidying up equipment used then they will be discharged and walked to their classrooms or collected by their parents. Children from Reception will be escorted by a member of staff.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the school office.
- Parents must inform staff, preferably in writing, if anybody else, other than parents, will be collecting your child.
- Parents should try not arrive late to collect your child. Children can become distressed if they think they have been forgotten. If lateness is unavoidable then parents should telephone the school.

#### **Staff**

There will be a Breakfast Club Supervisor and an After School Supervisor.

All staff and volunteers are DBS checked and have had appropriate training. The Supervisors hold NVQ Level 3. Teaching staff are also on the premises during the clubs opening hours. The Supervisors all hold Paediatric First Aid qualifications. The Supervisor keeps a list of all members of both clubs and a register of attendance will be taken daily.

#### **Contingency Arrangements for Staff Absences and Emergencies**

If a member of staff is absent, they must ring the Headteacher who will arrange cover.

#### **Child absence**

Parents are asked to inform the Acorns via the school telephone, if their child is not attending that day's session. Parents are also asked to inform the staff of any changes to contact details, medical information or allergy changes as soon as possible for their child's well being.

If your child is ill whilst at the Club, staff will contact you to collect your child. No refund will be given.

Children who are ill, cannot attend the club and in the event of sickness or diarrhoea must be off for 48 hours after the sickness or diarrhoea has finished.

#### **Booking, Fees and Payment**

Registration and booking forms are available from the school office or from the Breakfast/After School Club Supervisor. Bookings should be made a week in advance.

Acorns is offered to all pupils of Longhoughton C of E Primary School only. The cost is £3.50 per child per hour.

Children are able to attend another after school club (e.g a sports club, Let's Get Cooking etc) but parents must reserve a place in Acorns if childcare is needed beyond 4:15pm. This reserved Acorns place will be charged at £3.50. If there is a cost for the after school club parents will **only** be charged for the Acorns booking from 3:15pm

We will only offer refunds if the club is forced to close due to unforeseen circumstances and we are unable to offer the service

Please do not allow arrears to build up, if arrears persist further use of Acorns may be withdrawn.

#### **Policies and Procedures**

Acorns follows the School's policies and procedures. School policies particularly relevant include Equal Opportunities, Health and Safety, Safeguarding and Child Protection and the Behaviour Policy.

#### **Parental/Pupil Feedback**

Staff will have verbal communication with parents/carers bringing in their children, which may involve passing messages to classroom teachers. A note of these messages will be recorded which is passed to the office who will convey the message or given directly to the class teacher. Written notes to parents from the club staff will be passed on via the child's classroom teacher.

The school and club value parental and pupil opinions and will welcome feedback on how the club is run. The Complaints Procedure is in line with school policy. Please inform the Supervisor of any concerns, in the first instance. The school will not tolerate verbal/abusive behaviour towards any members or volunteers of Acorns Breakfast/After School Club.

**Guidelines for Children, written specifically for the pupils attending.**

We need to have rules at Breakfast/After School Club to keep everyone safe, healthy and happy. You will be expected to follow these rules

- Follow adult instructions at once
- Be polite to everyone
- Respect other people's property
- To be kind to on another - do not hurt other people
- Behave in a calm and quiet manner
- Do not leave Acorns once you have been signed in unless member of staff gives you permission.
- If you are not happy or if you have a problem, please tell a member of staff who will be happy to help you.
- If you have difficulty following these rules, then you may be asked to leave the club.

**Guidelines for Parents/Carers**

Please pay Acorns fees promptly. If you have a problem paying the fees or your circumstances change, please talk a member of staff. All matters will be dealt with as quickly as possible and with discretion. In the unlikely event of us having difficulty with your child's behaviour we will contact you. If your child does not follow the rules of the club, then after consultation with you and due warning, the child's place will be forfeited.

**Safeguarding**

In accordance with Safeguarding arrangements, all staff involved in the running of both clubs, either in a paid or voluntary capacity will have current DBS clearance. These records are held in the school office. Staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must also follow the schools E-Safety policy and procedures.

**Fire Procedure**

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit. They will congregate on the school field. The club register should be taken outside and all names checked. There will be a fire practice once per term.

**Medication**

Inhalers are kept in children's classrooms. If a child needs an inhaler, they will collect it from their classroom and staff will observe that the medication has been taken correctly. All other medication administered will follow the existing school policy.

**Confidentiality of Documents**

Confidential documents are kept in the school office in a locked filing cabinet.

**Monitoring, Evaluation and Review of behaviour**

The Headteacher will be responsible for overseeing the implementation of the policy.  
The policy will be discussed by staff and the Full Governing Body on an annual basis.

<b>Author</b>	
HT, Staff & School Governors	Summer 2016
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Inclusion Committee	September 2017, November 2018, October 2019, Spring 2021
<b>Signed</b>	