

# Alconberries Wrap Around Care Policy

## Introduction

Our before and after school Club is run by Alconbury Primary School and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment. The club operates from 7.30am – 8.45am and from 3.10pm - 6.00pm term time only, and current costs for each session can be obtained from the School Office or after school club staff. A copy of this policy is provided to all parents of children attending our club and is also available on the school website.

## Aim

To provide safe, stimulating, affordable and fun childcare for the children of Alconbury Primary School. Any profits made will be reinvested in school.

**All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy and are responsible for updating both club and school if there are any changes.**

## Admissions

- Only children attending Alconbury Primary School are eligible to attend our club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at our club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

## Arrival and Departure

### Before School Club

- Parents/Carers are required to bring their child *directly to club* and sign them in. You should enter the club via the external door at the front of the school building. The staff will be alerted to your arrival when you press the doorbell situated on the front wooden door.
- Children will be escorted directly to their classrooms at 8.45am by the club staff.

### After School Club

- Children will be collected and signed for by a member of the club staff directly from the classrooms at 3:10 KS1 & 3.15 KS2 and escorted to the community room.
- No children will be allowed to make their own way to the community room.
- 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.
- The parent/carer or named collector must enter before and after school club by the external front door and alert a member of staff that they are collecting and signing out a child.
- 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. Passwords must be set up for anyone collecting your child who are not on this list.

# Alconberries Wrap Around Care Policy

- Parents must inform club staff if their child is going to be absent from the club by either text, phone call or contacting the school office. (School will still need to be informed separately, if you have chosen to notify Alconberries.)

## Daily Routine

### Morning session

- 7.30am – 8.45am parents bring their children to Before School Club situated in the community room where a range of activities are set out.
- 8.00am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast of toast or cereal.
- Breakfast will not be served after 8.15am
- 8.35am tidy up time encouraging the children to take responsibility for the environment.
- 8.40am children collect their coats and bags. Both KS1 and KS2 children are escorted to their classrooms where they will be handed over to a TA or teacher.

### Afternoon session

- 3.10pm – 3.20pm children go to club.
- 3.30pm – 3.45pm children will be offered a snack, staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors.
- 4:30 All children at this time will help staff to lay the table and prepare their own sandwich / wrap. Everyone will sit together to promote a sense of belonging. Children will be responsible for helping clear their own plates away.
- 5.55pm - 6.00pm. Any remaining children will prepare themselves for collection to enable staff to clear the room ready for external lettings to enter at 6:15pm.

## Activities

Before and after school club staff aim to provide a stimulating environment in which children are encouraged to play and interact with wide range of other children and resources. Staff plan weekly around themes which change in line with children's interests and which they discuss with children openly.

## Behaviour

Whilst attending, children are expected to behave in a way that is appropriate, matching the school ethos and values:

- Use socially acceptable behaviour.
- 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:

# Alconberries Wrap Around Care Policy

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.
- Challenging behaviour will be addressed in a calm, firm and positive manner in line with the school behaviour policy.
- 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 school staff to formulate clear strategies for dealing with persistent inappropriate behaviour.
- Senior staff within school will be made aware if inappropriate behaviour persists.
- If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the headteacher may decide to withdraw access to the club. The reasons and processes involved will be clearly explained to the child and their parent/carer.

## **First Aid**

- All accidents will be recorded in the designated accident book for the club, accurately reported to the parents/carer upon collection and signed by a member of staff.
- 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 the club will be contacted immediately. If a child is sent home during school hours, club will be informed of their absence.

## **Missing children**

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

## **Uncollected children**

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

**Club reserve the right to charge an additional fee for late collection from 6.00pm onwards, a £10 discretionary charge may be applied, per half hour.**

# Alconberries Wrap Around Care Policy

## **Booking & cancellation**

Booking will close 7 calendar days prior to the date being booked.

If you require sessions after the booking has closed please contact the school office 01480 890341, who will make the booking for you, subject to availability.

All sessions can be booked and cancelled online. However, sessions cannot be refunded if they are cancelled less than seven days prior to the booking date.

## **Emergency provision**

Emergency provision can be provided if there is both space in the club and your child is pre registered. This can only be booked via the office.

## **Payment of Fees**

- It is a requirement of the club that parents pay their fees promptly in accordance with the payment schedule.
- Fees are to be paid in advance through 'Scopay' the school's online payment system, and payment is due for all contracted sessions, even if your child is unable to attend their booked session.
- The parent signing the clubs registration form is known as the 'contracting parent' and is responsible for payment of all fees.
- If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.
- Payments will be made through the online booking system by 'Scopay' or childcare vouchers. It is the responsibility of the parent to make an immediate transfer of their childcare vouchers when booking their session. Please speak to the office if you have any issues with this.
- If payment is not received for sessions in advance and a child's account falls into arrears then the place will be withdrawn and the child will not be allowed to access wrap around club.

## **Related Whole School Policies:**

- Equal opportunities policy
- Health and Safety policy
- Safeguarding Policy
- Complaints Policy

# Alconberries Wrap Around Care Policy

## Alconberries Before & After School Club Agreement

I .....parent/carer of ..... have read and accept a copy of the Alconbury Wrap around care policy and agree to abide by the terms there in.

I accept that I am the 'contracting parent' for the above child and agree to make payments to Alconbury Primary School in order to keep my child's account in credit.

I wish to use Childcare vouchers and the provider is \_\_\_\_\_ (delete if not required)

I am happy for my child to be taken off site with relevant supervision, within the local area.

The sessions in this contract are 7.30am – 8.45am and 3.10pm – 6.00pm.

Parent Signature .....

Print name .....

Date .....

Signed .....on behalf of the Alconbury Wrap around club

Print Name ..... Date .....

# Alconberries Wrap Around Care Policy

## Alconbury Before & After School Club Pupil Registration Form

### PUPIL PERSONAL INFORMATION

<b>SURNAME:</b>		<b>FORENAME</b>	
<b>HOME ADDRESS:</b>			
<b>POST CODE:</b>		<b>TELEPHONE:</b>	

### MOTHER/CARER INFORMATION

<b>TITLE:</b>		<b>FORENAME:</b>		<b>SURNAME:</b>	
<b>PHONE:</b> Club time Mobile Home Work	1.				
	2.				
	3.				
	4.				

### FATHER/CARER INFORMATION

<b>TITLE:</b>		<b>FORENAME:</b>		<b>SURNAME:</b>	
<b>PHONE:</b> Club time Mobile Home Work	1.				
	2.				
	3.				
	4.				

### DIETARY INFORMATION

Allergies / Veg

Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:

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# Alconberries Wrap Around Care Policy

## MEDICAL INFORMATION

Is there a current Health Care Plan in school? Yes/No

<b>DOCTOR'S PRACTICE &amp; phone number:</b>		<b>MEDICAL CONDITIONS:</b>	
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## NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers. If you wish anyone else to collect your child you will need to arrange a password with Alconberries' Staff.

	Name	Relationship to the child	Phone number
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			