



Dropmore Infant School
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Policy No: 067

Policy Title: Wraparound Care Policy

Issue No: 001

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Next Review Date: June 2022

Approved by Chair of Governors: 

Date: 22.06.2021

Introduction:

The purpose of our wraparound care is to provide high quality affordable out of school hour 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.

Aims:

- To provide a happy, safe and welcoming place at the start and end of the school day where children are valued.
- To provide activities that are fun, varied and stimulating.
- To provide an affordable childcare facility for parents/carers.
- To be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is attending wraparound care.

Operating Hours:

Wraparound care will operate during term time only, excluding inset days. Operating hours are:

- 8:00am - 9:00am (Breakfast Club)
- 8:30am – 9:00am (Early Drop-off)
- 3:00pm - 5:30pm (Flexible After School Care)

After school care will not run on the last day of every term (Christmas, Easter and Summer).

A copy of this policy will be provided to all parents of children attending the sessions and is also available on the school website. All parents must complete a registration form for each child attending and sign the parental agreement to adhere to the terms of this policy.

Staffing:

- The club will be staffed at least 1 adult for every 8 children. This ratio will be maintained at all times during club operating hours.
- The wraparound care leader and at least one other staff member will be on site at all times.
- At least one member of staff on site will hold a Paediatric First Aid and Food Hygiene certificate.
- The wraparound care leader will have the relevant qualifications and/or experience to provide care for pupils.

Admission & Registration:

- Wraparound care is for use by pupils attending Dropmore Infant School only.
- All places are subject to availability.
- The registration form must be completed prior to the pupil's commencement of the session. (See Appendix 2)
- It is the parent's responsibility to inform the club of any changes to the information contained on the registration form.
- A password will need to be provided during the registration process, to be used if another adult is collecting the child.
- Registration can take place any time during the school year.
- Parents must sign the parental agreement to adhere to the terms of this policy. A copy of this policy will be provided and is also available on the school website. (See Appendix 1)
- Parents requiring ad hoc places are welcome to use our wraparound care provided there are spaces and they have previously completed the registration process.
- Pupil's attendance is recorded in a register.

Booking Places:

- Places for Breakfast Club and After School Care can be booked termly in advance at £5/hour. Payment must be received prior to the first session attended.
- Once a place has been allocated, it will remain theirs until the parents give notice to withdraw their child in accordance with the cancellation policy.
- Any new applications should be made to the school office.
- The breakfast and after school club will have a maximum of 8 places. If there is a consistently higher demand for places, a small panel will decide whether to increase the provision.
- Priority for places will be given to those pupils that have pre-booked sessions.
- Subject to availability, ad hoc places can be booked up to the actual day by emailing/phoning the School office at £6/hour.
- If no places are available, a strict waiting list will operate. Names will be added on a first come, first served basis, however preference will be given to siblings of children already attending and those already attending with no outstanding payments.
- If a place is offered whilst on the waiting list, but is not taken, the child will be removed from the waiting list. Any future applications will be considered as new.

Fees & Payments:

- ❖ Fees will be reviewed annually.
- ❖ Pre-booked termly sessions are charged at £5 per hour.
- ❖ Ad hoc sessions are charged at £6 per hour.
- ❖ Early Drop-Off is charged at £2.50 per session.
- ❖ Payment must be made by childcare vouchers, bank transfer or cheque. Details can be found on the invoice.
- ❖ Invoices for pre-booked sessions are raised one month in advance for the following term and should be paid within 14 days of invoice date (due date).
- ❖ Invoices for ad-hoc sessions are raised monthly and are due immediately.
- ❖ Any invoices overdue will be followed up with a verbal reminder. If an invoice is overdue for 14 days, a reminder letter will be issued. If the amount is still outstanding after 21 days, parents will be given notice of withdrawal of their child's wraparound care place. This place will then be offered to a child on the waiting list.
- ❖ A late collection fee of £5 for every 10 minutes or part thereof will be applied and added to the next invoice.

Arrivals & Departures:**Breakfast Club and Early Drop-off**

- Parents/carers arrive at the front door and ring the doorbell. This will alert the staff members to come and greet the children. They will be taken into the hall where the breakfast club and early drop-off takes place.
- Breakfast will be served between 8:00-8:20am.
- At the end of the session, pupils will walk to the front playground to join the other children, where they will wait together until classes line up to enter the classroom.
- Any information/handover to the class teacher will take place at this time.

After School Care

- At the end of the school day, the children will be taken to the cottage where the After School Care will take place.
- Any information / handover to the Wraparound care team will take place at this time.
- Children may be collected from After School Care any time before 5:30pm
- Children may be collected by a parent or any other person authorized by the parent on the registration form. Any person collecting must be 16 years or over. Any person collecting, if not the parent, must know the password to sign them out.
- Parents collect their child(ren) from the front door and ring the doorbell. This will alert the staff members to bring the child(ren) to them.

Provision:

- From 3:00pm – 4:00pm there will be two options for our children: After School Clubs or After School Care.
- A range of After School Clubs are offered by external providers and charged separately.
- After School Care is part of our wraparound care provision and is planned by our wraparound care staff and provides opportunities for indoor and outdoor play, art and craft activities, reading and story time.
- At 4:00pm only After School Care will be available. The children will be offered a light snack at this time.

Behaviour:

- Whilst attending Wraparound care, all children are expected to follow the School Behaviour Policy.
- Wraparound care staff will use the school's behaviour procedure (Star, Sun, Triangle, Cloud) and this will be on display in the Hall and Cottage.
- Wraparound care will consult with parents in cases of persistent inappropriate behaviour. If after consultation with parents the child continues to display inappropriate behaviour, the child may be excluded from Wraparound Care.

First Aid:

- All accidents will be recorded in the school's First Aid and Illness Report Register. A copy of the report slip will be handed over to the parent at the end of the session.
- All incidents are dealt with by a qualified first aider.
- At least one Paediatric First Aid trained person will be on site during the wraparound care.
- Parents of any child who becomes unwell during the session will be contacted immediately.

Medical Conditions:

- ❖ It is the parent/carer's responsibility to inform the wraparound care staff of any medical conditions/allergies that could affect the child during the session.
- ❖ Staff will administer prescribed medication only if:
 - it is in its original container with a dispensary label
 - the necessary medical consent form has been signed
 - staff are confident they understand the instructions and have received training if relevant.
- ❖ It is the parent/carer's responsibility to ensure all medication, including emergency medication, is still within use by date.
- ❖ It is the parent/carer's responsibility to inform the 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 the wraparound care staff.

Late Collection:

- Emergencies may arise where a parent/carer is unable to pick up at the allotted time. It is essential that you inform the school if you know you will be late by calling the school on 01753 644403. Late collection charges will apply.
- If a child is not collected at 5:30pm and no message was left, staff will attempt to contact the parent or another authorised person on the list of contacts. When the child is collected, the time of collection will be recorded and late collection fees will be applied.
- If a child is not collected by 6:00pm, the staff will contact the Buckinghamshire First Response Team. The police may also be notified.

Cancellations:

- Any cancellations should be in writing to the school Office.
- Parents are required to give a minimum of 5 school days' notice for an individual session cancellation.
- When withdrawing children permanently from the club, one month's notice is required.
- Refunds for cancelled sessions will only be made for absences which are due to attending formal school trips, visits or events.

Safeguarding:

The Dropmore Wraparound Care team recognises its legal duty to protect children from harm and respond to child abuse. Every child, regardless of age has, at all times and in all situations, the right to feel safe and protected.

The wraparound care team has a responsibility for the care, welfare and safety of the children that attend the wraparound care. In order to achieve this, all staff in whatever capacity will, at all times, act proactively in child welfare matters, especially where there is a possibility that a child may be at risk of significant harm. Please refer to the Child Protection Policy for more information about safeguarding at Dropmore Infant School.

Related Whole School Policies:

- Policy 002 Behaviour Policy
- Policy 022 Health and Safety Policy
- Policy 026 Child Protection Policy
- Policy 034 Complaints Policy
- Policy 056 Equalities and Cohesion Policy
- Policy 058 Managing Medicines Policy

The school Complaints Policy is available from the school office or can be found on our school website.

Equality Impact Assessment:

We are committed to provide wraparound care that caters for the needs of all pupils by providing activities that are both suitable and accessible to all and that enable all pupils to participate fully and be actively involved, irrespective of special educational or medical needs or protected characteristics.

APPENDIX 1 – Wraparound Care Parental Agreement

I, _____ parent/carer of _____
have read and accept the Dropmore Infant School Wraparound Care Policy and agree to abide to the terms within.

I accept that, should my child's behaviour be unacceptable during the sessions, there is a possibility he/she may be excluded from the sessions.

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____

APPENDIX 2 – Wraparound Care Pupil Registration Form

Pupil Personal Information		
First Name:	Surname:	DOB:
Home address:		
Parent Contact Information		
Emergency Contact 1	Title: First Name: Surname: Relation to child: Contact number:	
Emergency Contact 2	Title: First Name: Surname: Relation to child: Contact number:	
Medical Information		
Is there a current healthcare plan in school for your child? YES / NO		
Child's Doctor's name: Name of Surgery: Tel No _____ Address of Surgery:		
Any known medical conditions or allergies		
Any dietary requirements or food allergies		
Photo Consent? YES / NO	Internet Use? YES / NO	
I agree to my child's photo being used in displays and on the website.	I agree to my child having access to the internet as per the school E-safety Policy.	

Collection Arrangements

Names and telephone numbers of people authorized to collect the child:

Collection Password:

Additional Information

Please use this space if you would like to add any other relevant information:

I confirm the information provided is correct and I will notify the school of any changes.

Signed: _____

Name: _____

Date: _____