

Monksmoor Park CE Primary School

Wrap Around Care Policy

Date ratified by Governors:

8th July 2020

Dates reviewed by Governors:

- 1.
- 2.

Note: This document takes account of the most up to date central government information and guidance, at the time of writing (see footer). It is subject to change as guided by government policy.

1 Introduction

Our before and after school club is run by Monksmoor Park CE 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 7.45am – 8.45am and from 3.10pm – 5.45 pm term time only, and current costs for each session can be found in Appendix A. A copy of this policy is provided to all parents of children attending the Club and is also available on the school website.

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

Admissions

- Only children attending Monksmoor Park CE Primary School are eligible to attend our wrap around care.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- This policy is available to view via our school website.
- Non contracted pupils are welcome to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Breakfast Club

- Parents/Carers are required to bring their child directly to breakfast club and sign them in. You should enter the club via the external door using the gateway from the school car park.
- Children will be offered cereals, toast, fruit and a drink
- At 8.40 am the children will either be escorted onto the playground by the breakfast club staff or, walked directly to their classroom as required.

After School Club

- At 3.10 pm children will be collected from their classroom by the Wrap Around Care Supervisor or Assistant.
- The programme of activities is attached in Appendix B.

Late Pick up

- Children will be offered a drink and a light snack.
- Parents should pick up their child no later than 5.45 pm

The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- 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. See Appendix D
- The parent/carer or named collector must inform 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.
- Parents must inform the school office and Club staff if their child is going to be absent from Club.

Cancellations

- If at any time you no longer require your booking, our notice periods are explained below:
 - 7 days in advance: full refund or credited session
 - Up to 24 hrs in advance: no refund available. Session can be credited for a future booking
 - Less than 24 hrs: no refund or credit available.

Behaviour

Whilst attending the provision, children are expected to behave in line with the school behaviour policy. In particular:

- 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.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

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

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, assertive and manner.
- In the first instance, the will be reminded of the expectations, then, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate and will be given a choice of how to make the next step
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. It may be necessary to liaise with the child's teacher to agree the best strategies to use to ensure a consistent approach.

Safeguarding

All staff will receive regular safeguarding training in line with the school's safeguarding policy.

- Any concerns will be raised with the DSL using CPOMS. A DSL will always be available either in person or via phone.
- Additional members of staff will always be available on site. This may be other club staff or colleagues from across the school.
- A member of SLT will always be on call for the duration of any activity.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by the supervisor.
- 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, the supervisor of the club will be informed of their absence.

Uncollected children

If a child has not been collected by 5.45pm 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 as this then becomes a safeguarding concern.

A charge will be levied for late collection. A fee will be applied for late collection from 5:55pm onwards at £5 per 15 minutes per child. This charge will be added to the following month's invoice.

Payment of Fees

All club members will receive a calendar displaying the payment schedule for the current academic year and the date payment is due.

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, 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.

It is possible to pay fees via bank transfer or through our parental communication channel.

Procedures for payment of fees (DEPENDENT ON COMMUNICATIONS PACKAGE)

1. Payments for the relevant sessions reserved must be received at least one week in advance of them commencing.
2. Bookings for the first two weeks of September must be made by either a cheque – made out to Monksmoor Park CE Primary School – or through SIMS Pay.
3. Payment requests for future bookings will be uploaded onto SIMS Pay once the booking has been confirmed.

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Behaviour policy
- Charging and Remissions policy



APPENDIX A

**MONKSMOOR PARK CE PRIMARY SCHOOL
WRAP AROUND CARE PROVISION**

COSTINGS: 2020-2021

Breakfast Club:

7.45 to 8.45 am: £3.75 per session

After School Club:

3.10 to 4.30 pm: £4.75 per session

Late Pick Up:

4.30 to 5.45 pm £4.75 per session

PROGRAMME OF ACTIVITIES

	7.45 to 8.45 am	3.10 to 4.30 pm	4.30 to 5.45 pm
Monday	Breakfast Club		Late Pick Up
Tuesday	Breakfast Club		Late Pick Up
Wednesday	Breakfast Club		Late Pick Up
Thursday	Breakfast Club		Late Pick Up
Friday	Breakfast Club		Late Pick Up

Multi Sports

Arts and Crafts

Tennis

Football skills

Rugby Tots? Vince

Dancing

Drama

Gardening ?

Recycling Club

IT Club ?

Board Games

Cooking / baking

Theme nights

Film nights



Monksmoor Park CE Primary School

Wrap Around Care Agreement

I _____parent/carer

of _____

have read and accept a copy of Monksmoor Park CE Primary School 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 Monksmoor Park CE Before and After School Club each month when invoiced.

Parent Signature: _____

Print name: _____

Date: _____

Signed: _____ on behalf of the Wrap Around Care

Print Name: _____ Date: _____

APPENDIX D

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

CHILDS NAME.....

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.

Relationship to the child

1		
2		
3		
4		
5		
6		
7		