

Roosters Wraparound Care Policy

Our Core Aims:

- To provide an affordable, childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils to have Wraparound Care before and after school hours.

Introduction

Gamlingay Village Primary Wraparound Care Club Roosters is run by Gamlingay Village Primary and exists to provide high quality out-of-school hour childcare for our parents/carers.

Children have the opportunity to stay at school for a longer day and take part in a range of social and creative activities that support their learning and interests.

The care operates term time only (excluding inset days) from:

- 7:30am – 8:45am
- 3:15pm – 6pm

Current costs for each session can be obtained from the School website on the Roosters Club page, as well as a copy of this policy.

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

The provision also operates a password system for pickups, if an unknown adult collects a child.

Admissions

- Only children attending Gamlingay Village Primary are eligible to attend these Wraparound 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 Wraparound Care provided there are spaces available and parents/carers have previously completed the registration process.
- All Wraparound Care staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Booking places

- Places for Wraparound Care are to be booked via using Parent Pay and all payments must be made prior to the session attended.
- Priority for places will be given to those pupils that have pre-booked sessions.
- Subject to space, ad hoc places can be booked up to the actual day so long as payment has been made.

Pricing Policy

- 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 in advance.
- Payment is due for all booked sessions if no notice is given for non-attendance and amendments/cancellations can be made with at least 24 hours notice.
- Refunds are only given in the case of long-term illness.
- Fees must be paid via our online payment system (Parent Pay).

Staffing

- The Wraparound 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, up-to-date Designated Safeguarding Lead Training and Food Hygiene certificate.
- Staffing can vary due to numbers but there will always be a minimum of two staff on duty to comply with ratio requirements.
- At all times the Wrap Around Care leader will be present and in addition the one other staff member.

Arrivals and Departures

Breakfast Club:

- Parents/ Carers are responsible for dropping off pupils for Breakfast Club (we will not accept pupils without an adult).
- Parents are to drop EYFS and KS1 children off at the Mini Roosters mobile classroom and KS2 children at the Roosters door by the steps up to the carpark.
- At the end of the session, EYFS and KS1 pupils will be walked to their classes. KS2 pupils will go through the internal school route to their classes.

- Any information/ handover to the class teacher will take place at this time.
- If a child is on the register but does not attend the Wraparound Lead phones the class teacher, to ensure they have been collected by their named adult.

After School Care:

- Registers will be provided by the Wraparound Care staff each morning to ensure school staff know which pupils will be attending After School Care.
- Parents must email the WAC email address 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 Roosters.
- EYFS and KS1 will be collected from their class by the Wraparound Care to ensure they arrive safely at After School Club. KS2 children will walk through the internal school route to the After School provision.
- Any information/ handover to the Wrap Around team will take place at this time.
- Parents and carers are responsible for collecting their child/children from after-care. Children will only be released to a named adult or when the correct password has been provided and prior notice has been given by the parent.
- Parents are asked to collect pupils either by the locked gate (if children are playing outside) or via the designated locked door, where a doorbell is available to get staff attention. Between 4:45 and 5pm, all children will be located at the mobile classroom as staff prepare for tea.

Provision:

- A range of activities are planned for the pupils depending on their interests and needs.
- Our Wrap Around Care team and provides opportunity for pupils to complete homework, experience art and craft activities and have a quiet space to relax. They will also be offered a healthy snack at this time.

Food and drink:

Food and drink is prepared and handled in accordance with Food Hygiene Procedures. All staff have their Food Hygiene certificate.

Breakfast Club

- Food offered at Breakfast Club includes toast, cereal, porridge, fruit, milk and water.

After School Care

- A healthy snack of fruit and vegetables for children staying until 5pm and a light tea for children staying until 6pm, with water and milk provided throughout the afternoon.

Prior to handling food, staff will wash hands thoroughly and supervise pupils as they do so.

Behaviour:

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

Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate or unsafe behaviour, the Wrap Around Care Leader may decide to suspend or exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

Late collection:

If a parent/carer is late for a 5pm collection, there will be a charge to the equivalent of the 6pm booking.

If a parent carer is aware that they will be late to collect (after 6pm) they should call the Roosters number to notify staff. If staff have not received a message, they will call parents/emergency contacts at 6:10pm. Please note that late collection after 6pm may incur a charge of £8.00 per 15 minutes.

Procedure in the event After School Club is unable to operate

It is extremely unlikely that the After-School Club is unable to operate and is only likely in extreme conditions when the school shuts early or does not open at all.

If the After-School Club cannot operate but pupils remain on the premises at home time, a member of SMT will organise for staff supervision until collection of all pupils have been made.

First Aid:

- All accidents will be recorded on MediTracker with 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.
- Any medication required for emergency administration, such as EpiPens, must be provided to a member of the Wrap Around Care staff and will be stored securely within the provision.
- 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.

Please refer to our Terms and Conditions and registration forms which ask for information regarding medical or dietary needs.

Related Whole School Policies:

- Behaviour Policy
- Safeguarding policy
- Equal opportunities policy
- Health and Safety policy and Fire Procedures
- Children with Medical Conditions Policy
- Lone Working Policy
- Complaints Policy

This policy will be reviewed annually by a member of the Senior Leadership Team and presented to the Governing Board Annually.

