



# Arnside National Primary School

## WRAP AROUND 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 Wrap Around Care after Nursery hours.

### Introduction

The Arnside Primary Wrap Around Care is run by Arnside National Primary School and exists to provide high quality out-of-nursery hour's childcare for our parents/carers. The children have the opportunity to extend their day within the school building, and to join in activities on offer in the Foundation Stage Unit. The care operates from 12noon – 3.15pm, daily term time only, (excluding INSET days), and current costs for each session can be obtained from the School Office.

A copy of this policy is 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 the sessions and sign the parental agreement to adhere to the terms of this policy.

### Admissions

- Only children attending Arnside National Primary School Nursery are eligible to attend the sessions.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement of the sessions.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website [www.arnside.cumbria.sch.uk](http://www.arnside.cumbria.sch.uk)
- Parents requiring ad hoc places are welcome to use the Wrap Around Care provided there are spaces and parents/carers have previously completed the registration process and have permanent pre booked places.
- All Wrap Around Care staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.



### **Booking places**

- Places for Wrap Around Care are to be booked via the school office.
- Priority for places will be given to full-time or part-time places that cover every week of the term.
- Subject to space, ad hoc places can be booked up to the day before a space is required.
- Bookings cannot be taken on the day.
- Four weeks' notice must be given to reduce the number of sessions your child attends.
- Four weeks' notice must be given to resign your child's place.
- All full-time and part-time places need to be re-booked for the new academic year by the end of the previous academic year.

### **Pricing Policy**

- The Wrap Around Care is nonprofit making and the fees charged cover the cost of staffing, equipment and day to day running costs.
- Cost is £12 per session and this does not include their lunch.
- 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 fees are to be paid at the end of the half term prior to the half term they are attending.
- Payment is due for all booked sessions even if your child is unable to attend their booked session. Refunds are not given in cases of absence.
- Fees must be paid by cheque or cash to the school office.
- If fees have not been received by FRIDAY of the previous half term, places from Monday in the following half term will not be available and may result in the loss of the childcare place as this place will be offered to a child on the waiting list.
- A receipt will be provided detailing the sessions that payments have been made for.
- Parents should keep their receipts as proof of payment.

### **Staffing**

The Wrap Around Leader will have a 'full and relevant' Level 3 qualification. They will also hold a paediatric first aid and food hygiene certificate. The club will be staffed at a maximum ratio of 1 adult for every 8 children. At all times the Wrap Around Care leader will be present and in addition the Class One teacher will over-see the planning.



### **Arrival and Departure of 'The Wrap Around Care'**

- The Nursery children will continue to stay within the Nursery setting once the morning session has completed.
- The Nursery children will be taken directly to their parents/carers at 3.15pm in the school playground.
- Parents must call the school office 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 The Wrap Around Care.

### **Daily Routine Afternoon Session**

- 12noon – 12.30pm: the children will eat their packed lunch in the hall sat with the Foundation Stage and the rest of school.
- 12.30 - 1pm the children will play with their Wrap Around Leader in the Foundation Stage Garden and other Foundation Stage Children that want to join them.
- 1pm – 3.15pm The Wrap Around Care children, with their leader, will join Class One for registration and to listen to the afternoon input and expectations. The children will then engage within their activities in class one and the Nursery areas.
- 3.15pm the Wrap Around Care leader will take the children directly to their parent/carer in the main playground.

### **Lunch**

Children are asked to bring a healthy packed lunch, this should include:

- Sandwich
- Piece of fruit
- Yoghurt
- Drink (No fizzy)
- A small treat (No chocolate bars or sweets)

We are a healthy school and teach our children about the benefits of a healthy diet. Due to this please refrain from putting in sweets, chocolate bars or fizzy drinks.

### **Behaviour**

Whilst attending The Wrap Around Care children are expected to:

- 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 sessions.



Positive behaviour is encouraged by:

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

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- 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 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 behaviour, the Wrap Around Care Leader may decide to exclude the child. 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 school accident book, accurately reported to the parents/carer via a telephone call and a note home.
- Accident records will 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 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.
- 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.



**Related Whole School Policies:**

- Child protection policy
- Equal opportunities policy
- Health and Safety policy

**Complaints**

The school complaints policy is available from the school office or can be found on our school website.

**Monitoring and Evaluation**

This policy will be reviewed annually by the Head teacher, staff and governors.

| <b>Review Date</b>    | <b>Signature</b> | <b>Position</b> |
|-----------------------|------------------|-----------------|
| <i>September 2017</i> |                  | Head Teacher    |



Arnside National Primary Wrap Around Care – parental agreement

I .....parent/carer of ..... have read and accept a copy of the Arnside National Primary School Wrap Around Care policy and agree to abide by the terms therein.

I accept that all sessions need to be booked in by the last FRIDAY of the previous half term, and paid for in advance.

I accept that should my child’s behaviour be unacceptable during the sessions, there is a possibility he/she may be excluded from the afternoon sessions (following a period of partnership work with the school).

The sessions in this contract are 12noon – 3.15pm.

Parent Signature .....

Print name .....

Date .....

Signed .....on behalf of Arnside Primary School

Print Name .....

Date .....



# Arnside National Primary Wrap Around Care – pupil registration

## Pupil personal information

|               |  |          |  |
|---------------|--|----------|--|
| FIRST NAME:   |  | SURNAME: |  |
| HOME ADDRESS: |  |          |  |

## Parent contact information

### Emergency contact 1

|                       |  |          |  |         |  |
|-----------------------|--|----------|--|---------|--|
| TITLE                 |  | FORENAME |  | SURNAME |  |
| RELATIONSHIP TO CHILD |  |          |  |         |  |
| PHONE:<br>Club time   |  |          |  |         |  |

### Emergency contact 2

|                       |  |          |  |         |  |
|-----------------------|--|----------|--|---------|--|
| TITLE                 |  | FORENAME |  | SURNAME |  |
| RELATIONSHIP TO CHILD |  |          |  |         |  |
| PHONE:<br>Club time   |  |          |  |         |  |

## Pupil medical information

|                     |  |
|---------------------|--|
| DOCTORS PRACTICE:   |  |
| MEDICAL CONDITIONS: |  |

Is there a current Healthcare Plan in school for your child? (Please circle)

YES

NO



**Dietary information**

|                       |                |
|-----------------------|----------------|
| Allergies?            | Please detail: |
| Dietary requirements: | Please detail: |

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

**Session requirements**

|                                      | Mon | Tues | Weds | Thurs | Fri |
|--------------------------------------|-----|------|------|-------|-----|
| FULL TIME PLACE<br>(12noon – 3.15pm) |     |      |      |       |     |

|                         |  |
|-------------------------|--|
| Starting date required: |  |
|-------------------------|--|

**For office use only**

|   | Please sign and date |
|---|----------------------|
| Registration form fully completed?      |                      |
| Policy provided to parent?              |                      |
| Parental agreement signed and returned? |                      |
| Starting date confirmed?                | Date?                |
| Ongoing sessions confirmed:             |                      |
| Any other comments?                     |                      |





