



Information Pack for Balshaw Lane Wrap Around Care

Balshaw Lane Wrap Around Care aims to offer our school children a warm, caring environment which children can access before and after school. We aim to help our working families with wrap around care based in our beautiful school surroundings with a range of activities for our children to enjoy.

How do I request a place?

- Complete and return a booking form for each child. These can be obtained from the school office or downloaded from our website under Parents, Wrap Around Care.
- The Wrap Around Care Manager will inform you whether your place has been accepted and will send you a confirmation booking letter.
- The confirmation booking letter will detail costs applicable and deadline dates for payment.

Who are the staff in charge?

- Mrs Marsden is the Manager and works both before school and after.
- Mrs Fowler is the assistant for before school working both Monday and Tuesday mornings.
- Mrs Fisher is the assistant for before school working Wednesday, Thursday and Friday mornings.
- Mr Ripley is the assistant for the afterschool sessions working Monday through to Friday.

Where will the care be placed? Drop off and pick up information.

- Monday to Thursday the care will be in the school hall. On a Friday the care will be first in 2HP classroom and then in the hall once the Tae Kwon Do club has finished.
- Drop off for Before School will be via the hall door. The gate into school grounds will be open and parents will need to bring their child up the path to the hall door and ensure the child is signed in with the staff before leaving them. This is the parents' full responsibility and is for safeguarding reasons.
- Pick up will be via the same hall door. Parents will need to sign their child out of the wrap around care before taking them. This is for safeguarding reasons.

What breakfast will be provided?

- Breakfast will be provided from 8:15am until 8:30am. Your child will need to arrive at that time in order to access breakfast.
- We will offer a range of healthy items for breakfast – cereals, fruit, yoghurt, fresh juice, milk, water and toast/equivalent. All children will be expected to eat breakfast with us unless the parent says they have had a full breakfast at home.
- We will encourage the children to independently access breakfast and will help us clear away afterwards promoting good independence skills.

What will my child eat for their afternoon snack?

- We will provide a range of snack meals for the end of the school day. This is not meant to replace their evening meal but will ensure they are fed and hydrated enough after their busy school day.

- The Manager will display the week's menu for parents on the signing in and out table so that parents are aware of what their child has been offered to eat. Water, milk and sugar-free diluted juice will also be available.
- Water will permanently be available for the children to access.

What will the sessions look like for my child?

- Breakfast Club:
 - Children can access breakfast in the dining area between 8:15 and 8:30am.
 - All children will then have some time outside on the muga – with a focus on playing games, physical activity and fresh air. Please ensure all children always have a coat.
 - In the hall will be a range of activities for the children to choose from.
- Afterschool Club:
 - The children will be registered.
 - Spend some time outside on the muga with a focus on chilling after the school day, getting some fresh air and physical activity.
 - Afternoon snack will be served in the hall.
 - Children can access a range of activities which will be set up in the hall.
 - There will be a homework station if KS2 children wish to complete their homework
- Activities will be based on the children's needs. These will grow and develop over time. The children will enjoy storytime and some sessions where they share experiences and circle time. Every day the children will spend time outside getting fresh air and physical exercise. Please ensure your child ALWAYS has a coat as we will play out in inclement weather.

Procedure for accessing Wrap Around Care at the end of the school day

- Reception and Year 1 children will be taken to the hall by a member of staff and handed over to the after school staff. Year 2-6 children are sent to the hall.

Procedure for going to class at the end of breakfast club

- Key Stage 2 children are sent to the playground to line up. Infant children are sent to their classrooms.

How do I pay for the wrap around care and what are the charges?

- Morning sessions from 8:15-8:55am cost: £3.50
- Afternoon sessions from 3:20-5:45pm cost: £11.50
- The charge will be the same for the session, irrespective of how long the child stays in the session.
- Full charges will apply if your child is absent/does not attend.
- Two weeks' notice must be given for the cancellation of sessions or places. Anything less than this will be charged at the full rate.
- Payment will be made via ScoPay under either BL Breakfast Club or BL After School Club
- Payment must be made 4 weeks in advance.
- If payment is late a one off late fee of £15 per child will be added.

- We reserve the right to cancel the place if a debt is not paid off in an acceptable amount of time
- Late collections: All children must be collected by 5:45pm. Late collections will involve extra wages for the staff and therefore a late charge of £15 per child will be issued for all children who are collected after 5:45pm.

Safeguarding

- We follow the school's safeguarding policy and procedures.
- Designated Safeguarding Leads are Mrs Hodgson and Mr Woodrow.
- No child will be allowed to leave the club unless they are collected by a designated person named on the booking form.
- Safeguarding is an absolute priority and if we feel that we are concerned about keeping your child safe in our Wrap Around Care we will contact you immediately. This may involve us being able to withdraw your child's place in our Wrap Around Care. We expect all children to show respect for all children and adults.