



Nurtured. Inspired. Prepared.

Working together to be the best we can be.

Nursery and Wraparound Care Policy



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Ratified by: Stuart Taylor

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Equality Impact Assessment

This policy has been equality impact assessed and we believe it to be in line with the Equality Act 2010. It does not have an adverse effect on any of the protected characteristics.

At Streethay we are ambitious about inclusion and go much further than our statutory duty. When writing and developing policies we review our plans against our inclusion goal below.

'Every person in our community at Streethay should feel safe, supported, celebrated, valued, and feel like they belong.'

1. Introduction

Streethay Nursery and Wraparound Care is run by Streethay Primary School and exists to provide high quality childcare for our parents/guardians. Our aim is to provide a welcoming, safe and secure environment for pupils in Nursery and Wraparound Care settings. The children have the opportunity to join in with a variety of activities on offer which enhances our curriculum and takes note of the interests of the pupils.

A copy of this policy is available to all parents of children attending the sessions on the school website. Please also see our Nursery Admissions Policy.

2. Applicable to all provisions

Please note as our Wraparound provision is run by our school staff all of our school policies and procedures apply, with no differing expectations.

Safeguarding

- All members of staff working in Wraparound Care are employed by Streethay Primary and are trained to a minimum of level 1. Members of staff who frequently work within Wraparound Care and Holiday Club have received enhanced safeguarding training. There is a DSL present onsite or on call at all times during our opening hours.
- All Nursery and Wraparound Care staff follow the Streethay Primary School Safeguarding Policy.

Behaviour

- Whilst attending Nursery and Wraparound Care children are expected to follow the school behaviour policy, specific to age.
- Please see find our Behaviour Policy on our website.

First Aid

- All accidents will be recorded on an accident form, accurately reported to the parents/carers during handover.
- All incidents are dealt with by a qualified first aider. Parents of any child who becomes unwell will be contacted.

Medical Conditions

- Nursery and Wraparound Care staff have access to the school medical conditions/allergies list.
- Any **prescribed** medication needed should be provided to the main school office in line with school policy.
- It is the parent's responsibility to inform the main school office of any changes to medical and dietary 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 Wraparound Care staff.

Early Years

- For children who attend age 5 and below we ensure all requirements of the EYFS Framework 2021 are met. This includes children having full access to provision to support all areas of learning, ratios and qualification requirements.

Fees

- Fees will be uploaded to ParentPay on a monthly basis, during the first two weeks of the month for the following month. The due date for the payment is 23rd of each month.
- Fees can be paid via Parent Pay, childcare voucher or a tax-free account.
- Late payments will incur a £15 charge per week that the payment is late. We reserve the right to cancel a place if fees are consistently late.
- It may be necessary to review and change fees, however Parents/Carers will always be given at least one month's notice of this.
- **A copy of our latest fees can be found on our website:**
 - Nursery: <http://www.streethayprimary.org.uk/nursery-2/applying-for-nursery>
 - Wraparound (inc Holiday club): <http://www.streethayprimary.org.uk/wraparound-care/wraparound-care-pricing>

Attendance and Illness

- You will be charged for the provision you have booked irrespective of whether your child attends.
- Any absence due to holidays will still be chargeable.
- The first 5 days of absence due to sickness will be fully chargeable, after 5 days this will reduce to 50% charge. We will require a doctors' note to support this absence.
- Parents are obligated to give at least one months' notice of any changes to requirements, please contact the office at info@streethay.set.org.

Reporting illness/absence

- Absence should be reported to the main school office as soon as possible, **please leave a message** if it is out of hours. In the message please state the full name of your child, your phone number and reason for absence, this will help us respond promptly.

3. Wraparound Care

Admissions for Breakfast & Afterschool Club

- Only children attending Streethay Primary School are eligible to attend Wraparound Care sessions.
- All places are subject to availability.
- The **Application Form – Wraparound Care form** must be completed prior to the child's commencement of the sessions.
- We try our best to accommodate last minute requests for additional sessions, but we cannot guarantee that we can always meet your requirements.
- Children's attendance is recorded in a register.

Booking places

- Places for Wraparound Care are limited and must be pre-booked. As this provision is very popular, we require a permanent pattern of attendance.
- Spaces are allocated on a first come, first served basis.
- Please complete the **Application Form – Wraparound Care** detailing your requirements. This is also included in your Nursery application forms/Reception Welcome Pack.
- Priority for places will be given to those pupils that have pre-booked sessions.
- Subject to space, ad hoc places can be booked. Ideally, we would like as much notice as possible for these sessions. We will do our very best to accommodate your request but cannot guarantee that space will be available.
- Any changes need to be submitted to the main office via the school email. Any changes will need to be checked against our capacity and authorised. We require 1 months' notice.

Breakfast Club

- Registers will be provided to the Wraparound Care staff each day to ensure staff know whether pupils should be attending Breakfast club.
- Parents/ Carers are responsible for dropping off pupils for Breakfast Club (we will not accept pupils without an adult)
- Parents are to enter via the appropriate drop off. This will alert the staff members to come and greet the children.
- At the end of the session, pupils will be escorted to meet their class ready to start the school day.
- Any information/ handover to the class teacher will take place at this time.

After School Club

- Registers will be provided to the Wraparound Care staff each day to ensure staff know whether pupils should be attending Afterschool club.
- Children will continue to stay within the school building once their class have been dismissed.
- The teacher/ TA will then drop children off at After School Club to ensure they arrive safely.
- Any information/ handover to the Wraparound Care staff will take place at this time.
- Parents are to collect pupils via the appropriate pick up point. This will alert the staff members to bring the child/ren to them.
- Parents/ Carers are responsible for collecting pupils from after care (we will not release pupils without a named adult and password).
- Children must be collected by 6.00pm at the latest and any late pickups will incur a charge of £10.00.

4. Holiday Club

- Holiday Club is provided at Streethay for 4-12 year olds, through an external provider, JC Academy, their website can be viewed by the following link www.jcademy.co.uk.

5. Nursery

○ Admissions for Nursery

- Please see link to Nursery Admissions Policy on Streethay Primary School Website

Interested in nursery: <http://www.streethayprimary.org.uk/how-to-apply/applying-for-nursery>
Apply for nursery: <http://www.streethayprimary.org.uk/how-to-apply/applying-for-nursery-2>

Meet requirements of Early Years Framework – please see EYFS Policy and III.

○ **Nursery Requirements**

- Please detail these on the '**Nursery application Form**'.
- Subject to space, ad hoc places can be booked. Ideally, we would like as much notice as possible for these sessions. We will do our very best to accommodate your request but cannot guarantee that space will be available.
- Any changes need to be submitted to the main office via the school email. Any changes will need to be checked against our capacity and authorised.
- We require 1 months notice.

Application for Admission to Streethay Primary Nursery Setting

Before completing this form, you should read the Nursery Admission Arrangements provided on our website at <http://www.streethayprimary.org.uk/our-school/policies>

Please complete and email your application form: **info@streethay.set.org**

Nursery Intake	Nursery Tour	On-line Applications Open	On-line Applications close	Offer/No Offer
September (Autumn Term)	Please contact school for tour dates	Open Now	29 th February	22 nd March

We accept applications throughout the year for both of our Nursery rooms until we are full, after this we operate a waiting list.

1. NURSERY INTAKE YOU ARE APPLYING FOR (please select as appropriate)

September Intake ☐ or requested start date _____

2. CHILD'S DETAILS

Child's Legal Surname:		Date of Birth:	
Child's Legal First Name:		Male: ☐	Female: ☐
Full Postal Address: (including postcode)			

NB: it is your responsibility to advise us immediately if these details change.

3. NURSERY PLACE YOU ARE APPLYING FOR AS IN ACCORDANCE WITH THE ADMISSION CRITERIA (Please select as applicable):

- | | | |
|--|-----|--------------------------|
| a) The term after my child becomes 2 years of age | Yes | ☐ |
| b) I have enclosed a copy of my child's birth Certificate
(Please note this will be disposed once seen) | Yes | ☐ |

4.

NURSERY AND WRAPAROUND CARE REQUIREMENTS (Please select as appropriate)

Days	Before School Care 7.30 to 8:35 a.m.	Morning Session 8:35-11.45 am	Afternoon Session 12:15 to 3:15 pm	After School Care 3.15 to 6 pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

5. FURTHER INFORMATION ABOUT YOUR CHILD

Is your child a twin of triplet, etc. (one of a multiple birth)? Yes ☐ No ☐

If yes, please provide the names of related applications:

Is this child in the care of a local authority? (Please select each box as appropriate) Yes ☐ No ☐

Has the child previously been in the care of a local authority but has since been adopted or become subject to a residence order or special guardianship order since being in public care Yes ☐ No ☐

If 'Yes' to either of the above, please provide Social Worker and Local Authority contact details in the box below:

Does this child have an Education, Health and Care Plan (EHCP) Yes No ☐ ☐

ELDER BROTHER OR SISTER DETAILS (where applicable)

Name of elder brother or sister

Date of Birth

6. DETAILS OF PERSON COMPLETING THIS FORM

Surname:

Please indicate title Mr / Mrs / Miss / Ms

First Name:

Relationship to Child:

Contact Number:

Email Address:

7. ADDITIONAL NOTES TO SUPPORT YOUR APPLICATION

Print Name: _____

Signature: _____

Date: _____

Application Form – Wraparound Care

Pupil Name	DOB
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Please indicate below your final and fixed requirements for Wraparound Care. Please note our provision operates on a first come first served basis.

Days	Before School Care 7.30am to 8.35am	After School Care 3.15pm to 6pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Hometime Security Password_____

Contact Details

Medical Conditions/Allergies

Consents

I confirm I have read a copy of the Streethay Primary School Wraparound Care policy and accept and agree to abide by the terms therein.

Name of Parent/Carer	
Signature	
Date	