

Elmsleigh Infant and Nursery School

Wraparound Care policy July 2022



Located on the school's premises, Elmsleigh Wraparound offers;

- Breakfast Club

Open 7.50am

- After School Club - 'Shining Stars'

Open 3.15pm – 5.15pm (except Fri 3.15pm – 4.15pm)

School Office - open 8:00am – 4pm

Contact: 01283 216883

After hours number: 01283 330117

E – Enjoyment and enthusiasm,
L – Life Long Learning,
M – Motivates,
S – Safe and Secure,
L – Love and Respect,
E – Engaging communities,
I – Inclusion,
G – Going for Goals,
H – High expectations

- 1.Fosters enjoyment and enthusiasm through energy and wonder
- 2.Is committed to Life Long Learning
- 3.Provides a magical and rich learning environment which motivates all
- 4.Provides a safe and secure community
- 5.Is a community which promotes strong relationships through love and respect
- 6.Engages all communities near and far
- 7.Celebrates inclusion and diversity promoting success for all
- 8.Sets realistic goals for each individual through high quality learning and teaching
- 9.Has high expectations that everyone can be the very best they can be

Our School Ethos

A magical learning environment

- *Success for all*
- *Achieving*
- *Friendly family*
- *Enjoying*

We aim to:

- Provide full wrap around care in a familiar environment
- Provide an inclusive, happy, safe and stimulating environment for all children to play, learn and develop freely.
 - Help children to develop responsibility for themselves and their actions and to become independent and caring individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
 - Promote a positive relationship with parents and carers, working in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children.

We are committed to meeting the needs of parents and carers by:

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges and our programme of activities.
- Encouraging communication with parents and carers.

Elmsleigh Wraparound is committed to providing:

- Care and activities that put the needs and safety of children first.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- An inclusive play environment where all children respect and value each other, use kind hands and words and challenge inappropriate behaviour.

If you feel you want to share any matters regarding your child's welfare please contact Elmsleigh on 01283 216883.

Sessions and Bookings

Breakfast club

Parents need to pay for breakfast club in advance using Parent Pay with at least 1 week's notice. If your account is in debit, you will be required to clear this and your child will not be able to attend until all funds are paid.

Each session costs £2.50 per day / Pupil Premium £2 per day

Breakfast club starts at 7.50am.

After-school club

Parents need to make bookings in advance using Parent Pay. Bookings can be made via up to 20 weeks in advance. Payment must be made at the time of booking via School Comms.

3.15-4.15pm - (£3 / £2.50)

3.15-5.15pm - (£6 / £5)

Each hour costs £3 / Pupil Premium £2.50 per hour

*Please note that afterschool club will finish at 4.15pm every Friday.

Kindly note on the day "walk-ins" are not accepted, however, please call 01283 216883 in exceptional circumstances to see if we can accommodate your child.

For any alterations to your wraparound sessions please contact the school office. Please send an email to the school office, enquiries@elmsleigh.derbyshire.sch.uk if you would like to pay with Tax-free childcare or Bravo Benefit vouchers so we can arrange for this to happen.

Dropping off and Collection

Breakfast

You can drop your children off from 7.50am in the morning to the hall entrance accessed from the playground, but please do not leave them unattended at the entrance. The main school access gate will be unlocked. A member of the club staff will come and collect your child from you and sign them in.

At 8.45 am, children will be sent into their classes ready for registration time.

After School

At the end of the day all pre-booked children will be collected from class and accompanied to our club.

After-school club will be undertaken in Year 1. Parents can collect from the Year 1 classroom exit.

You can collect your children at any time during the course of the afternoon, as long as they are collected no later than 5.15pm. You will need to pay for the whole session that you have booked, even if you collect your child earlier.

If there is a problem in getting to the club on time then the parent / carer must ring the club to advise of the reason for the delay and make alternative arrangements for the collection of the child. If you make alternative arrangements for the collection of your children you need to notify the club, giving details of the person who will be collecting on your behalf.

Late Collection

If you are running later to collect your child/children please inform us as soon as possible. The club will charge a late collection fee of £5 to cover staff time after 20 minutes of your lateness. We will not accept further bookings until this is paid.

If the parent / carer is persistently late, the parent / carer will be issued with a verbal warning. If it continues, a second written warning will be issued. Again, if this continues, we will not accept any further bookings.

Lateness will be monitored by the Headteacher to ensure there are no safeguarding risks.

Our Staff

Our team of staff have suitable qualifications and experience in childcare and undergo continual training to ensure the best care for your child. Staff undergo DBS checks and have first aid and food hygiene qualifications. They are also fully trained in our school's safeguarding procedures.

All staff treat children as individuals with equal respect; our partnership with parents and carers is highly valued.

Registration Form & Parental Agreement

It is crucial that the Registration Form is completed in full as it provides contact names, your child's doctor, allergy information, special requirements and gives staff contact information needed in emergencies.

The club must be notified immediately of any change of these details. A child cannot be accepted in the club without the signed Registration Form and Parental Agreement.

Absences

The school must be notified in advance of the absence of a child. This is important for your child's safety as if we are not advised we do not know for what reason the child is missing.

Policies

All school policies will apply in terms of equality and diversity, confidentiality, safeguarding and health and safety related matters.

Policies linked to wraparound care include Anti-bullying, Behaviour, Charging and Remissions, Equal opportunities, Extended Services Debt, Health and Safety, Intimate Care, Safeguarding, and supporting children with medical conditions.

Policies and Procedures are available to all parents on request and are published on our school website: www.elmsleighinfantschool.co.uk.

Paper copies are available on request.

Child Protection & Safeguarding

All our staff understand their responsibility to be alert to the signs of abuse and are aware that they should report any high level concerns where a child could be at risk of immediate harm Designated Safeguard Leads as soon as possible. All staff employed receive regular safeguarding training and updates.

Illness

If a child is ill during a session, the parent/carer will be contacted. Should the child suffer from an infection or infectious illness, the club will ask the parents/ carers to collect the child immediately; with the understanding that the child will be accepted back at the club when he/she is fit. This action is necessary for the protection of other children from infections and illnesses.

Please inform us if a child is not attending due to illness. In the event of absence due to illness a credit against a session will be offered.

Pupil Medical Diets and New Food Allergen Labelling Guidance

In order to comply with Food Standards Agency guidance and new forthcoming European government legislation, which commenced in December 2014, all menus require allergen Foods to be 'visibly, clearly and legibly displayed'. These 14 allergen foods are: Peanuts, Nuts, Milk, Soya, Mustard, Lupin, Eggs, Fish, Shellfish, Molluscs, Cereals Containing Gluten, Sesame, Celery & Sulphur Dioxide.

Our menus are displayed to allow parents/carers and children who have medical dietary requirements to select their own choices. Each special dietary request made by parents/carers on behalf of their child should be made on the dietary request form.

Parents/Carers will be asked to supply a medical / dietician letter to support the special diet requirements

Breakfast Club

We offer a light breakfast such as toast, a variety of breakfast cereals, juice etc. Alongside this, the children will have a range of supervised play activities to occupy them until school starts.

After School Club

The club will offer a variety of snacks, for example: fresh fruit, vegetables, biscuits and squash etc. Children have access to drinking water throughout the session and can use their own drinking bottles if they have them available.

Please remember the club is not a teatime club so the snacks we offer should keep the child happy until home time; the choice of food is limited by the resources and equipment available. It is very important that the club is kept informed about children who have food allergies or special dietary needs.

Children are free to choose from a variety of play activities, including arts and crafts, quizzes, games, puzzles and sports. There are also areas to read and relax.

Concerns

Should you have any cause for concern, please contact a member of the after-school staff team in the first instance. Should you wish to take the matter further, please follow the school's complaints procedure, which is available on our school website.