



Wraparound Care Policy

Approved by:

Strategic Development
and Pupils Committee

Date: Spring Term 2025

Last reviewed on:

Spring Term 2024

Next review due by:

Spring Term 2026

Crescent Primary School provides extended childcare provision for its pupils from Reception to Y6 via Wrap Around Care.

Aims

- To provide high quality childcare that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To foster good relationships between the children encouraging cooperation and providing help and support.
- To work in close partnership with parents/carers.
- To provide children with breakfast and/or a light snack and drink at Wrap Around Care
- To offer a range of structured and free play opportunities and activities to engage and stimulate the children and foster their independence and self-esteem.

Staffing

The clubs are staffed by members of our school staff who work on a rota basis. There is always a member of SLT nearby to deal with any Safeguarding or behaviour concerns.

Prices

Breakfast Club from 7.30am onwards – school starts	
Cost	£4.00
After School Club until 4.30pm	
Cost	£4.00
After School Club 4.30pm – 5.30pm	
Cost	£4.00
Late pick up charge (after 5.40pm)	£10.00 *

The Governing Body reserves the right to increase these charges as appropriate. Please note that there is no sibling discount.

Bookings and Payment

Parents/Carers will book Breakfast Club and Wrap Around sessions using their SCOPAY account.

Childcare Vouchers

If you wish to pay using childcare vouchers, you will need to notify the school office.

Cancellations / Amendments to Bookings

Bookings for Breakfast Club can be made up to 7am on the the day.

Bookings for Wrap Around Care can be made up to 1pm on the day.

Please contact the school office in advance to cancel a booked session. Refunds for cancellations will be made by school office within 7 days of the notice of cancellation.

Arrivals and departures

The safe arrival and departure of the children in our care is paramount. Staff will ensure that an accurate register is kept of all children in the care provision, and that any unexpected arrivals or departures are recorded in the registers. The registers are kept electronically via our Management Information System, Scholarpack.

Please ensure that emergency contact details and medical information (allergies etc) are kept up to date with the main school office.

Breakfast Club

Breakfast club opens at 7.30am – 8.40am. Entry is through the main office doors where your child will be registered by a member of staff.

Breakfast Club will operate in the main school dinner hall for all pupils. At the start of the school day, children will be escorted to their classroom in readiness for the start of teaching time.

Breakfast Club operates on normal school days, Monday to Friday, Term Time only. Children may be dropped off between 07.30 – 08.20am. Please note, food items are packed away at 8.20am, children arriving after 8.20pm will need to have eaten before arriving.

Children will have access to a choice of breakfast food eg. cereals, yoghurt, bagels & toast to begin their day. Milk, juice and water are also available. Any dietary requirements will be catered for.

After the children have eaten, they will have the opportunity to be involved in a number of fun activities. The emphasis is on the children having the best start possible to prepare them for the school day. Children may participate in any activity offered to them, but they are given the freedom to choose how they spend their time.

If your child is not attending Breakfast Club due to illness, an appointment or for any other reasons can you please let the Breakfast Club staff know via the school office.

Wrap Around Care

Wrap Around Care operates between 3.10pm – 5.30pm Monday to Friday, term-time only. School staff are issued with a register daily and names of the children attending Wrap Around care that evening are sent to the class teachers.

At the end of the school day children will be escorted to the main school hall where they are registered by the Wrap Around Team.

Any children attending other after school extra-curricular clubs will be included on the report to the Wrap Around staff to attend after their activity.

Entry to collect children at the end of the club is through the main office entrance door and by pressing the white doorbell on the door **(not the intercom)**. Parents/carers must inform the club in advance if someone who is not listed on the child's contact list is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures. Children will **not be** allowed to leave the club on their own or with any adult who is not known to staff.

The children will be offered a light snack during their time at Wrap Around Care.

The children will have the opportunity to be involved in a number of activities. Typical activities include outdoor team games, books, Lego & construction toys, art & craft activities, drawing or puzzles.

The emphasis is on play and children winding down after their school day. Children may participate in any activity offered to them and whilst there are structured activities, they are generally given the freedom to make their own choices to promote self-confidence, independence and self-esteem.

Late Collection of Children

Wrap Around Care finishes at 5.30pm and there is no facility for an extension to this time. We realise there may be circumstances where parents are unexpectedly delayed but these should be a rarity and not frequently occurring. **In the event of an unexpected delay in collecting your child, please telephone the Wrap Around Care mobile on 07561845283 to let staff know (the school office telephone line will be on answerphone after 4.30pm)**

Late collection of children, unless notified, will result in staff following procedures for non-collection of a child.

- The child must stay with a member of staff at the school until they are safely collected.
- The provision leader will contact the parent's mobile, place of work and home.
- The provision leader will contact alternative documented person's from the child's personal file to collect the child.

- The child will remain in the care of the staff for half an hour after closure whilst continuing to contact all numbers given.
- Children who have not been collected by 6.00pm without any explanation would then become a safeguarding concern in line with the school's safeguarding procedures. The Designated Safeguarding Lead will act accordingly in line with school policy and will contact the Local Authority Multi Agency Safeguarding Hub (MASH).

*Late collection will result in a £10.00 penalty charge per child and will be added to the next invoice. When late collection after 5.30pm occurs regularly, we reserve the right to withdraw the child's place from the club.

Going Home and Signing Out

All children will be signed out by a member of staff.

Safeguarding and Health and Safety

The Breakfast and Wrap Around Care staff follow the school's safeguarding policies and health and safety policy, all of which are available on the school website.

Behaviour

Your child will need to maintain acceptable levels of behaviour at the club in line with the School Behaviour Policy. If staff have any concerns about your child's behaviour, they will speak directly to you to make you aware. If your child's behaviour does not improve and jeopardises the safety and enjoyment of other children, this may result in your child being unable to attend the provision.

Accidents and Illnesses

In the event of a child falling ill or having an accident, relevant school first aid policies and procedures will be followed, and parents will be contacted as soon as possible, if deemed necessary. First aid will be given by a qualified member of staff and the incident recorded on the child's Scholarpack record.

Medication

The clubs follow the school's Administration of Medicines Policy, which includes guidance and procedures on medicines in school. This policy can be found on the school website. No medication will be given without the form completing by the parent/office.