



BEECHWOOD
Primary School

WRAP AROUND CARE POLICY

September 2021

Approved by: **Leadership & Management Committee**

Date:

Last reviewed on: **September 2021**

Next review due by: **September 2022**

WRAP AROUND CARE POLICY

1. INTRODUCTION

Beechwood Wrap Around Care is run by Beechwood Primary School and exists to provide high quality out-of-school hour childcare for our parents/carers. The children have the opportunity to extend their day within the school building and to join in a variety of activities on offer to enhance the curriculum and interests of the pupils. The care operates term time only (excluding inset days) from:

- 7:45am - 8:45am
- 3:15pm - 5:45pm

A copy of this policy is provided to all parents/carers of children attending the sessions and is also available on the school website. All parents/carers must complete a registration form for each child attending the sessions and sign the parental agreement to adhere to the terms of this policy.

2. ADMISSION

- Only children attending Beechwood Primary School are eligible to attend Wrap Around Care sessions.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement of the sessions.
- Parents/carers requiring ad hoc places are welcome to use the Wrap Around Care providing there are spaces and parents/carers have previously completed the registration process. However, sessions needed after 5pm need to be booked a week in advance.
- If parents/carers need wrap around care after 5pm, they will need to message Mrs L Evans via Class Dojo to book their space at least a week in advance.
- All Wrap Around Care staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

3. FEES AND CHARGES

- **Breakfast Club** (7.45am to 8.45am) bookings - **£1.50**
- **After School Club** - ad-hoc same day booking - **£7.50**
- **After School Club (3.15pm to 4.00pm) booking - £4.00**
- **After School Club (3.15pm to 5.00pm) booking - £5.00**
- **After School Club (3.15pm to 5.45pm) bookings - £6.00 - These sessions MUST be booked a week in advance.**
- **Late Charges** - for the first 15 minutes **£10** and **£5** every 5 minutes onwards
- Additional copies of invoices - **£5** per copy.
- Where 2 or more children attend Beechwood 'Treehouse' Out of Hours Club, a sibling discount is applicable of 10%; this will be deducted from the youngest child's fees.
- A 50% discount is available for all Beechwood staff children who attend any Wrap Around Care Sessions.

4. PAYMENT AND BOOKING TERMS

- All bookings must be paid for prior to the booked session via the School Gateway app or on collection if session is ad-hoc.
- If the session attended is not paid for in advance or on collection of a child if session is ad-hoc, we reserve the right to end this agreement immediately and cease providing childcare services.
- If payment is then **not received** a reminder will be sent and a further **5 working days to pay will be given**.
- Where payment is outstanding, parents/carers will be unable to book any extra ad hoc sessions until full payment is received.
- If after these 5 days the full payment is not received, childcare provided will immediately cease and parents/carers will still be liable to pay the outstanding amount.
- If a child does not use a confirmed session that is booked, because for example, your child is sick or on holiday it must still be paid as the session was held specifically for your child. This is equally applicable to termly bookings and ad-hoc confirmed booked sessions.
- All payments are to be made via the School Gateway app.

5. CANCELLATION OF BOOKINGS

- If Beechwood 'Treehouse' Out of Hours Club is unable to provide a session due to school closure, a full refund will be made; although we will not be liable for any of your other costs or expenses or for any inconvenience caused.
- If parent/carers want to end a contract with us, 1 months' notice needs to be given in writing. If the required notice is not given parents/carers will be required to pay in full for each session for which notice has been given.

6. LATE COLLECTION

- Beechwood 'Treehouse' Out of Hours Club closes at 5.00pm. Any parent arriving after this time and have not booked a later session a week in advance, there will be charged a late collection fee. **Please see fees and charges.**
- On the third instance of late collection we will have a discussion with you and we reserve the right to end this agreement immediately and cease providing childcare services.

7. STAFFING

- Two members of staff will run Wrap Around Care and at least one member of staff have a relevant Level 3 qualification or higher to provide care for all pupils.
- At least one member of the team will also hold a paediatric first aid and food hygiene certificate.
- All members of staff have attended safeguarding and child protection training and extremism and radicalisation training.

- The club will be staffed at a maximum ratio of 1 adult for every 10 children for pupils 4-11 years old and 1:8 for children under 3-4 years of age.
- The Wrap Around Care Manager will be on site from 8.00am - 4.30pm.

8. PROVISION

- An overview of the Tree House provision is planned by the wrap around care manager and daily provision is planned and set up by the Tree House team. Tree House offers a variety of activities that opportunity for pupils to complete homework, experience art and craft activities and ICT opportunities.
- Pupils will also have the opportunity to take part in outdoor provision, including climbing equipment and physical games.

9. RULES AND PROCEDURES

- Parents/carers must sign their child out of the club at the end of a session, filling in both the time and their signature.
- All children are expected to behave with safety and consideration of others in mind at all times. Any inappropriate behaviour will be discussed with parents/carers and logged, if necessary.
- Any continued disruptive behaviour may jeopardise your child's place at Beechwood 'Treehouse' Out of Hours Club.

10. COMPLAINTS

Should any parent/carer wish to discuss an issue around the Beechwood 'Treehouse' Out of Hours Club they should speak to the Out of School Club Manager in the first instance. After this discussion, if parent/carers do not feel that their concern has not been resolved then the parent/carer should contact the Headteacher. A copy of our Complaints Policy is on our web page or we are happy to provide a paper copy upon request.

11. RELATED WHOLE SCHOOL POLICIES

Whole School policies can be found on the school website at:

<http://www.beechwoodprimary.org>

These policies include:

Safeguarding & Child Protection, Equal Opportunities, Health & Safety, Expectations & Discipline, Complaints, Uncollected Child, Missing Child.

WRAP AROUND CARE POLICY

This handbook was adopted at a meeting of Leadership and Management Governor sub-committee, held on the Governing Board on

Date to be reviewed: **September 2022**

Signed:

Name of signatory :

Appendix 1



Iparent/carer of have read and accept a copy of the Beechwood 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 Thursday of the previous week; paid for in advance via School Gateway app.

I accept that should I need to book an ad-hoc session payment is due at the time of the booking or on collections of my child from Treehouse.

Parent 1

Signature: (Parent/carer)

Print Name:

Date:

Parent 2

Signature: (Parent/carer)

Print Name:

Date:

CLUB COPY TO RETURN TO BEECHWOOD 'TREEHOUSE' OUT OF HOURS CLUB