

# Dove Bank Primary School

## Putting Children First



# Wrap Around Care 2023-2024



# Dove Bank Primary School Wrap Around Care

A voluntarily Managed Organisation providing high quality care, recreation and education for children during out of school hours

## Privacy and Confidentiality

All information collected on children and their parents will be treated with the utmost confidentiality.

- Daily attendance registers and records will be kept in a lockable cupboard.

## Activities

We aim to provide a variety of activities during our sessions to enable the children to experience a multitude of opportunities. Everyone is encouraged to have a go at any activities but the choice is always theirs.

We plan a half-termly programme with the activities and we are always open to suggestions made by the children and include them where possible and appropriate.

## Food and Drink

**Breakfast Club** – The children are given a drink and offered a choice from cereals and toast (or both).

**After School Club** - The children are given a drink and biscuit or fruit during the afternoon session, and there is water freely available at all times.

**Late Stay** - The children are given a light tea including crumpets, yoghurts and sandwiches and there is water freely available at all times.

## Equal Opportunities and Your Child

We will endeavour to provide an environment which does not discriminate, regardless of age, sex, race, colour, religion, ethnicity or national origin. This means we shall provide children with equal opportunities in play and access to resources. If your child has any form of special needs we therefore need to know about it. For example, if he/she has poor eyesight or is hard of hearing, knowing this will help us cater for his/her need.

## Behaviour

We expect all children to behave respectfully towards each other and the adults who are caring for them. The school's Behaviour Education Policy acts as a guide to what we expect, and it begins with the school code, adapted a little for our club.

## How will my child get to the Wrap Around Club

At Breakfast Club, Parent/carers are responsible for bringing their child(ren) to the school gate and using the intercom system to introduce their child. The parent/carer and then bring their children to our Breakfast Club entrance in the school hall.

For After School Club, a member of school staff will collect the registers from the school office and then collect the children from each classroom. As the children are collected, they will be ticked off on the register. All children will then meet in the hall. The member of staff will then sign the register and pass it to our club manager who will also register the children and sign the register.

## Dove Bank Primary School Wrap Around Care

A voluntarily Managed Organisation providing high quality care, recreation and education for children during out of school hours

### What happens if your child is unwell

Please do not send your child to the club if he/she is unwell. Should your child become ill at the club we will endeavour to contact you or the designated person. Should this prove impossible we will provide the necessary support until you arrive. If in an emergency, a child requires hospitalisation, staff will not await parental permission but act, in loco-parentis, and call an ambulance. We will then make every effort to contact you.

### Your child following infection or illness

Please let us know if your child contracts any type of infection, which other parents may need to be aware of (e.g. impetigo, head lice, chicken pox). Always check with the school, to see when it is appropriate for your child to return.

### What happens if my child has an accident?

Much depends upon the degree of the injury. We will always let you know by direct or indirect contact. Should your child require hospitalisation, we will contact you or the designated person immediately. We will not delay in sending for an ambulance. Head injuries will always be treated seriously unless proved otherwise, and you will receive direct contact whenever possible should a bang to the head occur.

### What happens if your child is not collected on time?

Please let us know if you are running late in collecting your child(ren) so that we can discuss any changes that need to be made to the collection arrangements. If you are running late and we haven't heard from you, we will hold onto your child(ren) until you arrive and/or we will contact one of the other adults authorised to collect your child(ren). Please be aware that there will be an additional charge of £2.50 for every 15 minutes that we have to keep your child(ren) beyond their booking time.

### What happens if my child is missing?

In the event that a child booked into our Wrap Around Care is not there at the time of collection/registration, the school will contact parents and/or other authorised adults immediately and speak to the last person responsible for caring for the child. In exceptional circumstances we will contact the emergency services.

### Medicines

We are not obliged to administer medicines, but will do so if there is no other alternative. Should you require us to do so you should contact us and we will supply you with the necessary forms to complete. If your child has some form of chronic complaint (for example asthma) then come and talk to us about the medication and how it should be administered.

Please do not send your child with medication, expecting it to be administered without the necessary forms being completed.

## Dove Bank Primary School Wrap Around Care

A voluntarily managed organisation providing high quality care, recreation and education for children during outof school hours

### Terms and Conditions

#### Overview

Welcome to our Wrap Around Care. The aim of the club is to provide a community service of high-quality care, recreation and education for children out of school hours, on a not for profit basis.

The club is available to children who attend our school, and is open from 7.30am-8.45am in the morning and from 3.10pm - 5.15pm in the afternoon.

The staff ratio is maintained at a safe level.

Children will be collected from the classroom/outside class lines and checked off on the register, this register will then be signed by two members of staff.

All staff are employed under the rules set out by the Children's Act and in line with the Office of Fair Standards of Education (OFSTED) guidelines.

#### Costs

Breakfast Club (7.30am – until the start of the school day)	£4.50 per session
Afternoon Session 1 (3.15pm - 4.15pm)	£4.00 per session
Afternoon Session 2 (4:15pm – 5:15pm)	£4.00 per session

#### **Please note:**

**If we run any additional clubs that are outsourced, the member of staff in charge will collect the children and register them in the same way so as to adhere to our school procedures.**