



Wraparound Care Provision

Parent/Carer Information and
Agreement **2024-2025**



Secure, Happy, Successful

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Introduction

At Rawmarsh Ryecroft Infant School, we understand the importance of flexibility for working parents while providing a safe, nurturing, and engaging environment for children. Our **Wraparound Care Program** ensures that your child is cared for, encouraged, and supported beyond the regular school day.

School Aims

Our aim is to provide high-quality, affordable care that complements the school's ethos by fostering a sense of belonging, developing essential life skills, and offering enriching activities.

Our provision, policies and carefully planned wraparound provision; are all based around developing your children's confidence within our school values

Our Expectations

We are proud that we have an attractive and spacious learning environment. We expect it to be maintained and respected by the whole school community. We aim to encourage a friendly, caring atmosphere with a high level of cooperation, so that everyone has an opportunity to enjoy school life. The school reserves the right to refuse children's attendance at wraparound care provision where their behaviour is likely to affect the running of the provision and where behaviour in school is a significant cause for concern. Parents/carers will be given written notice if their child's behaviour is a cause of concern and their place at the wraparound provision might be withdrawn.

Timings and Costs

Breakfast Club - 7.45am - 8.45am £3.25

Wraparound Care Club - 3.25pm - 5.45pm £8.00

Bookings and Fees

The school is committed to providing affordable childcare and activities. We endeavour to keep our fees at the lowest possible level to provide and maintain a high-quality service. As the after-school provision will be based in the school, many of the costs are already covered. However, fees are charged to cover the cost of staffing, equipment and materials, cleaning, catering, refreshments and administrative support.

Parents must book and pay for wraparound care in advance, in line with the terms and conditions outlined in the wraparound school contract.

Staff

All staff working for this provision are employees of the school and have experience of working with children. The wraparound team participate in on-going training to ensure that best practices are implemented at all times. Children attending any extra-curricular clubs run at the end of the school day will be brought to the Wraparound Team by the member of staff running the extra-curricular club.

Contact Information

Should you wish to make an enquiry or leave a message regarding after school wraparound, staff can be contacted in a number of ways:

School office contact number: **01709 710599**

School email address: admin@ryecroftinfant.co.uk

School Policies

All relevant school policies apply to our Wraparound Care facilities. These include policies relating to the health and well-being of children, i.e. Safeguarding, Equality, Behaviour Management, School Food Policy, Data Protection, Complaints and Health and Safety. The school's policies are available on our school website or on request.

We follow the school's Child Protection and Safeguarding procedures with staff legally obliged to report any concerns to the relevant authorities.

Where will the children be during Breakfast and Wrap Around Care?

Wrap around care provision is provided within the school building with other outdoor play provision which will be organised and supervised on the playground.

Accidents

In line with the school's procedures, any accidents or incidents involving your child will be recorded using the online school's accident system. You will be notified of the accident/incident either by telephone call or face to face along side the email. There are qualified first aiders in the wraparound team at all times.

Illness, Medicines and Allergies

In order to reduce the spread of illness and infection we request that you do not bring your child to after school provision if they are unwell. Should your child become unwell whilst attending this provision, then a member of staff will contact you. You will only be requested to collect your child if deemed necessary.

There are occasions where children may need to be given medication in school. In these cases, we are able to supply medication **ONLY IF** it is prescribed by a doctor, needs four doses per day, is clearly labelled names with dosage and instructions on the medication. You must complete a Medicines Form and drop the medicine in at Main Reception. These arrangements are in line with the DfE government guidance. No other medicines will be supplied to children in school. Inhalers must stay in the child's classroom at all times and be kept up to-date by parents. Please ensure that the school is aware of any food allergies your child may have. If they require an Epi-pen, one will need to be kept in school at all times and must be in date.

Food and Drink

All children attending the Wrap Around Care will eat together will a planned menu provided which is available of the website. All food is prepared and cooked on site by a qualified member of staff.

It is your responsibility to notify the school if your child has any special dietary requirements or allergies. As per the school's policy for allergies and food intolerances; a meeting with the wraparound cook will need to be completed before any meals can be offered to your child.

A menu is available on the school's website and hard copies from Main Reception.

Drop Off and Collection

Parents/carers drop children in the morning at the main gate at 7.45am and then use the main reception entrance after this time. Wrap around care children can be collected at any point from the main reception. Please ensure that school staff are aware if someone different is collecting your child.

Indoor activities may include:

Construction toys, colouring, crafts, board games, jigsaw puzzles, problem solving, puzzles, a range of small world set, table top snooker, air hockey and football. The children will also have access to computers and other devices. Quiet reading corners are available during this time if they wish.

Outdoor activities may include:

Tag games, football, basketball, parachute, scooters, free play equipment and access to the large school play equipment.

By booking and paying for care at Breakfast or Wraparound Care Club you are agreeing the following contact:

Wraparound Contract

This Wraparound Care Contract outlines the terms and conditions for the provision of before and after-school care, including a meal for all children enrolled.

General

- Fees are charged for the full session booked regardless of how long the child attends the session.
- Fees will not be reimbursed in the event of a child being absent for any reason.
- Please note if your child becomes ill during their time in Wraparound care you will be asked to collect them as soon as possible.

Payments/Charges/Bookings

- Payments will need to be made at the time of booking.
- Bookings can be made up to 12pm on the night before
- Bookings can only be cancelled or changed with 24 hours notice
- Charges will be reviewed annually in March.
- Payment should be made through School Money

Closure of Care

- Wraparound care will be closed for 5 staff training days per year. Dates will be confirmed in advance.
- Wraparound care will be closed on Bank Holidays. Dates will be confirmed in advance.
- There may be occasion why the club has to close. Parents will be provided with as much notice as possible.

Other

- We have a responsibility to ensure all children in our care are safe and protected. We are obliged by law to follow child protection procedures if we have any concerns about a child.
- Please ensure children are collected on time as this will avoid the child becoming upset.
- If children are not collected on time you will be subject to pay additional fees to cover the extra staffing costs, £10 for the first half hour and £5 for every 15 mins thereafter.
- Please note if a child is not collected by the allotted time and we are not able to contact parents we will contact Social Care, who will deal with the situation accordingly.
- Any changes to adults collecting your child must be shared with the Wraparound Team in advance of the session.