

## Welcome to our Wrap Care service – Early Risers & Tea Timers.

Our aim is to provide a happy, caring and stimulating environment welcoming to all.

As parents or carers, we know you will have lots of questions to ask about our provision so we hope this handbook will help but if not, please do not hesitate to ask any member of staff.



### Opening hours

**Early Risers:** 7.30am – 8.45pm

**Tea Timers:** 3.00pm – 6.00pm

## Sessions and Fees

Early risers – Morning session	<b>£3.00</b>
Tea Timers – Option 1 – 3.00pm – 4.30pm	<b>£4.50</b>
Option 2 – 4.30pm – 6.00pm	<b>£4.50</b>
Option 3 – 3.00pm – 6.00pm	<b>£7.00</b>

(Option 3 is available for children who attend after school activities).

Once your application has been completed and returned we will provide you with a login code so you are able to book a slot on a morning or afternoon session using our online account. We would also like to provide a flexible service and arrangements for a late admission can be made over the phone if spaces are available.

Attendance for the week will be uploaded onto Parentpay every Friday where you will be able to make payment for the sessions. Please can payments be made weekly unless an agreement has been made with the School Business Manager.

If for any reason your child is absent on a day he/she is booked into this service please inform us on 01388 814860 so the place can be cancelled. Please be aware that it is in our policy to charge for all pre-booked sessions even if your child does not attend.

## Breakfast & Snacks



**Early Risers** - Children will be offered a choice of healthy snacks.

**Tea Timers** – Children will be offered a choice of healthy snacks.

Please inform us of any dietary requirements your child may have.

## Meet the team



**Marjorie Wilson**



**Susan Dixon**



**Allyson Lewis**



**Michelle Cool**



## **Illness**

Our Wrap around care service is a “Well Children” setting and we ask parents to ensure we keep the risk of infection to a minimum. Therefore, if your child is unwell – just like school – please do not allow them to attend.

Should your child become unwell while attending we will contact you immediately for your child to be collected

## **Medicine**

Early Risers and Tea Timers has a strict policy on the administration of medicines and is guided by school policies. Medicine can only be administered, whether it is short or long term, once written consent has been given by a parent/carer.



Details must be written up on a medicine form indicating the dosage and time it is to be administered.

Medicine will be administered with 2 members of staff present and both are required to check the child’s name, dosage and time to be administered and sign to indicate this has happened as stated in the policy.

Parents/Carers are required to sign to indicate they have been informed of the administration of the medicine.

## **Accidents**

The greatest amount of care is taken to minimise the risk of accidents but as you are aware accidents do happen.



Any accident however small or large will be recorded in the accident book and parents/carers will be told.

Any accident deemed to require immediate parental contact would be done so immediately. For this reason, it is important that you keep contact details up to date.

## **Safeguarding**

Our wrap around service is committed to the safeguarding of all children and to do this we will provide a safe environment for children to learn and play. We will identify children and young people who may be suffering, or likely to suffer significant harm, and take appropriate action with the aim of making sure they are kept safe in our provision and at home.

We will achieve this with the following systems in place:

- Prevent unsuitable people working with children
- Promote safe practice and challenge poor and unsafe practice.
- Identify instances in which there are grounds for concern about pupil's welfare and initiate or take appropriate action to keep them safe.
- Contribute to effective partnerships working between all those involved with providing services for its children. If you wish to see our policy please pop in at anytime and we would be happy to help.

If as a parent you need any advice or help please speak to a member of staff or call First Contact directly 03000 267979

## **Health & Safety**

We consider health & safety as an important issue and we uphold all laws accordingly. We promote good hygiene in both staff & children and ensure the safety of children is paramount at all times.

## **Fire Procedure**

All rooms used for our wrap around service have a fire policy and procedure displayed. The fire alarm is checked weekly and regular fire drills take place to ensure staff and children are proficient in evacuating the building should an emergency occur.

## **Security and Confidentiality**

We operate a strict security and confidentiality policy. We have automatic locking doors to restrict entry & exit. When attending our service staff will answer doors as quickly as possible but unfortunately there are times when a small wait is unavoidable.

All personal details regarding your child will be kept in a locked filing cabinet available to staff only.

## **No Smoking Policy**

We operate a No Smoking policy and that you support us fully in implementing this. Please do not enter the grounds or building while smoking. Members of staff and visitors are not allowed to smoke on or close to the premises at any time.

## **Complaints Procedure**

If you have a complaint or grievance during your child's time at our wrap around care service please discuss it with our childcare staff who will endeavour to resolve the problem.

If after consultation with the staff the problem is not resolved, please arrange to speak to either Mrs Phillips, assistant executive headteacher or Miss Bowden, Deputy executive headteacher. A full copy of our complaints procedure is available on our school website.

**PLEASE KEEP THIS BROCHURE AS REFERENCE.**

Please return the following information to the school office.

1. Application form
2. Signed policy