



Policy for Wraparound Care

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Date policy agreed	24 November 2022
Review Date	24 November 2023
Agreed by	Daniel Harrison and Chair of Governing Body – Pam Sneath

POLICY FOR WRAPAROUND CARE

This policy has been written to provide information for the parents, carers and staff at Oxclose Nursery School and Ox Close Primary School about the Wraparound Care provision currently on offer at Oxclose Nursery. The policy aims to give structured guidelines and support in regard to every relevant aspect of the care on offer at the Nursery, namely the Breakfast and After-School provision.

Age Limits

The lower age limit for children to access wraparound care is four years old. However, if your child is in our Nursery (not the two year old room) they can use our breakfast and afterschool provision after completing a full half term in the Nursery to ensure they are fully settled, familiar with the staff and can cope with the length of time out of the home on a daily basis.

We provide breakfast and after school provision for children up to and including those in Year 6 (age 11) and this is a mixed group of children from ages three to 11 years.

Toileting

In order to use the wraparound care facility, children MUST be fully toilet trained. We do not have the resources or facilities to change nappies.

Breakfast Provision – Early Risers

The Nursery offers a breakfast provision from 7.30am until 8.45am.

The children have a choice of healthy snacks.*

After School Provision – Tea Timers

The Nursery offers an After-School provision from 3.00pm until 6.00pm, with 3 options to choose the appropriate time to attend:

- **3.00pm to 4.30pm**
- **4.00pm to 6:00pm**
- **3.00pm to 6.00pm**

The aims and objectives of the After-School provision are as follows:

- To provide equal access and participation to any child regardless of their race, religion, gender and special educational needs.
- To extend provision so that children can access different activities that may not be available within the normal school day.
- To encourage the children to take part in activities that will actively encourage themselves to lead healthier lives.

All children attending the After-School provision will receive a healthy snack and a drink.*

** Parents/Carers are responsible for identifying any allergies their children have. This information will be captured on the application form.*

Admission and Bookings for Wraparound Care

Upon enquiry, interested parents and carers will be asked to complete and submit the appropriate form to the Nursery. The parent or carer will then be given access to our booking and payment systems with full instructions on how to use these. **It is important that contact details, medical information and any SEN information are accurate and kept up to date and it is the responsibility of the parent to ensure that the Wraparound Care provision is made aware of any changes to these.**

A contract, which must then be signed and returned to the Nursery. Both the Nursery and the parent/carer will keep a copy of the signed contract.

There are a limited number of places available for the provision. In the event that this is over-subscribed, a waiting list is held on the booking service, and parents/carers are notified via email when a space becomes available.

Bookings are expected to be made by midday the working day before the sessions. This means that any sessions on a Monday are requested by midday on the Friday before, Tuesday on the day before (Monday) and so on.

If there is an emergency and you need childcare last minute, then enquiries would need to be made through the school office. We would then need to explore if places are available.

Bookings can be cancelled up until midday on the previous working day. Any cancellations after this point will result in a charge, even if the place is not used.

Staff

Four members of staff work within our Wraparound Care team, with always two members of site at any one time. These are qualified staff who have been trained in all aspects of working with young people, including safeguarding and first aid. All staff have current DBS certificates and have been subject to the appropriate pre-employment checks.

The staff will also be responsible for taking a register before the start of each session.

Behaviour of Children While Attending Wraparound Care Services

It is expected that children will behave in an appropriate manner and follow the guidelines of set out in our Code of Conduct below.

Ox Close Federation Code of Conduct

Respect yourself

Respect others

Respect the environment

We participate, contribute and collaborate

We are helpful and kind to one another

We follow instruction

We do our best and feel proud

We take part, share our ideas and work together

Any child not able to follow the Code of Conduct will face the following measures:

- 1 The **first** incident of behaviour that is deemed either unacceptable or unsafe will be reported to the Head of the Nursery, who will then discuss the incident with the Parents/Carers of the child/children and one more opportunity will be given to the child to change their behaviour at the breakfast or after-school club. It is the Parent/Carer's responsibility to discuss the child's behaviour with them and ensure that they are aware that it is not acceptable.
- 2 The **second** incident of reported behaviour that is deemed either unacceptable or unsafe will be reported to the Head of the Nursery, and this may result in the child/children being taken out of the activity permanently. The incident will be discussed with the Parents/Carers, and the decision to withdraw the place will be communicated. The vacant place will be given to the next child on the waiting list.

Children who are taken out of the activity permanently will not be allowed to reapply for a period of six weeks during term time. If excluded for a second time, the Head of Nursery will reserve the right to refuse further applications.

The Dropping off and Collection of Children to the Wraparound Provision

Breakfast provision begins at 7.30am. The doors are opened at 7.30am, **however parents remain responsible for, and must not leave the children, until 7.30am.**

Please note that children must be booked into the service in advance and we reserve the right not to accept children on the day if they have not been pre booked.

Arrivals after 8:20am may not have time for a breakfast.

Children must be collected from the provision by their specified choice of time booked. **Persistent late collections may result in the provision being withdrawn.**

Children are not allowed to exit the building alone for any reason before, during or after the sessions

First Aid Procedures/Medical

If first aid is required during Wraparound Care, the member of staff on duty is required to deal with the situation and inform the parent/carer of the action that has been taken. This will normally be done by telephone or in person.

All accidents that require first aid will be recorded in the Accident Book.

Parents must make the Wraparound Care provision aware of any allergies and medical conditions. It is important that any child who has an inhaler or EpiPen has one which is specifically for Wraparound Care and these must be stored securely, along with any Care Plans.

In the event of the fire alarm being raised, the staff on duty will escort the children from the building immediately, using the nearest fire exit. The register will then be used to ensure that all the children are accounted for. All medication (inhalers and EpiPens) will be taken.

The staff on duty must not return, or let any child return, into the building to collect anything during or after a fire evacuation. The staff and children may re-enter the building once it has been deemed safe to do so.

Sessions and fees

Breakfast Provision	£3.00 per child per day
After-School Provision	Option 1 – 3.00pm – 4.30pm - £4.50 per child per day
	Option 2 – 4.30pm – 6.00pm - £4.50 per child per day
	Option 3 – 3.00pm – 6.00pm - £7.00 per child per day

Payment

Payment for all extended services can be made by Childcare Vouchers or through ParentPay. Those using Childcare Vouchers can obtain a statement by contacting the Primary School Office.

In circumstances where accounts are in arrears, we will follow our process to recover the amounts outstanding:

- 1 On a weekly basis, the accrued amounts owed will be notified by email.**
- 2 After seven days, the overdue amount will be notified by letter requesting payment or contact with Ox Close Federation within 14 days.**
- 3 If there is no response to the above letter and the overdue amount is still outstanding, a final follow-up letter will be issued. In the event that the debt remains outstanding and a payment plan has not been negotiated, after 28 days we reserve the right to withdraw Wraparound Care and to refer the debt to the Durham County Council Debt Collection team.**

We will treat you with dignity and respect, and expect you to treat us the same way. We will not tolerate the use of bad language or aggressive behaviour to any member of our staff team. Please do not risk your child losing their place at our Wraparound Care through your behaviour.

I confirm that I have read and understood the Policy for Wraparound Care and agree to the content.

Signed	
Print name clearly	
Date	