

# HEATHCOTE PREPARATORY SCHOOL & NURSERY



## Wraparound Care Policy

Date of Policy: September 2017  
Review Date: September 2019  
To be reviewed by: SLT



## Wraparound Care Policy

Wraparound care is non-selective, mixed ability, taking children from 2-11 years of age.

It is situated in the main house having use of the lounge and house kitchen, providing a safe and nurturing environment before and after the school day.

### Aims and Objectives

To provide the successful implementation of the extended school day facility.

### Application Procedure

Wraparound care is available to all children between the ages of 2 and 11 years. Parents may apply for a place in wraparound care for their child/children by contacting the School Office, giving advance notice, where possible, of a place being required. There is the option for your child to attend wraparound care before school from 7.30am and straight after school at 3.30 p.m. until 6.00 p.m. when wraparound care finishes. Children can be collected at any time and parents will be charged accordingly (See our Fee List for further details). Children who stay after 4.30 p.m. will be provided with a snack.

The School understands there may be times when parents are running late to collect their child/children. Children who are not collected on time at the end of the school day will automatically be looked after by the wraparound care staff, for which there will be a charge.

**Collection from Wraparound Care is required by 6.00 p.m. each evening.** Continual lateness with regard to collection will need to be reviewed and the School may be required to reconsider a child's place within the Wraparound care facility. Please refer to our Uncollected Child policy –for children who are not collected from wrap around care on time. Parents will also be required to sign a form when collecting their child/children in the evening and charges will be calculated according to our Fee List. The school must be notified in advance if the child is to be collected by anyone other than the main carer. Costs for wraparound care will be charged on the following term's bill.

### Breakfast Club

Our Breakfast club runs from 7.30am to 8.30am.

On arrival children will be registered before being given a choice of breakfast items that are available, usually toast, teacakes, cereal and yoghurts. After breakfast children can make use of the clubs resources or, weather permitting may play outside with supervisory staff. At 8.30am, children will be taken into their classroom for the start of school.

### Twilight Club

Our After School Club runs from 3.30pm to 6.00pm every school day. Children may come to the club straight after school or after a school club at 4.30pm. A snack is provided at around 4.30pm. This is not intended to be a full meal but a means to stave off hunger until the children get home. Usual snacks provided vary but as a guide: soup and toast, beans on toast, sandwiches, pasta bake, fish fingers or pizza. Children coming to the club from 3.30pm are expected to do their homework before enjoying other activities.

Children are registered as they come to the club and parents sign their child out when they leave.

### **Communication with Parents/Carers**

- Verbal communication with parents/carers bringing or collecting children from the clubs
- Written notes to parents/carers may be conveyed through the children's homework diaries or letters in school bags.

### **Special Diets**

Heathcote School is a 'nut free zone' and whilst in the Clubs we strive to ensure this continues. As part of the breakfast options, cereal is offered as a choice. While there are no 'nuts' we cannot guarantee that the cereal offered has not been made in a totally nut free factory. (Packet allergy advice- Factory: before being prepared for manufacture of this product, the equipment was previously used to make products containing nuts.) If your child has an allergy/intolerance to any foodstuffs, please let the school know so that we can accommodate them.

### **Notes**

First Aid- the schools First Aid/medication Policy will be followed and recorded.

Fire- the schools Fire Procedures Policy will be followed.

Health & Safety- the schools Health & Safety Policy will be followed at all times.