

Wrap Around Care Policy

Breakfast Club & After School Club



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| Approved by: | Governing Body | Date: 14 th May 2024 |
| New Policy Date: | April 2024 | |
| Next review due by: | April 2026 | |

MISSION STATEMENT

We love God and each other and follow the example of St Teresa.

We enjoy learning together and doing our best in a happy, healthy and welcoming community.

We learn to be responsible and caring citizens.

"Let us do little things well today".

St Teresa

Aims

St Teresa's wrap-around care was set up to support parents by providing early morning childcare and after school childcare.

Wrap around care provides a welcoming, safe, secure and friendly environment for the children to enjoy healthy food to start and end their day as well as activities to engage them.

Although breakfast or a light tea are provided, some children would prefer to eat their breakfast at home and will come to breakfast club and take part in the many activities.

Breakfast Club

EY and KS1 Breakfast Club takes place in the school hall, KS2 club takes place in the church hall. Both run Monday to Friday term time only. Places are available to all age groups from Reception Class to Year 6. There are up to 60 spaces available each day. The times are 8.00am - 8.45am. At the end of the session EY and KS1 children are taken to class by a staff member. KS2 children are escorted onto the front playground to join the rest of their class.

After School Childcare

All classes will all be together. The sessions run Monday to Friday 3:15 - 6:00pm term time only. There are 30 spaces. This will be held in the Music and Media room.

Staff

Breakfast Club has 4 members of staff - A supervisor and 3 assistants. Wrap around after school care has 2 members of staff. The overall manager of the all wrap around care is the headteacher. All members of staff have First Aid certificates and Food & Hygiene certificates. All staff have received Safeguarding training and have read Keeping Children Safe in Education and the Child Protection and Behaviour policies.

Booking arrangements

Spaces are booked at the beginning of a term with any spaces that are not taken up being available for one off bookings required by other parents.

Payment should be made in advance at the beginning of the week or beginning of the term. The cost of a breakfast session is £2.30. The cost of after school childcare is £8.50 per session. All payments to be made via Parent Pay or tax-free child care.

Use of register

The register is produced at the beginning of the week for both clubs. The days attended for each child are entered on to Parent Pay. The registers include all children booked for that particular week. The children are marked as present when they arrive. At the end of each session the staff member tallies up the numbers and leaves the register in the box in the office. At the end of the week the numbers are checked against Parent Pay/Tax Free Childcare and any additions added.

There is a list of emergency contact numbers for each child held in the breakfast club/after school club folder with the register so that parents can be contacted if necessary before the office is open.

Organisation of Breakfast Club

All children must be brought to the breakfast club room door by their parent or guardian. In KS2, **parents should sign their children in before they leave.** Children should not be left to enter the club alone without a written note from parents stating that they give permission and will not hold the school responsible for their child before 8 am. This is only acceptable for pupils in Year 6.

Once the children have entered breakfast club and have been entered on to the register they then hang up their coats and bags. A staff member will ask them what they want for breakfast. They then wash their hands before they take their place at the breakfast table. The children are encouraged to pour their own drinks and butter their own toast or pour the milk into their cereals.

There are a variety of cereals available as well as toast and butter with or without jam and dried fruit. The children can have apple or orange juice, milk or water to drink. In the winter months hot chocolate is available to the children.

When the children have finished their breakfast, they clear away their plates and cups etc and then go to one of the activity tables to take part in either a structured activity or play a board game, play with the Lego, draw or take part in one of the many activities that are on offer each day.

The children tidy up at the end of each session.

Organisation of After School Club

Children are brought or collected by staff to After School Club. A register is taken and activities, which are rotated, can be enjoyed. These can include: art, craft, homework, sports, music, games and films.

A light tea, consisting of a sandwich, and fruit snack is provided at around 4:30pm.

Parents should collect from the main playground, if this is before 6pm please use the bell to notify staff. If leaving before 6pm your child must be signed out.

Children are encouraged to assist with tidying away activities.

First Aid

There is a first aid box situated in both breakfast club and after school club for any minor accidents that may occur. The details of any accident should be entered into the main accident book in the medical room.

Resources

Breakfast club and After school have their own supply of craft resources, games and tableware. These are kept in the room that is used.

Fire Safety

Breakfast club and after school club have their own fire drill regularly. The time of evacuation is recorded each time. The children know that they are to leave the room, in an orderly fashion, via the door into the playground and line up along the designated spaces. The register is taken out of the room and checked to make sure that all children and staff have left the building.

Parents must read the terms and conditions and complete and sign the application form before their child starts at wrap around club.

Please be advised that the terms and conditions may be subject to change.