



Discovery Schools
Academy Trust

WRAP AROUND CARE CLUB POLICY



Danemill
Primary School

Only the best is good enough.

Danemill Primary School Wrap around Care Club is open to our Pre-school children through to Year 6 pupils. It consists of a Breakfast Club which is open from 7.30 a.m. until 8.45 a.m. and an After School Club which runs from 3.20 p.m. until 6.00 p.m. The after school sessions and charges are detailed below:

Session/Charging Details:

Monday – Friday: Term time only

7.30 a.m. – 8.45 a.m.	-	£4.00 (light breakfast included)
3.20 p.m. – 4.30 p.m.	-	£3.50
4.30 p.m. – 6.00 p.m.	-	£4.00 (light snack included)
3.20 p.m. – 6.00 p.m.	-	£7.50 (light snack included)

All children are under full adult supervision at all times, with age appropriate ratios of adults to children.

Breakfast

Breakfast is served daily on arrival. Please note that if your child is late for any reason and misses breakfast you will need to make alternative arrangements.

Food served at Breakfast includes: cereals, toast, milk. Crumpets, croissants, yoghurts & fresh juice.

If for any reason your child has already eaten at home before Breakfast Club, please ensure the Wrap around Staff are informed.

Please ensure that any food allergies or dietary requirements are clearly stated on the booking form.

After School

We will provide a healthy snack and a drink supplied by the WAC team.

The activities provided include crafts, indoor and outdoor sports, lots of games, Lego /Duplo and Movie Night every Friday. There is also a quiet area for reading or for completion of homework.

Contact Information

Parents and carers will be asked to complete their details on the booking form. Please ensure that you advise the Club of any changes such as new phone numbers or changes of address.

Please note that all information is stored and used in strict compliance with GDPR (May 2018).

Behaviour Policy

Wrap around Care Club will follow the same Behaviour Policy as Danemill Primary School. Any incidents of continually unacceptable behaviour will lead to a review of your child's place at the club.

Booking your child into WAC

You can book your child a place via Parentpay up to the day before you are requesting care.

If you are paying using Childcare vouchers, you need to book a month in advance, outlining the days & sessions that you will require childcare. An invoice is then issued & then the value of the vouchers is transferred.

In cases of emergency, if you call the school office (not the WAC phone) they may be able to arrange childcare on that day if staff:child ratios allow us to do so.

Booking Cancellations

You can cancel the day or session booked up to a day beforehand.

However if you cancel on the day or do not inform school that you will NOT be requiring childcare, you will still be charged.

First Aid

We have the correct proportion of Wrap around Care staff trained in first aid and their training is renewed every three years. If your child requires first aid during their time in Wrap around Care Club, we will keep a record in the school first aid record booklets and you will be advised when you collect your child. If necessary, you will receive a telephone call advising you of the incident.

Food Hygiene

We have the correct proportion of staff trained in food hygiene, and this training is repeated annually.

Policies and Procedures

The policies of Danemill Primary School as a whole, are applicable to the Wrap around Care Club. A copy of the following policies and procedures are available for parents and carers to examine, if required. These are:

- Child Protection and Safeguarding
- Behaviour Management
- First Aid
- Fire Evacuation
- Food Policy

After School Clubs and Activities

If your child attends an after school club at Danemill Primary School, please ensure that this is clearly communicated to the Wrap around Club staff.

Illness

Please ensure you advise the Club staff if you suspect that your child may be unwell. Should your child become unwell during their Wrap around Care session, it may be necessary for you to collect them before the end of the session.

Dropping Off and Picking Up

EYFS and Key Stage 1 children will be collected from their classrooms by Club staff at the end of their school day. Key Stage 2 children will be expected to make their way to the school hall independently at the end of their school day.

Wrap Around Care Club closes at 6.00pm. we suggest that, in order to have enough time to comfortably collect your child's belongings and sign them out, that you arrive not later than 5.40 p.m. If you have asked another person, who is not named on your contact form, to collect your child, the Manager must be informed prior to collection time.

Signing In and Out

A member of Club staff will be at the entrance door with the register. You will be required to sign your child in and out at the start and end of every session.

Late Collection

If you are running late you are required to phone the Manager on 07935 674372 as soon as possible. If you do not collect your child by 6.00 p.m. a charge of £10 per child for each 15 minutes will be made and will be added to your following payments.

In the event that your child has not been collected by 6.30 p.m. and the staff are unable to contact you or any named emergency contacts, the Wrap Around Club staff will follow the **Uncollected Child Policy** and contact Social Services and the local police.

Complaints

We aim to ensure that the children have a safe, enjoyable and happy time at Wrap around Care Club. In the unlikely event that you have any complaints about the service provided, you can complain either verbally or in writing, to the Club Manager or you can contact the school directly on 0116 2862674 or office@dsatdanemill.org

Ofsted

As the Wrap around Care Club is run directly by Danemill Primary School and the staff are employed by the school, the Club falls under the schools Ofsted Registration; the number is 140316.