



## **Offenham CE First School**

### **Wrap around care - Early Birds and Offenham Owls**

#### Admissions

- Only children attending Offenham CE First School are eligible to attend Before and After School Club sessions.
- All places are subject to availability.
- Parents/Carers requiring ad hoc places are welcome to use the Before and After School Club provided there are spaces.
- Spaces are to be booked by the Thursday of the week before you would like your child to attend.
- All Before and After School Club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

#### Booking Places

- Places for Before and After School Club are to be booked on Parentpay. Payment will be made during booking.
- Priority for places will be given to those pupils that have pre-booked sessions.
- Subject to space, ad hoc places can be booked up to the actual day so long as Mrs Newton is aware that your child will be attending prior to them turning up in the building.

#### Pricing Policy

- The Before and After School Club is non-profit making and the fees charged cover the cost of staffing, equipment, food and day to day running costs.
- It may be necessary to change fees from time to time, however parents/carers will always be given at least one month's notice of this.
- All bookings are to be made by the Thursday of the week before your child will be attending, and all payments are to be made via Parentpay or by Childcare Vouchers.
- Payment will still be charged for all booked sessions if no notice is given for non-attendance.
- A receipt will be provided detailing the sessions that payments have been made for (via Parent Pay).
- Parent should keep their receipts as proof of payment.

- If payments are not made and kept up to date you will not be able to continue using Before and After School Club. Please discuss any issues arising with school.
- Late pick up times may incur further charges as staff are only contracted until the specified times.

### Staffing

- At least one member of the team will hold a paediatric first aid and food hygiene certificate.
- The club will be staffed at a maximum ratio of 1 adult for every 10 children for pupils over 8 years old and 1:9 for children from 3-7 years old.

### Arrivals and Departures

#### **Breakfast Club:**

- Parents/carers are responsible for dropping off pupils for Breakfast Club (we will not accept pupils without an adult)
- Parents/carers are to enter via our school reception area and ring the doorbell. This will alert the staff member to come and greet the children.
- Any information/handover will take place at this time.
- Children will be dismissed from Early Birds onto the playground at 8.30am where they will be supervised by the teacher on duty.

#### **After School Care:**

- Registers will be provided to the Before and After School Club staff each day to ensure staff know whether pupils have attended school that day.
- Parents/Carers must call the school office if their child is going to be absent from any session using the usual reporting procedure but making it clear that it is absence from the Before and After School Club.
- Children will stay within the school building once their class have been dismissed. The Teacher/Teaching Assistant will escort children to Offenham Owls to ensure they arrive safely.
- Any information/handover to the Wrap Around team will take place at this time.
- Parents are to collect pupils via our school reception and ring the doorbell. This will alert the staff members to bring the child/ren to them.
- Parents/carers are responsible for collecting pupils from after care (we will not release pupils without a named adult). You must inform us, if anyone, other than those listed on the registration form will be collecting your child.
- In an emergency, trained staff will administer first aid, and, if necessary, accompany the child to hospital until parents/carers can take over.

- Children who are ill must not attend Before and After School Club and in the event of sickness or diarrhoea must be off for 48 hours after the sickness and diarrhoea has finished.
- If your child is unwell whilst at Before and After School Club, staff will contact you to collect your child.
- Please do not arrive late to collect your child. Children can become distressed if they think they have been forgotten. If lateness is unavoidable then please telephone, using the usual school number.
- The Before and After School Club staff may have to contact the Police or Children's Services if a child is left for more than 45 minutes without prior consent and all emergency contact numbers have failed to contact family/carers.
- All behaviour issues will be dealt with in line with the school's behaviour policy. Should the need arise, issues with children will be brought to the attention of their parents/carers.
- If a parent/carer is aggressive or rude to staff or other children, this behaviour will not be tolerated. Before and After School Club reserves the right to withdraw its services. No refund will be issued.
- Before and After School Club will adhere to all school policies along with relevant legislation.
- We cannot accept responsibility for the loss or damage of any child's belonging.
- The school has the right to change the Terms and Conditions as needed.