Aardvarks Wrap Around Care Policy

Greenfields Primary School and Nursery is very proud to be able to offer Wrap Around Care to all their learners. Our 'Aardvarks' Club currently operates from Monday to Friday, during term-time only (excluding TEACHER TRAINING days). During both the morning and afternoon sessions a light breakfast/ light tea will be provided. During the afternoon sessions, we use the facilities of the school as part of this provision, and there is a full and varied timetable that changes each week.

Aardvarks Breakfast

Our morning session runs from 07.30 – 08.45

Aardvarks Afternoons

Our afternoon session runs from 15.15 - 18.00.

Objectives

- To provide a welcoming, safe, secure environment for learners before the beginning of the school day and after the school day ends.
- To provide an affordable service to parents/carers.
- To enable learners to eat breakfast before the start of the school day and have a light tea after the school day in a pleasant and relaxed environment.
- To provide a well-planned and organised play environment that offers a variety of experiences.
- An opportunity for learners to further develop their social, emotional and interpersonal skills.

Staffing and Ratios

All staff have current Enhanced DBS checks in place and hold the relevant qualifications/experience to fulfil their role in a professional and competent manner. Aardvarks staff will always keep the learners' welfare as their paramount objective and staff will always maintain appropriate and professional boundaries in accordance with Greenfields Primary School and Nursery's policies. Staffing will be reviewed regularly to ensure that it reflects the number of learners attending. Aardvarks will be staffed at a ratio appropriate to the age and stage of the children enrolled.

Regular Routines

Children arrive from 7.30 am. Children should be dropped off at the exterior School Hall door (via the playground). You will then be greeted by a member of the Aardvarks team who will check your child in. Learners are registered on arrival and offered a choice of healthy breakfasts: toast, cereal, water/milk. The last breakfast will be served at 8.30 am. Learners are free to choose what activities they wish to participate in during the morning session. At 8.45 am, children in KS2 will go to class independently and KS1 and EYFS children will be taken to their classes by a member of staff.

At 3.15 pm Aardvarks staff collect KS1 and EYFS learners from their class. Learners sit on the carpet on arrival and a register is taken. The Aardvarks leader will advise the learners what activities/crafts are available for that session. During the session there will be a light tea for children at the Club until after 4.30 pm.

Learners who are attending an Enrichment Club will join Aardvarks after their club has finished. KS1 and EYFS will be escorted to Aardvarks by the club leader. All learners who have attended an Enrichment Club will be provided with a light tea once they arrive at the Aardvarks setting.
If a child who is booked into wrap around care does not arrive at Aardvarks, the leader will check the school attendance system to see if they are absent. If they are not absent, they will contact the office to enquire if they were sent home ill after the register. If this is not the case, a member of the Aardvarks staff will call the parents. If the parents are unable to explain the learner's absence from the club, the missing child policy will then be followed.
Once a parent/carer has collected their child, the time of leaving is noted on the register.

Collection
Parents/carers should call the advertised Aardvarks telephone number (at the front desk) to announce their arrival, and which learner they are collecting. A member of the team will either bring EYFS or KS1 children to the main office (KS2 children will walk to the Office independently), or escort the parent/carer to Aardvarks depending on the request. Due to safeguarding reasons parents/carers are not permitted to move around the school unless accompanied by a member of Greenfields Primary School and Nursery. If a learner is to be collected by anyone other than the parent/carer Aardvarks must be notified in advance. A code word will be required to identify that the correct person is collecting. Parents/carers must notify the school if there will be a delay in collecting at the end of the evening session. If a parent/carer has not arrived by 18.00, or contacted the school, Aardvarks staff will use the numbers listed on the school system to make contact. If this is unsuccessful and we have had no response by 18.30, the Aardvarks leader will contact the Deputy head/Lead Safeguarder and then the police to ascertain if there have been any incidents which may have caused an issue, and to seek further advice.

Absence
If a learner is unable to attend their Aardvarks session then the school office should be informed, and if possible the Aardvarks leader. Refunds for non-attendance will only be given if 48 hours of notice is given for the absence.

Times and Pricing
Breakfast session - (7.30am – 8.45am) - £3.25 per session
Afternoon Session – (3.15pm – 6.00pm) – from £3.25 to £8.00 per session (see online booking for up-to-date pricing)

Fees will be paid at the time of booking via the MyChildAtSchool app. Childcare vouchers may be used to pay for care and these need to be provided in advance of booking. If fees are not paid or are persistently late, Aardvarks will be forced to refuse a place. The fees include:

- Staffing
- Food
- Equipment
- Day-to-day running costs

It may be necessary to change fees from time to time however; parents/carers will be informed why such an increase is needed.

Booking

Booking must be made via the MyChildatSchool app, and the fee is paid at the time of booking. Places are limited and are allocated on a first come first served basis.

Policies and Procedures

Aardvarks Wrap Around Care will follow the policies of Greenfields Primary School and Nursery. Please refer to the following policies:

- Medicines Policy.
- Behaviour Policy.
- Child Protection and Safeguarding Policy.
- Anti-bullying Policy.

Behaviour

Whilst attending Aardvarks, learners are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the sessions.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.

Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implementation of behaviour management strategies, a learner continues to display inappropriate behaviour, the Wrap Around Care Leader may decide to exclude the learner. The reasons and processes involved will be clearly explained to the learner and their parent/carer.

Health and Hygiene

It is the responsibility of the wrap around care staff to clean work surfaces at the end of each session. They should also sweep any obvious debris from the floor and mop any spillages up as they occur. The school's cleaner will mop and vacuum thoroughly at the end of each day.

Fire procedures

Fire drills will be carried out and Aardvarks follows the same evacuation procedures of the school.

First aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer via a telephone call or a note home.

- Accident records will give details of; time, date and nature of the accident, details of the learner involved, type and location of the injury, action taken, and by whom.

- All incidents are dealt with by a qualified first aider. Parents of any child who becomes unwell during the session will be contacted immediately.

Medical Conditions

- It is the parent/carer responsibility to inform the Wrap Around Care staff of any medical conditions/allergies that could affect the child during the session.
- Any prescribed medication needed should be provided to the main school office in line with school policy.
- It is the parent's responsibility to ensure that all emergency medication is still within its usage date.
- It is the parent's responsibility to inform the main school office of any changes to medical information.
- Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written, the original plan will be shared with Wrap Around Care staff.

Insurance

Insurance cover is provided by the school's Insurance Policy.

Home Learning

Children may wish to complete homework or reading in the wrap around care facility and tables are available for them to work at. However, the Wrap Around Care staff are not responsible for helping children with their homework but will assist if circumstances permit.

Complaints

In the unlikely event of a parent/carer wishing to make a complaint, this should be made in the first instance to one of the wrap around care leaders. If a parent is still concerned then the matter should be taken to the Deputy Headteacher.

Greenfields Primary School and Nursery Number: 01536 514622

Aardvarks Contact Number: 07856 259457

Terms & Conditions

We agree to provide wrap around care to you (the parent or carer) on the terms and conditions set out below.

Bookings

Any applications for regular Wrap Around Care provision must be made using an Aardvarks:

1. MyChildatSchool app.
2. No binding contract is formed between us, the school and you, the parent/carer unless we have notified you that we cannot agree your booking.
3. All bookings are subject to availability and are filled on a first come, first served basis.
4. If we are unable to accommodate your booking because there are no available places or due to statutory staffing requirements you will be added to our waiting list.
5. At least four working days' notice is required to register Aardvarks bookings. This is to ensure that adequate provision can be made.

Payment of Fees

1. Fees are payable at the time of booking via the MyChildatSchool app.
2. Payment currently only to be made by the MyChildatSchoo lapp and childcare vouchers.
3. Your child cannot be offered a place until full payment for previous childcare has been received.
4. Fees will be reviewed annually. At least two months' notice will be given of any changes to fees.

Cancellation of contract

1. We, the school, reserve the right to terminate a contract due to unpaid fees.

Term dates/opening hours

1. Aardvarks sessions are only available during term times and will not be available on any day the school closes early or teacher training days.
2. Charges will not be applied on any day your child does not attend due to school closure i.e. snow days when the school is shut, including all bank holidays.

Attendance

1. Aardvarks staff must be notified as soon as possible if your child is unable to attend for any reason.
2. You can cancel your booking via the MyChildatSchool app up to 24 hours in advance of the booking.
2. Refunds for non-attendance will only be given if 24 hours of notice is given for the absence.
3. We reserve the right to send a child home due to illness or any other reason if we consider it to be in the best interest of the child or other children.
4. You must drop off and collect your child at the agreed times.
5. You must notify us if there will be a delay in collecting your child. In these circumstances a £5 charge per 5 minutes you are late will apply.

Acceptance of Terms and Conditions

1. By making the booking you are agreeing to the terms and conditions set out in this document.