



## **Welcome to our Wraparound**

### **-Early Risers & Tea Timers-**

Our aim is to provide a happy, caring and stimulating environment welcoming to all.

As parents or carers, we know you will have lots of questions to ask about our provision so we hope this handbook will help but if not, please do not hesitate to contact the school office 01388 814860 or ask any member of staff.

If you need to contact the wrap around care team direct you can call on 07507366561, This number should only be used during wrap around care hours.

## Operating Hours & Pricing



**Early Risers** | 7:15am-8:20am

£3.50 per child

**Tea Timers** | 3:00pm-6:15pm

£5.00 per child: Option 1 - 3:00pm-4:30pm

£9.00 per child: Option 2 - 3:00pm-6:15pm

£5.50 per child: Option 3 – 4:15pm-6:15pm (for children who attend after school activities)

If you would like your child to attend our wrap around care service please contact the school office and they will be able to add your child/ren to the group. Once this has been done you will be able to make bookings through the Parent App, Arbor. The wrap around care service is payable on booking however if you make payment through Childcare Vouchers or the Tax-Free Childcare option please let the school office know on initial enquiry and we can remove the prepayment setting. We also like to provide a flexible service and arrangements for a late admission can be made over the phone if spaces are available. Payment for this will be taken when booking.

If for any reason your child is absent on a day he/she is booked into this service please inform us on 01388 814860 so the place can be cancelled. Please be aware that it is in our policy to charge for all pre-booked sessions even if your child does not attend.

## Meals & Snacks



**Early Risers:**

Children will be offered a choice of healthy breakfast ranging from toast, fruit, yoghurts and cereal

**Tea Timers:**

Children will be offered a choice of healthy snacks.





## Meet the team



**Mrs Cambridge**  
Wraparound Supervisor



**Miss Harvey**  
Wraparound Assistant



**Mrs Murphy**  
Wraparound Assistant



## Illness

Our Wraparound care service is a “Well Children” setting and we ask parents to ensure we keep the risk of infection to a minimum. Therefore, if your child is unwell – just like school – please do not allow them to attend.

Should your child become unwell while attending we will contact you immediately for your child to be collected.

## Medicine



Early Risers and Tea Timers has a strict policy on the administration of medicines and is guided by school policies. Medicine can only be administered, whether it is short or long term, once written consent has been given by a parent/carer.

Details must be written up on a medicine form indicating the dosage and time it is to be administered.

Medicine will be administered with 2 members of staff present and both are required to check the child's name, dosage and time to be administered and sign to indicate this has happened as stated in the policy.

Parents/Carers are required to sign to indicate they have been informed of the administration of the medicine.

## Accidents

The greatest amount of care is taken to minimise the risk of accidents but as you are aware accidents do happen.

Any accident however small or large will be recorded in the accident book and parents/carers will be told.

Any accident deemed to require immediate parental contact would be done so immediately. For this reason, it is important that you keep contact details up to date.



## Safeguarding

Our wraparound service is committed to the safeguarding of all children and to do this we will provide a safe environment for children to learn and play. We will identify children and young people who may be suffering, or likely to suffer significant harm, and take appropriate action with the aim of making sure they are kept safe in our provision and at home.

We will achieve this with the following systems in place:

- Prevent unsuitable people working with children
- Promote safe practice and challenge poor and unsafe practice.
- Identify instances in which there are grounds for concern about pupil's welfare and initiate or take appropriate action to keep them safe.
- Contribute to effective partnerships working between all those involved with providing services for its children. If you wish to see our policy please pop in at anytime and we would be happy to help.

If, as a parent you need any advice or help please speak to a member of staff or call First Contact directly **03000 267979**.

## Health & Safety

We consider health & safety as an important issue and we uphold all laws accordingly. We promote good hygiene in both staff & children and ensure the safety of children is paramount at all times.

## Fire Procedure

All rooms used for our wrap around service have a fire policy and procedure displayed. The fire alarm is checked weekly and regular fire drills take place to ensure staff and children are proficient in evacuating the building should an emergency occur.



## Security & Protection

We operate a strict security and confidentiality policy. We have automatic locking doors to restrict entry & exit. When attending our service staff will answer doors as quickly as possible but unfortunately there are times when a small wait is unavoidable.

All personal details regarding your child will be kept in a locked filing cabinet available to staff only.

## No Smoking Policy

We operate a No Smoking policy and that you support us fully in implementing this. Please do not enter the grounds or building while smoking. Members of staff and visitors are not allowed to smoke on or close to the premises at any time.



## Complaints Procedure

If you have a complaint or grievance during your child's time at our wrap around care service please discuss it with our childcare staff who will endeavor to resolve the problem.

If after consultation with the staff the problem is not resolved, please arrange to speak to either Miss Bowden, Headteacher or Mrs Phillips, Acting Deputy Headteacher.

A full copy of our complaint's procedure is available on our school website.

**PLEASE KEEP THIS BROCHURE AS REFERENCE.**

