



# **Wrap Around Care Policy**

**'Early Bird Morning Club'**

## CONTENTS

<b>Introduction</b>	<b>Page 3</b>
<b>Admissions</b>	<b>Page 3</b>
<b>Wrap Around Care Services Calendar</b>	<b>Page 3</b>
<b>Finances</b>	<b>Page 3</b>
<b>Staffing</b>	<b>Page 4</b>
<b>Registration and Payment of Fees</b>	<b>Page 4</b>
<b>Parental Support and Cooperation</b>	<b>Page 4</b>
<b>Special Circumstances</b>	<b>Page 5</b>
<b>Emergencies</b>	<b>Page 5</b>
<b>Revisions to Policy</b>	<b>Page 5</b>
<b>Signed by Principal and Chairperson (Board of Governors)</b>	<b>Page 6</b>

## **1.0 Introduction and Background**

### **Core Aims**

- To provide an affordable childcare facility for working parents and guardians.
- To provide a welcoming, safe, and secure environment for pupils to have 'Wrap Around Care' service outside of normal school hours.
- To respect and value every child in our care.
- To promote the welfare and safety of all children in our care.

The Derrychrin Primary School 'Wrap Around Care' service provision was created in response to parental interest in wrap-around care facilities designed to support working parents/guardians. The 'Wrap Around Care' service is aimed at assisting working parents meet the demands of childcare costs in an increasingly difficult financial climate. This childcare provision is an extension of Derrychrin Primary School and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour. Bookings and payments can be made via cashless payment system 'School Money'.

Derrychrin Primary School can provide our children the opportunity to attend '**Early Bird Morning Club**' (8:00am – 8:30am) on a fulltime or a part time basis. The sessions can be booked in blocks over extended periods of time/termly and weekly.

## **2.0 Admissions**

- Only children attending Derrychrin Primary School are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- The 'Wrap Around Care' (Early Bird Morning Club) policy is available to view via our school website.
- Children's attendance will be recorded in a registration file.
- All who wish to attend the clubs are subject to a risk assessment – those who require additional adult support for self-management may not be eligible to attend as enough adult support may not be available.

## **3.0 'Wrap Around Care' Services Calendar**

### **Early Bird Morning Club**

- 1 session daily from 8:00am – 8:30am during term time.
- Pupils can be booked in as often as required. (Bookings are made termly/weekly).
- Pupils will engage in quiet activities such as drawing, board games, puzzles, reading or watching a film.
- Tidy up time encouraging the children to take responsibility for the environment.

## **4.0 Finances**

Derrychrin Primary School 'Wrap Around Care' service is entirely self-funded.

- Parents/guardians pay a fee for the service.
- Payment can be made using the school cashless payment system 'School Money'.
- Staff costings are paid solely from money paid into the club.
- Any small profit generated goes directly back into the club itself to improve resources/services or;
- Paid into the school budget to help alleviate financial pressures elsewhere.

## **5.0 Staffing**

'Wrap Around Care' service staff are currently employed by Derrychrin Primary School as Classroom Assistants, so they are familiar with the children and the school's policies. The 'Wrap Around Care' staff members have the required training in Child Protection and Safeguarding, behaviour management and First Aid.

All Classroom Assistant staff have the opportunity to be involved with the 'Wrap Around Care' service in line with their own personal circumstances.

Our staff will treat all matters confidentially and arrange for discussions in private.

## **6.0 Registration and Payment of Fees**

Only those children who have registered will be eligible to attend. Parents/Guardians can complete registration and payment by completing the online booking form using the new cashless payment system 'School Money'.

The cost of the club is £1.50 per child daily. Payment is made on a termly/weekly basis to organize staff and reduce administration demands. Payment is requested prior to the beginning of each week. (Please note any school closure days when making payment)

Sessions will be released for booking on a termly basis with parents kept informed of registration dates for each term on 'School Money'.

***\*Parents can change or cancel their sessions up to 1 day prior to their child attending a specific session without incurring a charge. Any change or cancellation after this point is non-refundable. \****

## **7.0 Parental Support and Cooperation**

The service is non-profit making and exists solely for the benefit of our school community; with parental cooperation and understanding is paramount.

It is important that parents/guardians acknowledge that, due to the flexible and non-profit nature the services are designed for, it is difficult to find a one-size-fits-all policy thus the success and continued operation of the services rely very much on parental support and cooperation.

Parents/Guardians are requested to read the Wrap Around Care Policy detailing all terms and conditions with parental responsibilities. Parents registration confirms consent with the policy.

**Parents/Guardians who do not agree with the term and conditions will not be permitted to use the service.**

## **8.0 Special Circumstances**

As is the nature of an inclusive school, Derrychrin Primary School accepts pupils of all backgrounds and needs including those with often complex educational or medical needs.

It is recognised by this Policy that the 'Wrap Around Care' Services may not always be able to meet the needs of some children within the limited resources available.

Whilst attending the club children are expected to follow the school ethos and values. The Positive Behaviour policy always applies, including the rewards and sanctions. Those who require additional adult support for self-management may not be eligible to attend as adequate adult support may not be available.

Each case will be assessed on an individual basis and any decisions taken will be made in conjunction with the Board of Governors.

## **9.0 Emergencies**

In the event of a serious accident or illness the staff will contact the parent/guardian or the nominated contact.

A risk assessment is in place and will adhere to the schools Fire and Health and Safety policy. If for any reason the club cannot be held (i.e. bad weather, staff sickness) parents/guardians will be contacted as soon as possible.

## **10.0 Revisions to Policy**

The 'Early Bird Morning Club' is an extension of the school, so all school policies apply to the running of this provision. Related Whole School Policies of note are:

- Safeguarding and Child protection policy.
- Health and Safety policy.
- First aid and administration of medicines.

From time to time, it may be necessary to revise aspects of this policy as needs change and the services evolve.

It is also expected that from time to time it may be necessary to adjust pricing structures. This will always be considered carefully and will normally be the result of inflation created by routine staff pay increases or non-negotiable adjustments to the pupil: staff ratio.

## **Consultation Arrangements**

The Board of Governors discussed and approved this Policy in November 2023

Signed:  
(Chairperson of Board of Governors)

Signed:  
(Principal)

Date: 8<sup>th</sup> November 2023