



Wrap Around Care Policy & Procedures

Reviewed June 2022

This policy was agreed by the Full Governing Body on:
(and supersedes all previous policies relating to this area)

Implemented

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Introduction:

Wrap Around Care exists to provide high quality out-of-hour's childcare for our parents/carers of children from our Reception classes through to Year 6. Wrap Around Care is a place where children can come to relax and look forward to playing with their friends in a safe and happy environment. We offer adult led, spontaneous and child-initiated activities where staff are always on hand to offer advice and support to the children. We offer a range of activities making sure we appeal to all ages and abilities to develop children's emotional, physical, social, and intellectual capabilities and encourage children to be confident, curious, respectful, empathetic, innovative, and resilient.

Our Core Aims:

- To provide an affordable, childcare facility for working parents/carers.
- To provide a welcoming, safe, and secure environment for pupils to have Wrap Around Care 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.

Application and Admission:

Only children attending Kilmorie Primary school are eligible to attend the sessions. An online registration form must be completed in full before your child can be allocated a place. This can be found on the Kilmorie Primary school website.

For new starters: Applications open on National offer day and close on the last day of term, prior to the May half term break.

Siblings of children who already attend Wrap Around Care are given priority of places over new applicants. Spaces are allocated to siblings first (but must have an application as we are unable to assume they need a place), remaining spaces are then allocated to others on the list in the order they were received, until all spaces have been allocated or the year group spaces are full. We are unable to guarantee your child(ren) a place if you apply late. Applications are processed in the date order they are received. Applicants who did not receive any space or who apply after the deadline will automatically be added to the waiting list.

Allocation:

Year Group	Breakfast Club	After School Club (ASC)	ASC 1-hour provision
Reception	30 places	40 places	10 places
Y1	30 places	40 places	10 places
Y2	30 places	40 places	10 places
Y3	20 places	30 places	10 places
Y4	20 places	30 places	10 places
Y5	20 places	30 places	10 places
Y6	20 places	30 places	10 places

Those on our waiting list are notified if a place becomes available. Places are offered in the order in which applications are received. **The waiting list expires on the last Friday of each term.** If you wish to remain on the waiting list, you MUST re-apply.

If your child(ren) already attend Wrap Around Care, your place will continue, however, you must re-apply each academic year, this ensures we can correctly plan and allocate places accurately and no assumptions are made. Please note, amendments to existing bookings are subject to availability. It is the Parents/Carers responsibility to ensure you re-apply/apply in time and check your application has been received. The school cannot be held responsible for applications that have not been received. The booking deadlines for the next academic year is as follows:

Academic Year	Booking Window	
	Open	Closed
Sept 2022 – July 2023	Monday 13 th June 22	Thursday 21 st Jul 22

Times and Costs

Breakfast Club: Drop off 7.45am – 08:30 (No admittance after this time)
Cost: Per child: £5.50 per day
Ad Hoc Breakfast club: £6.50 per child per session

After School Care: End of school day – 6.30pm (Close)
Cost: First Child: £16.00 per night 4 nights £58.00 £65.00 weekly
 Sibling(s): £14.00 per night 4 nights £50.00 £55.00 weekly
Ad Hoc: After school club £17.00 per child per session

The one-hour club End of school – 4:30pm
Cost: Per Child: £5.00 Per night
Ad Hoc: £6.00 Per night

Ad Hoc Bookings:

If you wish to book an Ad Hoc session at either Breakfast or After School Club then please email wrap@kilmorie.lewisham.sch.uk, a minimum of 24 hours prior to your required date. Once you have received confirmation, payment must be made in advance.

Payment:

Monthly payments: Payments are due by the last working day of each month. The first payment is due by 31st August and the final payment by 30th June. There is no payment in July.

Termly payments: Payments are due in advance (First) 31st Aug (Second) 31st December (Third) 31st March.

Yearly payments: Payment is due in advance by 31st August

If full payment is not received on time, we reserve the right to withdraw your child's place.

If you have a credit balance at the end of the academic year, this can be either refunded at your request or left as a credit towards September fees. Equally, any negative balances must be cleared by the end of July. We reserve the right to withdraw your child's place in September if negative balances are not cleared.

You are not charged for school holidays, bank holidays or inset training days. You will not be charged for ASC sessions if school closes early at the end of any terms.

Our preferred payment is via Parent pay, a login for this can be obtained from the school office. We also accept Childcare vouchers and payment via the Government tax free childcare scheme.

Please see Appendix 1 for payment structures

Outstanding payments:

Kilmorie Wrap Around Care reserve the right to cancel your booking if payments are not made including any late collection charges.

All monies will remain outstanding to the school and if the situation is not quickly rectified your child(ren) may not be able to take part in any Wrap Around Care Services, Enrichment clubs or Music lessons until outstanding fees have been cleared.

Late Collection:

In the case of child(ren) not being collected from after School Club (after 6:30pm) or Holiday play scheme (after 5:30pm) but there has been communication with parents, a late fee will be applied.

Late collections are charged at the following rates:

1 - 5 minutes - £10.00 per child

5 - 10 minutes - £20.00 per child

Over 10 minutes - £30.00 charge per child

If we have not received notification of late collections and a child has not been collected by 6:35, parents will be contacted. If there is no reply, then emergency contacts will be called.

In the case of child(ren) not being collected and no contact being made within 30 minutes of closure, the school will ring Lewisham Multi Agency Safeguarding Hub (MASH) Team on 0208 314 6660 or the child(ren)'s allocated Social Worker to discuss the situation and seek advice. This will allow the Social Care Team to be aware of the possibility that they may need to plan for the alternative care of the child(ren).

For safeguarding purposes, two members of staff remain on site until all children have been collected. Parents must inform the wraparound team by telephone if they are going to be late collecting their child and provide an estimated time of arrival.

If there are persistent late collections a meeting will be held with parents.

Cancellation:

All Wrap Around Care provision requires 1 months' notice to cancel your child(ren)'s place. Any session within this months' notice period will need to be paid in full. If your child is unable to attend for any reason you will not be entitled to a refund or be able to swap to a different day or session.

Location:

Reception Wrap Around Care (breakfast club and after school club) is in the Early Years Wrap Around Care Room. Access is via the school passageway which runs adjacent to the school playground, between Kilmorie Road and Elsinore Road. Drop off and pick up is from here. This is also the location for ALL holiday play schemes.

Year 1 and Year 2: Lower Blue Hall.

Year 3 – Year 5: Top Red Hall

Year 6: Breakfast club will be in the Red Hall – After school club will be in the Community Room. *It is planned as a trial that this will also serve as a homework club for year 6 on specified days – more information in September 2022.*

Drop off and pick up for Year 1 – 6 is the main school gate in Kilmorie Road.

We ask that you inform us of any changes to your pick-up arrangements as we must know who is collecting for safe guarding reasons.

Staffing:

At Wrap Around Care, our friendly team of dedicated Play Workers are all enhanced DBS checked, have experience of working with children and receive regular training such as: safeguarding, first aid and food hygiene. We aim to have an adult to child ratio of 1:8 for under eights and 1:12 for over eights, this always ensures close supervision.

Food:

Breakfast club: We provide a range of cereals and toast. On Friday's we also serve croissants, and pancakes. Water or milk is available to drink and in the colder months we have hot chocolate available.

At after school club, a hot snack will be provided for children who attend from 4:30pm onwards. This will consist of a hot main e.g., pasta, pizza slice, burger, hot dog, which is served with a range of fresh salad, fresh fruit, biscuit, and cup of squash. Water is available throughout the session. A full menu can be found on our website.

Medical Conditions/Allergies/Dietary Requirements:

It is the Parent's/Carers responsibility to inform Wrap Around Care staff of any medical condition/allergies that could affect the child during the session. Any prescribed medication needed, must be provided to the main school office in line with school policy. If your child has any medical condition or dietary requirements, please speak to the Wrap Around Care Manager (and staff where applicable). Children with any long-term medical condition, allergy or dietary requirements are highlighted in the register, and all staff are made aware of details and given copies of any care plans. All Wrap Around Care staff are first aid, food hygiene and allergy awareness trained. Any child who attends after school club with a severe allergy will be provided with a named box containing snacks suitable for their dietary requirements.

First Aid:

All accidents are recorded in the accident book. For minor injuries parents will be spoken to at pick up. Head injuries and other more severe injuries a phone call home will be made informing parent/carers.

If the first aider judges that a child is too unwell to remain in school, parents will be contacted and asked to collect their child.

All Wrap Around Care staff are first aid trained.

Behaviour:

Wrap Around Care expects the same behaviour from children as we do during the normal school day. We follow the same principles as we do in school time supporting children to turn around poor behaviour choices. If poor behaviour continues parents and carers will be informed and resolutions sought. However, if behaviour does not improve, they may be asked to leave the club either temporarily or permanently.

Persistent poor behaviour on the part of the child (which includes but not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience, and deliberate damage to property), or non-persistent incidents of a particularly serious behaviour (for example which endangers children or staff) may result in an exclusion at the discretion of the Wrap Around Care Manager and Headteacher/Deputy Headteacher. All poor behaviour is recorded.

Play Schemes:

Play schemes are run each half term and for the first 4 weeks of the summer holidays. Information and application details are sent out first to existing Wrap Around Care Parents/Carers, at the beginning of each new term/half term. Information is then circulated to the rest of the school via the school newsletter.

Please click on link for more information about the activities available: [Summer holidays 2022.pdf](#)

Please note - We do not offer a play scheme during the Christmas break.

Related Whole School Policies:

We follow all Kilmorie Primary School policies and procedures including:

- Safeguarding
- Behaviour
- Health and Safety
- Anti-Bullying
- Administering medicine
- Asthma
- Complaints procedure

All policies can be found on the school website: www.kilmorieschool.co.uk.

Monitoring and Evaluation:

This policy will be reviewed annually.

Wrap Around Care Fees for the Academic Year 2022 - 2023

FIRST CHILD								
Breakfast Club	Payment per month	Payment per term (3 Terms)	Payment for the year		After School Club	Payment per month	Payment per term (3 terms)	Payment for the year
1 day per week	£19	£69.67	£209		1 day per week	£55.28	£202.67	£608
2 days per week	£38	£139.34	£418		2 days per week	£110.55	£405.34	£1216
3 days per week	£57	£209	£627		3 days per week	£165.82	£608	£1824
4 days per week	£76	£278.67	£836		4 days per week	£200.37	£734.67	£2204
5 days per week	£95	£348.34	£1045		5 days per week	£224.55	£823.34	£2470
PER SIBLING								
Breakfast Club	Payment per month	Payment per term (3 terms)	Payment for the year		After School Club	Payment per month	Payment per term (3 terms)	Payment for the year
1 day per week	£19	£69.67	£209		1 day per week	£48.37	£177.34	£532
2 days per week	£38	£139.34	£418		2 days per week	£96.73	£354.67	£1064
3 days per week	£57	£209	£627		3 days per week	£145.10	£532	£1596
4 days per week	£76	£278.67	£836		4 days per week	£172.73	£633.34	£1900
5 days per week	£95	£348.34	£1045		5 days per week	£190	£696.67	£2090
PER CHILD								
ONE HOUR CLUB	Payment per month		Payment per term (3 terms)		Payment for the year			
1 day per week	£17.28		£63.34		£190			
2 days per week	£34.55		£126.67		£380			
3 days per week	£51.82		£190		£570			
4 days per week	£69.10		253.34		£760			
5 days per week	£86.37		£316.67		£950			
<p>The pro-rata payments have been calculated as follows:</p> <p>Cost of session x number of weekly sessions x 38 weeks divided by 11 equal instalments (Sept – June)</p>								