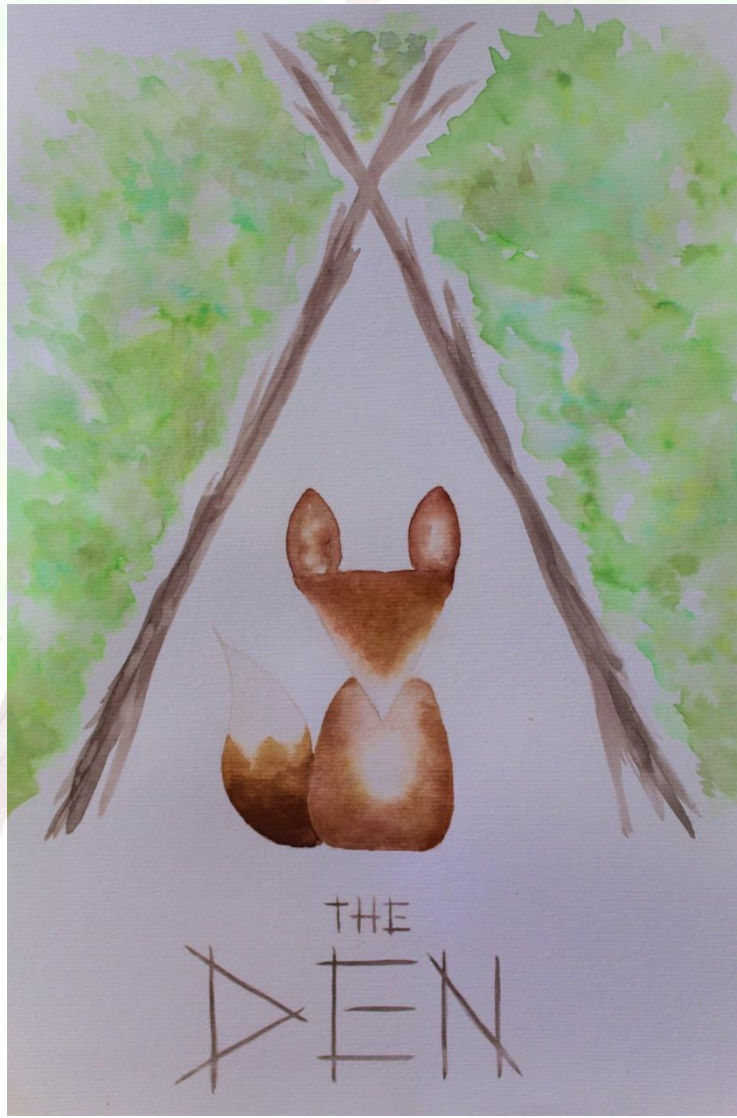


Wraparound Care

Information Guide for Parents



TEL: 07922 061 800

Email: wraparoundcare@westfieldprimary.co.uk

Core Aims

- To provide an affordable childcare facility for parents and carers
- To provide a welcoming, safe and secure environment for pupils to have Wraparound Care before and after school hours.

The Den is wraparound care which is run by Westfield Primary Community School and exists to provide high-quality, affordable out-of-school hours childcare, run by school staff for families who attend our school. The Den is situated next to the Community Hub within school grounds. We aim to provide a range of stimulating and creative activities in a safe environment, within the ethos of Westfield Primary Community School. This parental agreement sets out important information for families regarding their child(ren) attending our before and/or after school clubs (wraparound care).

Admissions

- Only children attending Westfield Primary Community School are eligible to attend wraparound care sessions at the school.
- Places are to be pre booked 48 hours and paid for in advance via ParentPay to confirm availability.
- Children's attendance is recorded on a register printed out from ParentPay.

Opening Times

Breakfast Club (Before School)

- The provision is open from 7:30am – 8:45am Monday – Friday, term time only at a cost of £2.50 per child per session.
- Parents/Carers are required to pre book 48 hours and pay in advance via ParentPay and take their child directly to The Den to be signed in. Any session which has not been pre-booked, may result in children being turned away if the club is full.
- A nutritious breakfast will be provided, which includes cereal, toast, bagel, crumpet, fruit, tea, milk or water.
- Once the session has finished, all children are escorted into school via Door (M) by the club staff. A member of breakfast club staff will escort

KS2 children back to class. A member of breakfast club and KS1 staff will take EYFS and KS1 children straight to class.

After School Club

The After School Club will offer 2 sessions.

- Session 1 runs from 3:00pm/3:15pm until 4:00pm at a cost of £2.50.
- Session 2 runs from 3:00pm/3:15pm until 5:30pm at a cost of £6.00. Both sessions include a light snack (please note that this is not a substitute for an evening meal), and must be pre-booked and paid for in at least 24 hours in advance via ParentPay.
- Any session which has not been pre-booked, may result in children being turned away if the club is full.
- The After School Club will provide a range of exciting activities each night for the children attending.
- The club environment will be set out to provide the children with a variety of areas in which they can explore different activities.
- EYFS and KS1 children will be collected from their classrooms and given a high-vis vest to wear. Once EYFS and KS1 children have been collected, all children and staff will wait on the benches near the Junction in KS2. The KS2 children will make their own way to the benches. Staff will have a list of children they are expecting and will tick their names off as they arrive.
- Parents/Carers are required to collect their child(ren) from The Den and sign the child(ren) out once the handover has been completed by the staff member.
- If a child is collected late from either The Den session 1 or 2 a late collection fee of £2.50 for every 15 minutes will be added to your ParentPay account.
- Late collection fee will be charged per child.
- We take persistent lateness in collecting a child very seriously and this could result in the provision being revoked from your use.

Child Protection/Safeguarding Children

- Westfield Primary Community School is committed to safeguarding and promoting the welfare, both physical and emotional, of every pupil both inside and outside of the school premises. We implement a whole-school preventative approach to managing safeguarding concerns,

ensuring that the wellbeing of pupils is at the forefront of all action taken.

Absences

- If child(ren) are absent from school, or collected early from school, please let The Den and the school office know by sending a text to **07922 061800** or emailing **wraparound@westfield.yorkschoools.net** .
- If child(ren) are booked into The Den but will not be attending, then it is the parents' responsibility to advise the provision their child(ren) will not be attending. If Parents/Carers fail to let The Den know they will still be charged for the session.

Behaviour Policy

- We expect all children to have good conduct and standards of behaviour in The Den as they do in school. The School's Behaviour Policy applies to the wraparound care. Please click on the link to access our Behaviour Policy. [Behaviour Policy](#)

Special Needs (SEND)

- Wraparound Care will support children with special needs, where this can be accomplished within Wraparound Care staff ratios
- Staff will receive any necessary training on special needs.

Photographs

- We will take photographs of the exciting things children will be doing in The Den. If your child has photo consent within school, we may use photos of them on our website or social media pages to promote The Den.

First Aid/Accidents

- At times when children are playing, accidents can happen. The Den staff are first aid trained.
- Any minor accidents will be dealt with and an accident form will be completed. A copy will be given to the parent/carer when collecting their child from The Den. In case of a more serious accident, the appropriate action will be taken, and the parents will be informed immediately.

- Medication can be administered in line with the school's 'Supporting Children with Medical Needs' Policy. Parents/Carers are to complete the 'PARENT/GUARDIAN AGREEMENT FOR SCHOOL/SETTING TO ADMINISTER MEDICINE' form which are available from the school office. It is the parent's responsibility to ensure that all medication provided to the school has not exceeded its expiry date and clearly marked with your child's name. All medicine must be handed into the school office by and collected by an adult.

Illness

- If a child becomes ill during a session, the parent/carer will be contacted to collect the child. If the parent/carer are uncontactable, we will work our way down the emergency contact list. Please ensure all your contact details are up to date.

Emergency Closure

- If The Den is closed at short notice, due to very exceptional circumstances i.e. no heating, burst water pipes etc, a full refund will be given for the day(s) the club is closed. We are unable to give refunds if the club is open and the parents make the decision not to send their children. In the rare situation of an emergency closure, The Den staff will contact the parents.
- In adverse weather conditions please check on the school's website for opening information.

Equal Opportunities

- The Den is committed to equality of opportunity for all.
- We are committed to provide the appropriate support where necessary to ensure integration.
- We recognise all children as individuals with different needs.
- Inappropriate attitudes and behaviours will be dealt with sensitively.

Complaints Procedure

- If you have an issue or problem with any aspect of The Den, in the first instance talk to the staff on duty who will do their best to resolve the issue to your satisfaction.

- If this course of action does not resolve the issue or you feel it is not an appropriate course of action, please follow the complaint procedure. This can be found on our website.

