



# Little Missenden Church of England Infant School

Buckinghamshire HP7 0RA

Telephone 01494 862021

Email: [office@littlemissendenschool.co.uk](mailto:office@littlemissendenschool.co.uk)

Website: [www.littlemissendenschool.co.uk](http://www.littlemissendenschool.co.uk)

## Little Missenden Infant School Wraparound Care Policy

### Rationale

At Little Missenden Infant School, we are committed to providing Wraparound Care that caters for the needs of pupils and their families by extending the school day and providing activities that are both suitable and accessible to all and that enable all pupils to participate fully and be actively involved, irrespective of special educational or medical needs or protected characteristics.

### Aims

- To provide a happy, safe and welcoming place at the start and end of the school day where children are valued.
- To provide activities that are fun, varied and stimulating.
- To provide an affordable childcare facility for parents/carers.
- To be consistent and reliable to enable parents to have confidence in our care and peace of mind whilst their child is attending Wraparound Care.

### Morning Club

- Morning club runs from 7.45am every day the school is open, with the exception of inset days. The cost of the session is £7.
- Fees will be reviewed annually.
- Please note, snack is provided during the Morning Club.

### After School Club

- After School Club runs from 3.00pm until 6.00pm on Monday, Tuesdays, Wednesdays and Thursdays and 3.00pm until 5.00pm on Fridays each day the school is open with the exception of inset days, and the last day of each term.
- The session costs are:
  - 3.00pm – 4.00pm - £7
  - 4.00pm – 5.00pm - £7 (includes snack)
  - 3.00pm – 5.00pm - £14 (includes snack at approx. 4.15pm)
  - 4.00pm - 6.00pm - £15 (includes more substantial snack)
  - 3.00pm – 6.00pm Mon/Tues/Weds/Thurs - £22

- Fees will be reviewed annually.
- A snack is available during the After School Club at approximately 4.15pm.

#### Registration, Booking and Payment

- Morning and After School Club are both for the use of pupils of Little Missenden Infant School and Nursery (over 3 years old) only.
- All applications for places should be made to the school office email: [office@littlemissendenschool.co.uk](mailto:office@littlemissendenschool.co.uk)
- In order to attend Morning or After School Club a registration form and a signed parental agreement must be completed before the child's first attendance. It is the parent's responsibility to inform the school of any changes to the information on the registration form.
- You will then be able to book sessions on ParentPay.
- Places are subject to availability and are allocated on a first come first served basis, however, preference will be given to siblings of children already attending a session.
- If no places are available, a waiting list will operate.
- If a place is offered whilst on the waiting list, but is then not taken, the child will be removed from the waiting list. Any future applications will be considered as new.

#### Ad-Hoc Bookings

- If a space is available, ad-hoc bookings can be made. If not already registered, a registration form must be completed before attendance. Please contact the school office at [office@littlemissendenschool.co.uk](mailto:office@littlemissendenschool.co.uk) to enquire about availability of places.
- Payment should then be made as stated below.

#### Payment

- Payment is due once booking has been made and must be made prior to attendance. Payment must be made using ParentPay. Childcare vouchers can be accepted but bookings are required in advance – please contact the Office for further information.
- If payment is not received within 14 days of booking, a reminder letter will be issued. If the amount is still outstanding after 21 days, parents will be given notice of withdrawal of their child's Wraparound Care place. This place will then be offered to a child on the waiting list.
- Children must be collected from the club by the finish time. If children are collected at any point after this time they will be liable to a fine of £10. A further £20 is charged for each subsequent 15 minutes or part thereof. The charge is made per child on each occasion.
- The school reserves the right to refuse access to wraparound care if suitable staffing cannot be arranged. If it can be arranged then additional one to one staffing will be at the cost of the parent.

#### Morning and After School Club Cancellations

- There will be no refund for cancellation or non-attendance of a pre-booked session.
- Refunds for absence will not be made.
- Any cancellations should be made by email to the School Office.
- Parents are required to give a minimum of 24 hour's notice for an individual session cancellation/rebooking, otherwise full payment is required.
- Once childcare vouchers are received we are unable to refund any part thereof.

## Drop off and Collections

- Parents/carers should arrive at the school gate and ring the bell. This will alert the staff members to come and greet the child/ren.
- To collect, ring the bell at the gate to notify the staff member that the parent/carer has arrived.
- Children should not be dropped off at Morning Club before 7.45am.
- Parents/carers must ensure they have spoken to a member of staff before dropping off their child, they must not be left on the playgroup without notifying staff of their arrival.
- Children may be collected from After School Club at any time, but by 5pm at the latest on Mondays and Fridays and 6pm on Tuesdays, Wednesdays and Thursdays.
- Children may be collected by a parent or any other person authorised by the parent on the registration form. Any person collecting must be 18 years or over. Any person collecting, if not the parent, must know an agreed password to sign them out.

## Other Policies

- Morning and After School Clubs follow the policies and procedures of the school.
- The school behaviour policy will be followed by Wraparound Care staff. Wraparound Care will consult with parents in cases of persistent inappropriate behaviour. If, after consultation with parents, the child continues to display inappropriate behaviour, the child may be excluded from Wraparound Care.
- The school's health and safety and safeguarding policies are adhered to at all times during Wraparound Care provision.

## First Aid

- There will always be at least one Paediatric first aid trained member of staff on site.
- The school's first aid policies will be adhered to.

## Medical Conditions

- The school's medicines policy will be adhered to.
- It is the parent/carer's responsibility to inform the Wraparound Care staff of any medical conditions/allergies that could affect the child during the session.
- Staff will administer prescribed medication only if:
  - it is in its original container with a dispensary label.
  - the necessary medical consent form has been signed.
  - staff are confident they understand the instructions and have received training if relevant.
- It is the parent/carer's responsibility to ensure all medication, including emergency medication, is still within use by date.
- It is the parent/carer's responsibility to inform the 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 the Wraparound Care staff.

### Late Collection

- Emergencies may arise where a parent/carer is unable to pick up at the allotted time. It is essential that you inform the school if you know you will be late by calling the school on 01494 862021. Late collection charges will apply.
- If a child is not collected at the agreed time, and no message has been left, staff will attempt to contact the parent or another authorised person on the list of contacts. When the child is collected, the time of collection will be recorded and late collection fees will be applied.
- If a child is not collected by 6pm (5pm on Mondays and Fridays), and staff have not received a message or spoken to an authorised contact, staff will contact the Buckinghamshire First Response Team. The police may also be notified.

### Safeguarding

The Little Missenden Wraparound Care team recognises its legal duty to protect children from harm and respond to potential child abuse. Every child, regardless of age has, at all times and in all situations, the right to feel safe and protected. The Wraparound Care team has a responsibility for the care, welfare and safety of the children that attend the Wraparound Care. In order to achieve this, all staff in whatever capacity will, at all times, act proactively in child welfare matters, especially where there is a possibility that a child may be at risk of significant harm. Please refer to the Child Protection Policy for more information about safeguarding at Little Missenden Infant School and Nursery.

### Related Policies:

- Behaviour Policy
- Health and Safety Policy
- Child Protection Policy
- Complaints Policy
- Equalities and Cohesion Policy
- First Aid Policy
- Managing Medicines Policy

All policies are available from the school office or can be found on our website.

### Please Note:

- Continued non-compliance with any of the Wraparound Care's policies and procedures, including frequent late pickups or regular late settlements of accounts, may lead to the child being unable to attend the club.

Please sign and return to the school office.



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Little Missenden CE Infant School

Wraparound Care Parental Agreement

I, \_\_\_\_\_ the parent/carer of \_\_\_\_\_  
have read, understood and accept the Little Missenden Infant School Wraparound Care  
Policy and agree to abide by the terms within.

Signed: \_\_\_\_\_ Parent/Carer    Date: \_\_\_\_\_