

WRAPAROUND CARE AND INFORMATION POLICY

The Primary First Trust



The Federation of Barnehurst Schools

Approved by:	PFT Education Director	Date:	6 th December 2023
Last reviewed on:	June 2021		
Next review due by:	June 2024		



We are committed to providing the highest standard of wraparound care and as such, have ensured that the following are in place.

Premises

We have ensured that the location of the wraparound care has:

- Adequate facilities e.g. storage, kitchen, outdoor play area, parking for parents
- Sufficient space to comply with Ofsted requirements
- Sufficient toilet and hand-washing facilities
- Suitable access for people with disabilities
- An area where staff can talk confidentially to parents

Staffing

- Staffing ratios will be dependent on the age and number of children at the sessions. Where children attend from early years (from birth to 31 August following their fifth birthday) we abide by the requirements of the Early Years Foundation Stage (EYFS) framework.
- All staff have undergone Disclosure and Barring Service (DBS) checks
- All staff have undergone the following training:
 - Paediatric first aid
 - Child protection/safeguarding
 - Food hygiene

The Base:

The Barnehurst Federation of Schools is committed to providing an organised, stimulating environment for children from Reception to Year 6 through our wrap around care provision “The Base”.

We continuously ensure that we offer a high-quality provision that incorporates our school ethos and values. “The Base” will offer home cooked healthy food options and a range of stimulating activities that work alongside our curriculum offer.

Registration of Children

The Base must be in possession of a completed and up to date registration form for each child attending. A register will be completed for each session in accordance with the booking information held via “School Money”. Sessions can be cancelled via the booking app with up to 24 hours' notice.

The registration form can be found on the school website and through the school office.

Arrival and Departure

The Base will be held in The Base area (formally the Busy Room) with children also having supervised access to the school hall and outside area as needed. Please note that entry in and out of the school is via the main school entrance and staff have access to the video communication system, to allow the opening and closing of the school gate.

Breakfast Club - Children should not arrive unaccompanied. All children will be offered a healthy breakfast including cereal, toast, fruit and juice (additional items offered on selected days). They will then have a choice of activities to choose from. Children can arrive on site from 7.30 am where they will be supervised until they are escorted into class at 8.45am by a member of the breakfast club staff.

After School Club - Children will be escorted to the designated meeting point by a member of staff. All children will be offered a drink and a small snack when they arrive. Children will be given a light tea at approx 4.45pm. They will then have a choice of activities to choose from. Children must be collected by 6pm at the latest by someone who is on their pickup list. We will impose a late pick-up cost of £5 per 5 minutes if children have not been collected by 6pm. Your child will not be able to attend another session until the late collect fee has been paid.

Cost

Breakfast Club is £6.00 per child (breakfast provided).

After school Club is £12.00 until 6.00pm (tea provided).

All fees must be in advance to secure a place via the “School Money” App. If you require help setting up your account, please contact the school office. Please note that we cannot accept cash/cheques. We can accept childcare vouchers. If you will be paying using childcare vouchers, please share the details of the scheme on your registration form. Some voucher schemes require the school bank account details; you must inform us if this is the case so that we can ensure your payments are processed properly.

This policy should be read in conjunction with our Safeguarding Policy.

Please also see the registration form and terms and conditions.



BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM

REGISTRATION DETAILS

Child's Full Name:	Address:
Age: Date of Birth:	Home Telephone:
Class:	Religion:

Child details (Please fill out one form per child)

Please provide details of parents/guardians:

Name:	Name:
Address: (if different from above)	Address: (if different from above)
Home:	Home:
Mobile	Mobile
Work:	Work:
Relationship to child:	Relationship to child:

Please provide details of two alternative contacts for your child/children in the event of us not being able to contact you in an emergency:

Name:	Name:
Address: (if different from above)	Address: (if different from above)
Home:	Home:
Mobile	Mobile
Work:	Work:
Relationship to child:	Relationship to child:
Authorised to collect: Yes/No	Authorised to collect: Yes/No



BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM

Collection Password:

If child is being collected by anyone not listed above:

Medical and Dietary Requirements

Please supply details of any medical conditions that your child may have including any medications taken:

Please indicate if your child has any dietary requirements or allergies, or food that cannot be eaten due to religious observance:
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FILM & SOCIAL MEDIA CONSENT

I give consent for my child to watch/play suitable U and PG DVDs, iPad and computer games whilst attending the after-school club.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I give consent for my child's photograph to be published online (school website), and social media. (Facebook and Twitter)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Which sessions would you normally book?

(For planning purposes – booking to be made through online booking system)

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					
After-School					

TAX FREE CHILDCARE DETAILS

Please provide details of childcare voucher scheme or your Tax-Free Childcare Reference number (if applicable):



BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM

MEDICAL CONSENT FORM

Please note – this form is used to ensure we have correct and up to date information. This form will be used for The Base purposes only.

Child's Name:	Class:
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Medical Details:

Does your child have any condition requiring medical treatment or medication, such as asthma, allergic reaction etc? YES / NO

The The Base staff can administer Asthma Pumps or Epipens. **If your child uses an asthma pump or Epipen you must give the The Base a separate supply. Children will not be permitted to take these from their classrooms.**

If yes, please give brief details:

Give details of any medication your child may need for relief:

Does your child have a Care Plan? YES/NO
Is your child allergic to any medication? YES/NO

If yes, please specify:

When did your child last have a tetanus injection?



BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM

Declaration:

In the event of an emergency, I agree that if my child needs to go to hospital in an ambulance and contact cannot be made with any of his/her named persons, a member of staff will accompany that child to hospital.

In the event of an emergency I agree to my child receiving medication as instructed and to any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Please sign below to indicate your consent.

Name of Child:	Date of birth:
Signed: (Parent/carer):	
Print Name:	Date:



BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM

TERMS AND CONDITIONS OF REGISTRATION – SCHOOL COPY

Charges

Charges will be reviewed annually.

Breakfast Club - £6.00 per session
After School Club (until 6pm) - £12

Booking

In order for us to organise the appropriate staffing levels, parent/carers must book in advance. You can book your place using the Eduspot School Money app. At present we have the capacity for 30 children. Booking and payment must be made by 6pm the day before childcare is required.

Payment

Payment can be made online in advance using Eduspot School Money. We also accept tax free childcare options. Please provide details of your childcare voucher scheme or your Tax-Free Childcare Reference number before your child starts. Parents will need to email a screenshot of evidence of the voucher payment to the school admin team in advance of making bookings so that credit can be added to their school money account. We are unable to allocate any places at the Base without evidence that a voucher has been sent to our account.

Late Payment

All places must be booked and paid for on School Money before your child is given a place. Arrears are not allowed.

Casual Attendance

Casual attendees may be admitted on the day, providing there are sufficient vacancies and adequate staff cover. If there are spaces available, you will be able to book a last-minute space through the school office.

Behaviour

The Barnehurst Federation of School's behaviour policy will apply to the breakfast and after school clubs.

ARRIVAL AND DEPARTURE OF CHILDREN

Breakfast Club

Children can arrive from 7.30am onwards. A parent/carer must sign each child in each day. Children should not arrive unaccompanied. The full charge of the session will be applied regardless of the time of arrival. Children must arrive by 8:25am for breakfast club. Breakfast will not be served after this time.



BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM

After School Club

The after-school club operates from the end of the school day until 6pm. Please collect your child promptly by 6pm. Children must be collected by someone aged 16 or over.

Late Collection

Please ensure you collect your child promptly by 6:00pm each day. If you collect your child/children after 6:00pm you will be charged a set late fee of £5 per 5 minutes. This is due to the costs of paying overtime for the site and care team. Your child will not be able to attend another session until the late collection fee has been paid.

Non-attendance

We are unable to refund any payments for non-attendance due to the costs. Please ensure you notify the clubs separately if your child is absent from school and will therefore not be attending the breakfast or after school provisions. In exceptional circumstances when the school is closed at short notice e.g., severe adverse weather conditions, fees will be waived. To maintain our adult to child ratio and our provisions for each child, we need at least 24 hours' notice of cancellation for a session.

Contact Details

There must be at least two contact numbers and addresses for each child. Please note: The Registration Form must be completed prior to attendance.

To be completed by the Parent/Carer (1 copy for your records, 1 copy will remain with your registration form)

I the parent/carer, have read the contents of the Information Pack and the Terms and Conditions above for The Barnehurst Federation Breakfast and After School Club (The Base), and understand and agree to abide by them.

Child's Name:	Child's Class:
Signed:	Date:
Print Name:	Relationship to child:



BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM

TERMS AND CONDITIONS OF REGISTRATION – PARENT COPY

Charges

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