



# **Sandwich Infant School Wraparound Care Policy**

## **(Fun Club)**

Sandwich Infant School is pleased to be able to provide the children of our school with the opportunity to attend Breakfast Club and After School Club. At our school we call this 'Fun Club'. These clubs may be attended on a full-time or a part-time basis. Sessions must be booked and paid for in advance and can be booked in blocks over extended periods of time or as and when required, however places are subject to availability.

This childcare provision is an extension of Sandwich Infant School and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour. The wraparound care staff members have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

It is the wish of everyone involved at Sandwich Infant School's Wraparound Care Provision to provide a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development.

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|--|
| <p><b>THE SCHOOL - We will:</b></p> <ul style="list-style-type: none"><li>• provide a safe, stimulating and happy environment</li><li>• provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child</li><li>• provide breakfast and/or afternoon snacks and drinks</li><li>• inform you of any concerns which may affect your child's progress or behaviour</li><li>• ensure equality of opportunity in all activities</li><li>• be open, welcoming and available to discuss your child's individual needs</li><li>• contact you if there is a problem with your child's health, wellbeing or behaviour</li><li>• ensure children take care of their surroundings and others around them</li><li>• ensure confidentiality at all times</li><li>• keep you informed of any changes affecting Fun Club via email/ a notification on MCAS</li></ul> |
| <p><b>THE CHILD - I will do my best to:</b></p> <ul style="list-style-type: none"><li>• be polite, friendly, kind and helpful to others</li><li>• demonstrate the school's values and adhere to the school's behaviour expectations</li><li>• respect the feelings and beliefs of others</li><li>• be responsible for all resources and help to keep my school tidy and safe</li><li>• ensure a happy environment for everyone to enjoy</li></ul>  |
| <p><b>THE PARENTS and CARERS – We will endeavour to:</b></p> <ul style="list-style-type: none"><li>• ensure that our child only attends sessions that are booked in advance online</li><li>• ensure that our child is dropped off and/or collected on time by an adult</li></ul>   |

- contact the school if our child is going to be absent from a session
- contact the school promptly if there is a change in adult arrangements or collection times
- support and demonstrate the school's values
- support and adhere to the school's Behaviour Policy
- support and adhere to the Wraparound Care Policy
- inform the staff at Fun Club of any concerns or problems that might affect our child's wellbeing or behaviour

***This agreement forms part of the Admission forms and must be signed and returned before starting either the Breakfast Club or After School club.***

## Admissions Policy for Wraparound Care

Sandwich Infant School Wraparound Care is only available to children of school age who attend our school. Once a pupil leaves our school, this childcare service will no longer be available to them.

### Registration Forms

Parents and Carers will be required to complete registration forms including details regarding medical conditions, allergies, collection permissions and emergency contact details. These registration forms **MUST** be returned directly to the school office in a sealed envelope and **NOT** via the book-bags or handed to staff on the playgrounds as they will contain sensitive personal information. Once registration forms have been completed, please use the online booking system.

### Online Booking System

Parents and carers will be required to use our MCAS online booking and payment system. Sessions must be booked and paid for in advance, please see appendix 1 for details and dates. (Please speak to Mrs Buckland for more information about this system.)

Bookings can be made session by session or as block termly bookings and must be paid as per appendix 1. Bookings must be made 24 hours in advance of attendance on MCAS, to allow the school to organise staffing.

For emergency or last minute bookings, please contact the school office so that the necessary arrangements can be made to ensure the before or after school care can be met. The session must be paid for as soon as you are able to.

Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by Sandwich Infant School having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

## Specific Individual Needs

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child and will meet their individual specific needs

- Liaison will be arranged with relevant professional support networks if applicable.
- The staffing levels can support the needs of the child.

Where a child is struggling to cope with the routines and length of day when attending Fun Club, Mrs Buckland and Miss Bennett will discuss next steps with you.

## Behaviour

School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the School's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period of time deemed appropriate by the Senior Leadership Team

## Opening Hours and Fees

| <b>Fun Club wraparound care<br/>TERM TIME ONLY</b> | <b>Times</b>      | <b>Fees</b> | <b>Information</b>                                |
|--|-------------------|-------------|---|
| Breakfast Club                                     | 7:45 am – 8:40 am | £6          | To include breakfast                              |
| Afterschool Club                                   | 3:10 pm – 5:30 pm | £10         | To include a light snack served <b>by</b> 4:00 pm |

***Please note our wraparound care will be available during term time only and closed during the holidays, bank holiday and INSET days.***

## Payments and Refunds

Payments must be made in line with the on-line booking system MCAS and appendix 1. Fees are to cover sessions booked 24 hours in advance using the online MCAS account. Fees cannot be paid in cash or by cheque at any time. Please contact the school office if you require more information.

Please note that the Wraparound Care staff are not permitted to receive cash or cheque payments for these clubs.

### **Outstanding payment fees**

If the Extended School has not received payment by the due date, a late payment fee of £25 per week will take effect. Extended School reserve the right to cancel sessions with immediate effect, if no payment has been received the debt will still require payment with any incurred charges added. These fees will be added to your bill on MCAS.

## Refunds

If your child is unable to attend a pre-booked session for any reason, you will not be entitled to a refund. This includes sickness or a change in provision needed.

If you no longer require the use of Breakfast Club or After School Club e.g. your circumstances change, you are moving away, your child changes school, all outstanding payments for sessions attended will need to be paid. Please inform a member of staff at the Breakfast or After School Club or contact the school office to advise them you no longer require this service.

## Childcare Vouchers

Childcare vouchers can be used for our Wraparound Care. Please contact the school office either by phone on 01304 612228 or by email on [office@sandwich-infant.kent.sch.uk](mailto:office@sandwich-infant.kent.sch.uk) to inform us of your provider so arrangements can be made.

You must allow enough time for Sandwich Infant School to be registered with the provider as payment is collected from the provider. Please note: Registering with Child Care can take up to two weeks.

If you pay using childcare vouchers, you will still be required to follow the booking system and the steps above, however in addition, you **MUST** email Mrs Buckland ([FunClub@sandwich-infant.kent.sch.uk](mailto:FunClub@sandwich-infant.kent.sch.uk)) to confirm that payment has been sent by the end of the week.

## Arrival and Departure Policy and Procedure

Sandwich Infant School Breakfast Club and After School Club will operate a rigorous procedure regarding the security and safety of all children within our care. There are clear procedures in place for both arrival and departure of all children attending these clubs, in order to ensure the safety of the children.

## Breakfast Club

### Arrival to the Breakfast Club

Children of all ages must be dropped off by an adult or person over 16 years of age.

Children will be handed over to the Breakfast Club staff at the Fun Club door (located on school playground) from 7:45 am. The doorbell can be rung to gain the attention of a member of staff.

At the beginning of each Breakfast Club session there will be a formal register taken. Mrs Buckland will cross-reference pupils in attendance at that session against the online bookings made.

Pupils who have not booked into this session in advance will be billed and further attendance not allowed until the debt has been paid.

### **Non-Arrival for Breakfast Club**

Non-arrival to the Breakfast Club will result in a call being placed to a parent or carer to ascertain the whereabouts of a child. The Breakfast Club is an extension of the school day and the child's absence could be considered a safeguarding concern. Monies will not be refunded for absence, unless this has been notified in advance or due to illness.

### **Departure from the Breakfast Club into the school day**

Children will be dismissed by the Breakfast Club staff at 8:40am.

Children will be escorted to their classrooms by the Breakfast Club staff.

## **After School Club**

### **Arrival to After School Club**

Pupils will be escorted from their classroom to the After School Club by a member of their class teaching team where they will be registered. Children attending extra-curricular clubs (either run by school or external staff) will join the After School Club after the extra-curricular club ends. If a child has been booked into After School Club, parents/carers must inform the school by no later than 2.30 pm if their child will not be attending that day. This is to ensure the safeguarding of your child. At the beginning of each After School Club session there will be a formal register taken. This will subsequently be handed to Mrs Buckland who will cross-reference pupils in attendance at that session against the online bookings made.

Pupils who have not booked into a session in advance will be billed and further attendance not allowed until the debt has been paid.

### **Non-Arrival for After School Club**

In the event of a child not arriving during this time the following procedures will be put into place:

- The designated member of staff registering the children will immediately notify Mrs Buckland.
- Mrs Buckland will make contact with staff from the relevant class, clubs and the school office to ascertain attendance at school that day.
- Mrs Buckland will contact the named Parent/Career on the initial registration form to ascertain the whereabouts of the child.

## **Departure from the After School Club**

Clear procedures are in place for collecting children from the After School Club.

Children must be collected promptly at the end of your booked After School Club session by either the legal parent or carer or a person named and communicated to the school in advance. We will not release children to any siblings or children under the age of 16 years.

Those collecting the child will collect them from the Fun club door located on the school playground. You will need to press the doorbell to gain the attention of a member of staff. They will allow entry into the school building for collection.

For 'first time' pick up, an authorised person will be required to follow our procedures by sharing a password, as After School Club staff will not necessarily know who adults are in the first instance. If a person is added to the authorisation list at a later date, they must also follow this procedure.

For the safeguarding of your child the school reserves the right to refuse to release a child to someone who is not permitted to collect your child unless we have had verbal permission via a senior member of staff or the school office or in written form e.g. a signed note or email to the school office on [office@sandwich-infant.kent.sch.uk](mailto:office@sandwich-infant.kent.sch.uk).

In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:

- Mrs Buckland must be contacted and a full description of the person including their name must be provided.
- To establish it is the named Parent/Carer the member of staff will ask you to confirm the previously agreed password.
- When the person arrives, identification will be checked, and the password will need to be provided and confirmed.

Children can be collected at any time between 3:10 pm and 5:30 pm.

## **Non-Collection of a Child from After School Club**

In the event that a child is not collected from the After School Club by the end of the session, the Supervisor should:

- Establish if a message has been left by the parent/carer
- Try to contact the parent/carer. Appropriate messages must be left asking for them to contact the club immediately.
- A member of staff must remain near the telephone in order to receive the call after 5:30 pm (The Fun club phone will be used between 4:00 pm and 5:30 pm as the school office will be closed).

If the child has not been collected by the end of the Club's registered session and contact with the named parent/carer has not been established, Mrs Buckland must contact other authorised

collectors from records held by the school. Mrs Buckland must inform the Head Teacher or one of the other designated safeguarding leads.

After all avenues of contact have been exhausted and the Club has not received any contact from the parent/carer or authorised collectors, the Head Teacher (or other designated safeguarding leads) will make the decision to contact the Local Authority's Designated Child Protection Officer.

At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Local Authority Child Protection Officer or Head Teacher or a Designated Safeguarding Lead.

### **Late Collection from After School Club and Associated Fees**

*If your child is not collected at the end of their booked session, then you will be charged a late collection fee. If you are late picking up after the session ends at 5.30 pm, you will incur a late collection charge of £5.00 for up to 5 minutes. Each minute thereafter will be charged at £1. These fees will be added to your account and must be cleared before further bookings can be made.*

*Non-payment of late collection charges within 5 working days will result in a withdrawal of before and after school provision until payment has been settled.*

## **Contacting the school regarding Breakfast Club or After School Club Fun Club**

**By Phone:** During out of school office hours please use the direct Fun Club number on 07379894315.

*Mrs Buckland will accept calls on this number during working hours of Fun club only (7:45-8:40 and 3:10-5:30).*

**By email:** [FunClub@sandwich-infant.kent.sch.uk](mailto:FunClub@sandwich-infant.kent.sch.uk)

### **School Office**

**By Phone:** Please contact the school office 01304 612228

During normal school office hours (8.30 am – 4.00 pm) the school office staff will take your message and share it with the club supervisor, Mrs Buckland.

**By Email:** Please email the school office on [office@sandwich-infant.kent.sch.uk](mailto:office@sandwich-infant.kent.sch.uk). Messages will be shared with the club supervisor, Mrs Buckland.

## Food Provision

Both Breakfast Club and After School Club provide food for your child unless directed otherwise by the parent or carer in writing.

Our Wraparound Care supervisor is aware of the School Food Standards and has received the required training in Food Hygiene. Both the Breakfast Club and After School Club will provide food that meets the School Food Standards.

We strive to ensure that all children sit and eat as a group at Fun Club, and encourage them to develop and maintain healthy eating habits. We provide a good variety of healthy food that they will enjoy.

### **Allergies, Intolerances and other food requirements**

The clubs will provide for those children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents/carers inform us beforehand on the registration form.

We are a 'nut-free' school site and cannot serve or allow children to bring nuts or products containing nuts into the school.

At Breakfast Club the children will be offered breakfast e.g. bread/toast/crumpets etc with assorted spreads, low-sugar cereal and semi-skimmed milk, a piece of fruit, with semi-skimmed milk, water or juice to drink.

At After School Club the children will be offered a light snack prior to 4:00 pm e.g. sandwiches, wraps, crackers, raw vegetables, a piece of fruit, with semi-skimmed milk, water or juice to drink.

## Sickness & Medication Policy Sickness

After School Club staff members have first aid training. The After School Club's priority is to provide an environment where children and adults are protected from the spread of illness and infection. This is achieved in the following ways:

- As with school children who are unwell at school, if your child is unwell they should not attend Breakfast or After School Club. If your child becomes ill whilst in the care of the Breakfast or After School Club you will be contacted to come and collect your child. Every attempt will be made to keep the child calm and comfortable.
- Parents/carers are asked to advise the office that their child will not be attending the After School Club on the first day of their child being absent with illness and give the reason.
- The Breakfast Club and After School Club staff follow the school's First Aid Policy. This can be found on our website.

## Medication

Current Individual Health Care Plan details e.g. for asthma, etc will be shared by the school with the club supervisor with the consent of the parent/carers and medication linked to these will be stored appropriately and administered should they be needed.



## Prescribed Medication

Any other medication administered by the school during the school day, e.g. antibiotics, will be passed to the club supervisor to be handed back to the parent / carer. The normal school procedures for administering medicine will be adhered to. Parents must have signed the appropriate consent for staff to administer.

## Appendix 1

| <b>Bookings for <u>Term 1</u><br/>will be available from<br/>23.08.23</b> | <b>Bookings for <u>Term 2</u><br/>will be available from<br/>16.10.23</b> | <b>Bookings for <u>Term 3</u><br/>will be available from<br/>11.12.23</b>    | <b>Bookings for <u>Term 4</u><br/>will be available from<br/>05.02.24</b> |
|---|---|--|---|
| w/c: 04/09/23   | w/c: 30/10/23   | w/c: 02/01/24  | w/c: 19/02/24   |
| W/c: 11/09/23   | W/c: 06/11/23   | W/c: 08/01/24  | W/c: 26/02/24   |
| w/c: 18/09/23   | w/c: 13/11/23   | w/c: 15/01/24  | w/c: 04/03/24   |
| W/c: 25/09/23   | W/c: 20/11/23   | W/c: 22/01/24  | W/c: 11/03/24   |
| w/c: 02/10/23   | w/c: 27/11/23   | w/c: 29/01/24  | w/c: 18//03/24  |
| W/c: 09/10/23   | W/c: 04/12/23   | W/c: 05/02/24  | W/c: 25/03/24   |
| W/c: 12/10/23   | w/c: 11/12/23   |  |   |
| <b>Bookings for <u>Term 5</u><br/>will be available from<br/>25.03.24</b> | <b>Bookings for <u>Term 6</u><br/>will be available from<br/>20.05.24</b> | <b>Bookings must be made at least 24 hours in<br/>advance of attendance.</b> |   |
| w/c: 15/04/24   | w/c: 10/06/24   |  |   |
| W/c: 22/04/24   | W/c: 17/06/24   |  |   |
| w/c: 29/04/24   | w/c: 24/06/24   |  |   |
| W/c: 07/05/24   | W/c: 01/07/24   |  |   |
| w/c: 13/05/24   | w/c: 08/07/24   |  |   |
| W/c: 20/05/24   | W/c: 15/07/24   |  |   |
|   | W/c: 22/07/24   |  |   |

## Appendix 2



## SANDWICH INFANT SCHOOL

*Where everyone is valued and learning is fun*

Miss L Bennett, BA (Ed) Hons, NQPSL  
Headteacher  
Email: [headteacher@sandwich-infant.kent.sch.uk](mailto:headteacher@sandwich-infant.kent.sch.uk)

Tel: 01304 612228  
School Road, Sandwich, Kent CT13 9HT

### EXTENDED SCHOOL

#### Breakfast Club and After School Club

#### TERMS AND CONDITIONS

The Terms and Conditions below relate to Sandwich Infant School Breakfast Club and After School Club extended services. Parents/Carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the admission form, you agree that you have read and understood all terms and conditions and any queries should be resolved before signing the admission form.

1. Admission forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/Carers must ensure all details on the Admission Form are accurate and up-to-date. Any changes must be made in writing by email to [FunClub@sandwich-infant.kent.sch.uk](mailto:FunClub@sandwich-infant.kent.sch.uk)
3. The Breakfast Club starts at 7.45am. Children must arrive before 8.20am if they wish to have breakfast. No breakfast will be served after this time. Children will be escorted to class at 8.40am.
4. After School Club starts at 3.10pm and all children will be collected from class. Snacks will be served in club hours. After School Club closes promptly at 5.30pm, parents can collect children any time before 5.30pm.
5. Children must be collected by an authorised adult on each afternoon they attend.
6. Parents/Carers agree to abide by the late collection policy. **Parents/Carers who collect their child after 5.30pm will incur a late collection charge of £5.00 for up to 5 minutes, each minute thereafter will be charged at £1 in accordance with the School's Extended School Late Collection Policy.** Non-payment of late collection charges within 5 working days will result in a withdrawal of before and after school provision until payment has been settled.
7. The Breakfast Club and After School Club will not run on days that the school is closed to pupils. Parents/ Carers will not be charged for days that the club is closed.
8. If your child is unable to attend a session, you must notify Fun Club on: 07379894315 or [FunClub@sandwich-infant.kent.sch.uk](mailto:FunClub@sandwich-infant.kent.sch.uk)

**Please Note: If your child is unable to attend a pre-booked session for any reason, you will not be entitled to a refund.** Exceptions will be considered at the discretion of the Headteacher for long-term illness (5 working days or more).



9. Provisional bookings can be made in advance for the whole term. **Our extended school service staff will need to approve these.** Once confirmed, you are required to pay for the sessions which must be paid for before attendance.
10. Bookings and payments can be made via MCAS once registration forms have been completed.
11. If you pay using childcare vouchers, you will still be required to follow the booking system and the steps above, however in addition, you MUST email [FunClub@sandwich-infant.kent.sch.uk](mailto:FunClub@sandwich-infant.kent.sch.uk) to confirm that payment has been sent by the end of the week booked.  
**If your account is in deficit, no further sessions will be approved.**  
  
If you choose to pay with Child Care Vouchers you must allow enough time for Sandwich Infant School to be registered with the provider as payment is collected from the provider. Please note: Registering with Child Care can take up to two weeks.
12. **Outstanding payment fees: If the Extended School has not received payment by the due date, a late payment fee of £25 per week will take effect. Extended School reserve the right to cancel sessions with immediate effect, if no payment has been received the debt will still require payment with any incurred charges added.**
13. Your child's place at Breakfast or After School Club **MUST** be booked in advance. **Your child will be turned away if they are not booked in** and authorised adult pick-up will be required.
14. Once your child has been allocated a place, you must give a full month's notice in writing to [FunClub@sandwich-infant.kent.sch.uk](mailto:FunClub@sandwich-infant.kent.sch.uk) to cancel this agreement.
15. The Extended School services are **additional care outside of normal school hours.** The clubs' policies and procedures reflect the school policies and procedures. This includes the school's behaviour policy.
16. The Extended School Staff aim to provide a safe, stimulating and happy environment for all children. **The Extended School Staff reserve the right to exclude any child whose behaviour is disruptive, in accordance with the school's Behaviour Policy.** A copy of this policy can be found on the school website.
17. We endeavour to provide a high-quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns, please speak to the Extended School Staff. If this is not resolved, please contact Miss Bennett, Headteacher. If you are unable to resolve this issue please follow the school's formal complaint procedure.

Please indicate start date: .....

Please indicate payment by: MCAS  Childcare Vouchers  Tax-Free Childcare

For all enquiries after 4pm please contact Fun Club directly on - 07379894315 (between 4 and 5.30pm) or [FunClub@sandwich-infant.kent.sch.uk](mailto:FunClub@sandwich-infant.kent.sch.uk)

I confirm that I have read and agree to the above Terms and Conditions:

Name of Child/ren: .....

Signature of Parent/Carer: ..... Print name: .....





## SANDWICH INFANT SCHOOL

*Where everyone is valued and learning is fun*

| SANDWICH INFANT EXTENDED SCHOOL ADMISSION FORM   |                |                   |
|--|----------------|-------------------|
| Child's full name:   | Date of birth: |                   |
| Name to be used at the club:   |                |                   |
| Gender:  | Ethnicity:     | Languages spoken: |
| Names of Parent/Carers:  |                |                   |
| Home address:  |                |                   |
| Contact Telephone number(s) Landline:  |                |                   |
| -----  |                |                   |
| Mobile:  |                |                   |
| Email address: (please print)  |                |                   |
| Two emergency contact names and telephone numbers:   |                |                   |
| Name:  | Phone:         |                   |
| -----  |                |                   |
| Name:  | Phone:         |                   |
| Names of person(s) authorised to collect your child (including contact telephone numbers): |                |                   |

## SANDWICH INFANT EXTENDED SCHOOL ADMISSION FORM

**Breakfast Club: 7.45am – 8.40am (£6.00 including breakfast)**

My child will be attending on the following days: **PLEASE CIRCLE**

**Monday      Tuesday      Wednesday      Thursday      Friday**

**After School Club: 3.10pm – 5.30pm (£10 including snack)**

My child will be attending on the following days and times: **PLEASE CIRCLE**

**Monday      Tuesday      Wednesday      Thursday      Friday**

Doctors Name and address and telephone number:

Details of any significant health issues, including Special Educational Needs and /or physical disability:

Date of last Tetanus vaccination:

**In the event of my child requiring emergency treatment and staff being unable to contact me; I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion as considered necessary by the medical authorities present.**

Details of any special dietary requirements and allergies:

Any other relevant information:

I agree to my child taking a place at Sandwich Infant School in accordance with the Extended School Terms and Conditions.

Signature of Parent/Carer: .....

Date: .....

Print Name: