

Stoke Hill Wraparound Care Policy (Treetops)



The Federation of
Stoke Hill Schools



Introduction

The Wraparound Care provision at Stoke Hill is called Treetops and is run by Stoke Hill Federation. It exists to provide high quality out-of-school hours childcare for our parents and provides a range of stimulating and creative activities in a safe environment.

Lisa Sinclair is the Wraparound Care manager and can be contacted on:

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The wraparound care provision is overseen and managed by Stoke Hill Executive Headteacher and the School Governors.

The club operates from 7.30am to the start of school day and from the end of the school day to 6.00pm, term time only. Current costs for each sessions are:

Breakfast	£4.00 per session
After School	£10 per session

The cost of sessions is reviewed by School Governors on an annual basis and may change.

A copy of this policy is provided to all parents of children attending Wraparound club and is also available on the website.

Admissions

- Only children attending Stoke Hill Federation are eligible to attend the Wraparound club.
- All places are subject to availability with places capped at:
 - Max 30 Infant School places
 - Max 50 Junior School places
- Places are allocated on a first come first served basis. No new bookings will be taken before June 30th each year to ensure our new intake / new parents to Stoke Hill are able to book places in readiness for September.
- The registration process must be completed prior to the child's commencement at Treetops.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Breakfast

- Parents/Carers are required to bring their child directly to Treetops at the Junior School site and sign them in.
- Infant School children will be walked down to the Infant School under the supervision of the 'walking bus' and delivered to their classrooms.
- Junior School children will go straight to their classroom when the bell rings. Year 3 children will be walked over to their classroom.

After School

- Nursery and Infant School children will be collected from their classrooms and walked up the hill to the Junior site
- Junior school children will bring themselves over to the club , year 3 children will be collected from their classroom.

The club staff will take a register of all children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform Treetops staff if their child is going to be absent.

Behaviour

At our after school club we recognise that our children have already had a busy and demanding school day and therefore want them to play, relax and rest, however we do expect all children to continue to follow our Federation rules of Ready, Respectful, Safe.

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at Tree Tops
- Follow the Stoke Hill rules of Ready, Respectful, Safe.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.
- Raffle prizes

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- If after warnings and discussions with inappropriate behaviour continues, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- Staff will follow the Stoke Hill Behaviour policy.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, Treetops may decide to remove the child from the after school setting on a temporary or permanent basis.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of Tree Tops staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.
- If the child has a head bump, parents will be notified promptly alongside an accident form completed.

Parents of any child who become unwell during their session will be contacted immediately. If a child is sent home during school hours, Treetops will be informed of their absence.

Bookings

Bookings will be made a half term in advance. Families with established bookings will be given priority to rebook these allocated sessions before then being made available to all families.. All bookings will be completed the week before each half term.

Refunds/Cancelling sessions

Bookings are made in advance to ensure the correct ratio of staffing has been allocated to every session. Cancelled or missed sessions will not be refunded, this includes sessions agreed during strike days, illness or any holiday you have taken during term time. If you are requiring alternative sessions to those booked, the Treetops manager will review each request individually to determine whether this is possible. This will be reviewed on a case-by-case basis.

Late Collection

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone. If staff find that contacts are unavailable after approximately one hour, the police and Social Services will be informed.

If a child is routinely collected late, we reserve the right to withdraw their place at Treetops.

Payment of Fees

All fees will be invoiced half termly in advance.

The parent signing the clubs registration form is known as the 'contracting parent' and is responsible for payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the Tree Top's Manager as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Fees can be paid using Childcare vouchers, government tax free childcare, cheque or cash

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy



Treetops Wraparound Care Parent Agreement

It is the parent/carer's responsibility to:

- Book sessions and pay for the fees half termly in advance.
- Inform Treetops staff, in advance wherever possible, if your child will not be attending a session for any reason – please call, email or text us directly. If your child is off sick for a number of days, please keep us updated.
- Inform the Club Managers of any changes to your contact details or the details of anyone on your child's emergency contact form as soon as possible.
- Inform a member of staff as soon as possible if your child has developed a contagious or infectious disease or infection.
- Please note that any medication can only be administered if prescribed by a GP.
- Complete a medical form, available from a staff member, clearly stating the dosage and frequency, if medication is to be administered by a member of Tree Tops staff.
- Inform the school or a member of staff (either personally or by telephone) if anyone – other than yourself or the person/s named on your child's emergency contact form - will be collecting your child from Treetops.
- **At times we may wish to use photographs we have taken on internal display boards or for publicity purposes on the school website. I give permission / I do not give permission for my child to have their photograph taken.**

Cancelling Sessions:

Please note that we are **unable to refund** cancelled and/or missed sessions.

Appropriate staff numbers, spaces and provisions are arranged in advance. Therefore, we ask all parents/carers to book sessions carefully to avoid issues.

Please note that late collections on a regular basis may result in the removal of your place.

I confirm that I have read and understood the above agreement and have read the Treetops Wraparound Policy

Child's / Children's Name:

Signature (Parent/Carer) Date:

Date

Verified by a member of staff:

Name..... Signature

