

	<p style="text-align: center;"><b>Corpus Christi Catholic Primary School</b></p> <p style="text-align: center;"><b>Wraparound Childcare Policy</b></p>
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*Joyfully, unique in Jesus's family, we learn to use our special gifts  
to love, serve and make the world a better place.*

Wraparound Childcare Policy			
<b>Approval</b>	Board of Governors	<b>Chair</b>	Anna Murphy-Sullivan
<b>Headteacher</b>	Simon Lennon	<b>Signature</b>	
<b>Date of last review</b>	N/A	<b>Date of review</b>	January 2023
<b>Date of next review</b>	July 2024	<b>Maintenance</b>	SIPS Committee

*In exceptional circumstances this policy may be subject to change in accordance with the school's risk assessment (approved by SLT and Governors) which will override current policy guidelines*

*A new commandment I give onto you, to love one another as I have loved you. **John 13:34***

## Introduction

The wraparound childcare is run by Corpus Christi Catholic Primary School and **our founding principle is to provide high quality childcare with a holistic educational theme for waged parents/carers who require such a service.** It provides a range of stimulating and creative activities in a safe environment. A copy of this policy is provided to all parents of children attending the Club and is also available on the school website. The Before and After school childcare service is run on a **'nil profit basis'**. The charge made to attend the school wraparound care facility reflects only the running costs of the service provided. Therefore, it is essential for the continuance of this service that it has an optimised reliable income.

**All parents must complete an annual registration form (see appendix 1 Part 1 & 2) for each child attending wraparound childcare and sign an agreement to adhere to the terms of this policy.**

**Note: places are allocated on an annual basis for each academic year in accordance with the Admission Criteria set out below. Parents who wish their child to continue attending the club in the following academic year must resubmit an application for their child to attend the club. It is important to note that all applications are reassessed/assessed against the Admissions Criteria for each academic year and places allocated accordingly.**

**All parents/carers must be contracted for work at the time of the childcare in order to access the service (evidence may be required to be shown).**

### Related Whole School Policies:

- Child Protection and Safeguarding Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Behaviour Policy
- Anti-bullying Policy

## Before School Care

The club operates from 7.45am – 8.30am, and the current cost for each session paid in advance is £3.00 (please see booking and payment for details).

### Admissions

- Only children attending Corpus Christi Catholic Primary School are eligible to attend the club.
- All places are subject to availability and a place can be booked via MagicBooking (please see booking and payment).

- The registration process must be completed prior to the child's commencement at the club.
- This policy is available to view via our school website and parents can request a paper copy from the school office.
- Children's attendance will be recorded in a register.
- Parents/carers of any child with additional needs and/or an EHCP will need to make an appointment with the headteacher before registering their child to ensure suitable provision is in place.

### **Booking and Payment**

- The cost of each before school session, from 7:45am until school starts at 8:30am, is £3.00 paid in advance.
- Payment will be made on MagicBooking by midnight of the previous day.
- Failure to pay on time will result in the withdrawal of a place at the club.
- These fees are subject to change, with prior notice to be given of any changes.
- **All payments are in advance and are non-refundable.**

### **Daily Routine**

- 7.45am: parents/carers are required to bring their child *directly to the club* and sign them in. You should enter the club via the doors into the hall, where staff will be available.
- 7.50am children partake in a sports activity
- 8.25am: tidy up time, encouraging the children to take responsibility for the hall environment.
- 8.30am: children collect their coats and bags. Children are escorted to their appropriate playground where they meet up with the rest of the children awaiting the start of school.

### **First Aid**

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer as appropriate.
- All accident records must give details of the 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.

**Please see Health and Safety policy for more information.**

### **After School Care**

The club operates from **2:50pm – 5.30pm**, and the current cost for each session is paid in advance (please see booking and payment for details) is £15.00 regardless of the length of time the child attends the session.

### **Admission Criteria**

Admission is conditional on the following undertakings by the parent/guardian:

- Fees are promptly paid in advance (please see booking and payment for details).
- The behaviour of the child is acceptable for the safe and efficient running of the club.
- School policies, including the Behaviour Policy, 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.
- The school holds the right to impose a financial penalty of an additional charge of £1 per minute for the late collection of a child.
- These penalties are to be paid prior to the next session the child is booked to attend.
- Consistent late collections may result in after school care being withdrawn for the child.

- Parents/carers of any child with additional needs and/or an EHCP will need to make an appointment with the headteacher before registering their child to ensure suitable provision is in place.
- Registration will take place in the summer term and new and existing children will need to reapply should they wish to secure a place for the new academic year.
- Information on registration will be sent to all parents with details and specific key dates and deadlines.

### **Oversubscription Categories**

Should there be more applications than the places available, these will be considered in accordance with the following category order:

1. \*Parent/carer of a child who is LAC (all categories of a looked after child) or has or is in the process of applying for an EHCP
2. Single parent/carer
3. Parent/carer of a pupil premium child
4. Siblings in Corpus Christi Catholic School and require more than one secure regular place
5. Decided on educational needs (those who have an IEP or additional educational needs)
6. \*\*Year 1 children a priority followed by Year 2, Reception, 3, 4, 5 and finally Year 6.

*\* Discussion with the headteacher completed and are eligible (for children with an EHCP).*

*\*\*This is a tie-break. Priority is given to Key Stage 1 due to early educational development needs.*

### **Headteacher's judgement is the final decision**

A waiting list based on the over subscription categories will be held and parents will be informed as and when places become available.

### **Booking and Payment**

#### **1. Secure Regular Place**

- Booking and payment must be made through MagicBooking, fortnightly in advance by midnight of the preceding Wednesday. Payments made are for two weeks of after school care commencing from the following Monday.
- Child Vouchers are welcome but must be registered in advance of use. Credit will be available for up to 4 weeks maximum to allow for the receipt of voucher value into the school bank account.
- Booking and payment must be made for all places requested and confirmed by the school. Unbooked places will result in the confirmed offer of a regular place being withdrawn and offered to a family on the waiting list.
- If your child does not attend, the cost will not be refunded, or 'carried over'.
- **All bookings are non-refundable, and cannot be 'carried over'.**
- The registration process must be completed prior to the child's commencement at the club, providing reference details of the childcare voucher provider where applicable
- Children's attendance will be recorded in a register.

#### **2. Ad Hoc Place**

- All places are subject to availability, a place can be booked via MagicBooking up to midnight of the previous day.
- The registration process must be completed prior to the child's commencement at the club.
- All after school care staff are made aware of the details of a new child.
- Children's attendance will be recorded in a register.

## **Daily Routine**

A typical day will follow the following pattern:

- 2:50pm Collect children from their classes (depending on year group)
- 3:15pm Registration
- 3:30pm Healthy snack and drink (provided)
- 3:45pm Educational Activity: Reading, Phonics/Spelling, Mathematical Fluency, Sport or Art Activity
- 5:00pm Games (including draughts, chess, card games and/or board games)

## **First Aid**

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer as appropriate.
- All accident records must give details of the 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.

## Appendix 1



### Wraparound Childcare Registration Form Part 1 Corpus Christi Catholic Primary School Agreement

All parents/carers **must be working** at the time of the childcare in order to access the service  
(evidence may be required to be shown).

Name of Child:.....

I have read and accepted a copy of the Wraparound School Childcare Policy and agree to abide by the terms therein.

I accept that I am the 'contracting parent' for the above child and agree to make payments to Corpus Christi Catholic Primary School, Wraparound Childcare on MagicBooking by the designated time (as stated in the policy above).

- ☐ Does your child have additional needs and/or an EHCP? Yes / No
- ☐ If yes, have you spoken to the headteacher? Yes / No

For a secure regular **after school childcare place only** (unbooked places will result in the confirmed offer of a regular place being withdrawn and offered to a family on the waiting list):

Would you like a **secure regular place** in the **after school childcare**? Yes / No

☐ Which days do you require a **secure regular place** (please tick as appropriate)?

- Monday** ☐
- Tuesday** ☐
- Wednesday** ☐
- Thursday** ☐
- Friday** ☐

- Are you a single parent/carer? Yes / No
- Do you require more than one place for your children? If yes, how many places do you require?
- Will you be paying by voucher? Yes / No

If yes: **Name of voucher provider:** \_\_\_\_\_

**Reference:** \_\_\_\_\_

Parent Signature ..... Print name .....

Date .....



## Wraparound Childcare Registration Form Part 2

### Corpus Christi Catholic Primary School

### Pupil Personal Information

<b>SURNAME:</b>		<b>FORENAME</b>	
<b>HOME ADDRESS:</b>			
<b>POST CODE:</b>		<b>TELEPHONE:</b>	

#### MOTHER/CARER INFORMATION

<b>TITLE:</b>		<b>FORENAME:</b>		<b>SURNAME:</b>	
<b>Mobile</b>	1.				
<b>Home</b>	2.				
<b>Work</b>	3.				

#### FATHER/CARER INFORMATION

<b>TITLE:</b>		<b>FORENAME:</b>		<b>SURNAME:</b>	
<b>Mobile</b>	1.				
<b>Home</b>	2.				
<b>Work</b>	3.				

#### PUPIL – MEDICAL INFORMATION

<b>DOCTORS' PRACTICE:</b>		<b>MEDICAL CONDITIONS:</b>	
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Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:

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