

Breakfast & Afterschool Care Policy



Information for Parents & Carers

Wynndale Primary School provides extended childcare provision for its pupils via our **Breakfast and After School Care**.

Aims

- To provide high quality childcare that meets the needs of parents/carers
- To provide a happy, welcoming, safe and secure place where all children are valued
- To foster good relationships between the children encouraging cooperation and providing help & support
- To work in close partnership with parents/carers
- To provide children with breakfast before school
- To offer a range of structured and free play opportunities and activities to engage and stimulate the children and foster their independence and self esteem

Breakfast Care

Prices

Breakfast Care	
Cost	£3.50 per session

Entry is via the main door to the right of the main school entrance at the front of school where your child will be registered by the staff.

Each session costs **£3.50** per child per day and is bookable in advance via the Arbor app & must be booked by 3.30pm the day before you require a place. The governing body reserves the right to increase charges as appropriate. Unfortunately we do not offer an hourly rate. The price includes food and drink and remains the same regardless of the length of time your child spends in the care setting. Please note: We do not offer a sibling discount.

Our breakfast club runs from 7.45am in the morning until 8.45am. The children are provided with cereals or toast and a drink and have fun activities to do until it is time to line up with the rest of the children when the whistle goes. We aim to give the children the best possible start to prepare them for the school day.

Children must be accompanied to breakfast club and handed over to staff, not left unsupervised outside or in reception.

We have to have the correct ratios of pupils/staffing so it is really important that the process for booking places is followed.

We cannot accept children without prior booking or payment.

Breakfast Club operates during Term Time only excluding INSET days.

If you wish to cancel or change a session, you will not be able to do this via the app. Please either email admins@wynndale.notts.sch.uk or call the office to make an amendment. For Breakfast club - this needs to be done by 3.30pm at the latest the day before. If sessions aren't cancelled either by email to admins@wynndale.notts.sch.uk or contacting the school office by 3.30pm, the session will be charged for. For all sessions cancelled by 3.30pm the previous day, the session will be credited back to your account.

Afterschool Care

Prices

Afterschool Care	
Cost	£9.25 per session

Children will be collected from their class at 3.30pm by the Afterschool staff. They will be offered a light snack and drink. Please see our light snack menu below.

Each session costs **£9.25** per session and is bookable in advance via the Arbor app & sessions must be booked by 3pm on the day. This price includes food and drink and remains the same regardless of the length of time your child spends in the care setting. Please note: We do not offer a sibling discount. The Governing Body reserves the right to increase charges as appropriate.

Collection is via the main door to the right of the main school entrance at the front of school where your child will be discharged to you by a member of staff.

If you wish to cancel or change a session, For After School Care - this needs to be done by 3pm at the latest on the day. If sessions aren't cancelled via email admins@wynndale.notts.sch.uk by 3pm, the session will be charged for. For all sessions cancelled by 3pm, these will be credited back to your account.

Baked Beans or Hoops on toast (Wholemeal) Apple	Wraps or Sandwiches with veggie bites. Choose from: Cheese, Ham, Chicken, Jam. Grapes	Cheese & Tomato Penne Pasta with Veggie bites Yoghurt	Quorn bites with Beans or Hoops Raisins
Cheese & Crackers with salad As above	Pizza with Salad As above	Sausage Roll with Beans & veggie bites As above	Fish Finger wrap or Sandwich with Veggie bites As above

(Please note: Veggie bites consist of cucumber, tomatoes, peppers, sweetcorn)

Children will have the opportunity to be involved in a number of fun activities or they can choose to read or play quietly. They are encouraged to make their own choice of activity to promote self-confidence, independence and self-esteem. Some children also choose to use this time to complete homework activities and we are supportive of them to do this if they so wish, the emphasis is on play and the children winding down after their school day.

We have to have the correct ratios of pupils/staffing so it is really important that the process for booking places is followed.

Please note: **We cannot accept children without prior booking & payment.**

After School care operates during Term Time only excluding INSET days and the last day before the Christmas break and Summer break.

GENERAL

Bookings & Payment

To book a place for your child on our Breakfast or After School Care you will need to download the **Arbor App** and login using the email address and mobile number you have registered with school.

You can only book Breakfast or After School Care by using the app and your account must be in credit to confirm the booking. We respectfully ask parents not to just turn up with their child for breakfast club without a booking as we may not be able to accommodate your child if we are fully booked.

Please note: We **do not** accept Cash at Wynndale Primary School. All bookings for BC & ASC must be paid for on the app at the time of booking (please see notes below if you wish to pay by Childcare Vouchers).

If you need to cancel, please see the information above for either Breakfast Club or Afterschool Care. By letting us know, this will then ensure that any other families are able to take up a place if needed. Unfortunately, if you don't cancel your session with the necessary notice we are unable to refund your payment. You will not be charged if your child is ill.

Childcare Vouchers

If you wish to pay using childcare vouchers, you need to inform school so that we can set you up on the system.

This facility is only available to those families that have indicated they wish to use them and have checked with the school to ensure we have set up an account with the childcare voucher company prior to attending. The ones we currently use are:

- Computerserve registration number is: 0017682802.
- Fideliti is also a company some parents use – just search for Wynndale Primary, there is no number you need to set your account up they say.
- Edenred has been set up by school, the account number you will need is: P21132041.
- Government – Best Start in Life <https://www.beststartinlife.gov.uk/childcare-early-years-education/tax-free-childcare/eligibility>
- Pluxee

Please let us know if your employer uses a different company and we can set up the Breakfast Club & Afterschool accounts with them.

Arrivals & departures

The safe arrival and departure of the children in our care is our priority.

Entry and collection is via the main school reception (the rear gate is not open, so please come to the main entrance on Wynndale Drive), we will ensure that an accurate register is kept of all children in Breakfast & Afterschool Care.

Please ensure that all emergency contact details and medical information (allergies etc) are kept up to date with the school office.



Late Collection of Children

The Afterschool provision finishes at 6.00pm and there is no facility for an extension to this time. There may be circumstances where parents are unexpectedly delayed but these should be a rarity. In the event of an unexpected delay in collecting your child, please telephone the afterschool care staff to let them know as soon as possible on 07375 606741.

Late collection of children, unless notified, will result in staff following procedures for non-collection of a child:

- Children must stay with staff members until they are safely collected
- The staff will contact the parent's mobile, place of work or home
- The staff will contact alternative registered persons from the child's records
- Children not collected by 6.30pm without any explanation would then become a safeguarding concern and in line with the school's safeguarding procedures the Designated Safeguard Lead or the Deputy will contact the Local Authority Multi Agency Hub (MASH)

If late collection occurs regularly, we reserve the right to withdraw your child's place from afterschool care provision.

Admissions Policy

We are fully inclusive, open to all pupils at Wynndale Primary School. Should your child have any additional or special needs, please speak to the school office or the provision staff to ensure your child can be appropriately supported during their time with us.

Safeguarding & Health & Safety

The Breakfast & Afterschool Care follow the required safeguarding policies and procedures regarding Safeguarding & Health & Safety, in line with school policies & procedures.

Behaviour

Children will be expected to maintain acceptable levels of behaviour in line with the schools behaviour policy. If staff have concerns about your child's behaviour, they will make you aware. If your child's behaviour does not improve and jeopardises the safety and enjoyment of other children, this may result in your child being unable to attend either provision.

Accidents & Illness

In the event of a child becoming ill or having an accident, first aid provision will be available and parents will be contacted if necessary. Basic first aid will be administered by a qualified member of school staff, a bump or injury note sent home and a record kept.

Medication

Please speak with a member of the Admin team if your child has specific medical requirements.

Equal Opportunities

We are committed to taking positive & proactive steps to ensure we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all.

Complaints

All complaints will be dealt with in line with the school complaints policy, which can be found on the school website.