

Riverside Wrap-Around

Policy



Introduction

The Riverside Wrap-Around provision is run by Lemington Riverside Primary School and exists to provide high quality, affordable out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment. It is staffed by fully-qualified teaching assistants who work at the school.

The club operates from **7.45am – 8.45am** and from **3.15pm – 5:15pm** term time, and current costs for each session can be obtained from the School Office or on our school website under the **Parents > Riverside Wrap-Around tab**. A copy of this policy is provided to all parents of children attending Riverside Wrap-Around and is also available on the school website. The current capacity of the provision is 20 pupils per session and places will be allocated on a first come, first served basis.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- ☐ Only children attending Lemington Riverside Primary School are eligible to attend Riverside Wrap-Around.
- ☐ All places are subject to availability.
- ☐ The registration process must be completed prior to the child's commencement at the club.
- ☐ All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- ☐ Non contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process.
- ☐ All club staff are made aware of the details of a new child.

Arrival and Departure

Breakfast Club (07:45 – 08:45):

- ☐ Parents/Carers are required to bring their child *directly to Riverside Wrap-Around* and sign them in. You should enter via the white door to 'The Bridge' on the main playground, press the door bell and staff will come and collect your child/ren from you.
- ☐ Children will be escorted to their relevant classroom by the Riverside Wrap-Around staff at 8:45am.

Evening Club (Home time – 5:15pm)

Class teachers will escort all children attending the evening club to Riverside Wrap-Around at the end of the school day.

The club staff will take a register of all contracted 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 Riverside Wrap-Around staff if their child is going to be absent for any reason. We require at least one week's notice for cancellation of places – places cancelled with less than one week's notice are fully chargeable.

Daily Routine

Morning session

- ☐ Children can arrive from 7:45am and parents/carers sign them in at Riverside Wrap-Around.
- ☐ 8.00am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast (toasted bagels/cereals/fruit juice, milk or water).
- ☐ 8.35am tidy up time encouraging the children to take responsibility for the 'The Bridge' environment.
- ☐ 8.40am children collect their coats and bags. Children are escorted to their appropriate classroom by the supervising staff members.

Evening session

- ☐ Home time – children are escorted to Riverside Wrap-Around by their class teacher.
 - ☐ 4:00pm – All children will be offered a light tea of beans or spaghetti on toast and a healthy snack/drink. Children can then choose from a range of play and planned activities, both indoors and outdoors. Homework support will be available for all children as well as additional 1:1 reading support.
 - ☐ Children must be collected no later than 5.15pm from 'The Bridge' and signed out by a parent/carer.
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Behaviour

Whilst attending Club children are expected to follow our Lemington Riverside three rights and responsibilities at all times. These are:

- ✓ **Everyone has the right to learn - and a responsibility to ensure others can learn.**
- ✓ **Everyone has the right to be treated with respect - and a responsibility that others are treated with respect.**
- ✓ **Everyone has the right to feel safe - and a responsibility to ensure others feel safe**

Dealing with inappropriate behaviour:

- ☐ Challenging behaviour will be addressed in a calm, firm and positive manner.
- ☐ In the first instance, if necessary, 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.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Head Teacher may exclude a child from attending the provision.

First Aid

- ☐ All accidents will be recorded using the school First Aid recording system and accurately reported to the parents/carer upon collection.
- ☐ 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.

Parents of any child who become unwell during Riverside Wrap-Around will be contacted immediately. If a child is sent home during school hours, Riverside Wrap-Around staff will be informed of their absence.

Missing or Uncollected children

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- ☐ A member of the school's Senior Leadership Team will be informed immediately of the missing child.
- ☐ Riverside Wrap-Around supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 5:15pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. A fee will be applied for late collection from 5:25pm onwards at £1 per minute per child. This charge will be invoiced directly to the parent/carer.

Payment of Fees

Fees are to be paid in advance, and payment is due for all agreed sessions even if your child is unable to attend their booked session (unless at least 1 week of notice is given). A half termly booking sheet will be issued to parents that should be returned on the final week of each half term.

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 school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

It is currently possible to pay by cash or cheque (payable to Lemington Riverside Primary School). We will shortly be adding Riverside Wrap-Around to our Parent Pay facility.

- ☐ A receipt will be issued when payment of fees is made by cash or cheque.
- ☐ If payment is not received in advance of the child attending Riverside Wrap-Around, staff will not allow the child to enter the provision.
- ☐ Parents should keep their receipts as proof of payment.

Related Whole School Policies:

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



Riverside Wrap-Around Home-School Agreement

I parent/carer of have read and accept a copy of the Riverside Wrap-Around policy and agree to abide by the terms there in.

I accept that I am the 'contracting parent' for the above child and agree to make payments to Lemington Riverside Before and After School Club before any booked sessions.

The sessions in this contract are 7:45am – start of the school day and the end of the school day – 5:15pm.

Parent Signature

Print name

Date

Signedon behalf of the Riverside Wrap-Around

Print Name Date

Riverside Wrap-Around Pupil Registration Form



PUPIL PERSONAL INFORMATION

SURNAME:		FORENAME	
HOME ADDRESS:			
POST CODE:		TELEPHONE:	

PAREN/CARER 1 INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE:	Club time	1.			
	Mobile	2.			
	Home	3.			
	Work	4.			

PARENT/CARER 2 INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE:	Club time	1.			
	Mobile	2.			
	Home	3.			
	Work	4.			

OTHER CONTACT INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE:	Club time	1.			
	Mobile	2.			
	Home	3.			
	Work	4.			
RELATIONSHIP TO CHILD					

TITLE:		FORENAME:		SURNAME:	
PHONE:	Club time	1.			
	Mobile	2.			
	Home	3.			
	Work	4.			
RELATIONSHIP TO CHILD					

PUPIL – MEDICAL INFORMATION

DOCTOR'S PRACTICE:		MEDICAL CONDITIONS:	
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Is there a current Health Care Plan in school? Yes/No

DIETARY INFORMATION

☐ Any allergies?

☐ Any special dietary requirements?

Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers.

Relationship to the child

1		
2		
3		
4		
5		
6		
7		