



Watery Lane Preschool

Wraparound Care and Fees Policy

This Policy forms part of the Contract with the parents/carers and Watery Lane Preschool.

Our Core Aims

- To provide an affordable, childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils to have Wrap Around Care before and after school hours.

Introduction

Allstars Wrap Around Care is run by Watery Lane Preschool and exists to provide high quality out-of-school hour childcare for parents/carers. The children have the opportunity to extend their day within the Preschool building and to join in a variety of activities on offer to enhance the curriculum and interests of the pupils.

The care operates term time only (excluding inset days) from:

- 8.00am – 8.50am
- End of school day – 5:00pm (we can also accept pupils 4.30pm – 5.00pm following the end of any activity clubs they attend)

Current costs for each session are:

| | |
|-------------------|--|
| Breakfast Club | 8am start: £5 8.30am start: £2 |
| After School Club | 3.30pm – 4.00pm: £2.75 3.30pm – 4.30pm: £5.25 3.30pm – 5.00pm: £7.25 |

Our Term dates and INSET days are the same as those of St Michael's First School.

A copy of this policy is available on the Preschool website. All parents must complete a registration form for each child attending the sessions and sign the parental agreement to adhere to the terms of this policy.

Admissions

- Only children attending St. Michael's CofE First School (Yr R to Yr 4) are eligible to attend Allstars Wrap Around Care sessions.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement of the sessions.
- All Allstars Wrap Around Care staff are made aware of the details of a new child.
- Children's attendance is recorded in an online tapestry register.

Booking places

- Places for Allstars Wrap Around Care are to be booked by phoning the Preschool on 01643 703651, messaging on tapestry journal or emailing wlpaminehead@outlook.com and must be made prior to the session attended.
- Subject to space, emergency places can be booked up to the actual day so long as payment has been made.

Pricing Policy

- The Wrap Around Care is non-profit making and the fees charged cover the cost of staffing, equipment and day to day running costs
- It may be necessary to change fees from time to time, however Parents/Carers will always be given at least one month's notice of this.
- Payment is due for all booked sessions if less than 24 hours notice is given for non-attendance.
- Fees must be paid either by cash or by online bank transfer to our bank account, our bank account details are on the acceptance slip for this policy.
- Late collection during operating hours: a 10 minute grace period is allowed thereafter fees will be rounded up to the next half an hour.
- Late collection after hours: a £5 fee will be applied for late collection beyond operating hours.
- Persistent late collections beyond operating hours (After School Club): the Preschool reserves the right to terminate the child's place.

Arrears Monitoring

1. Any invoices produced will clearly show a due date.
2. The Manager or Treasurer will check payments against invoices on due date.
3. All parents/carers who have not paid will be reminded to bring the money by the end of the session.
4. If no payment has been made by the end of the session as above, follow nonpayment of fees procedure (see below)
5. If there are any problems concerning fee payments parents should speak to the Manager as soon as possible. All information discussed will be kept confidential.

Non payment of fees procedure

1. If advance payment has not been received and arrears have not been cleared by the end of the session as noted above a late payment flat fee of £5 will be added to the outstanding debt weekly until the debt is cleared. Persistent non payment of fees may result in a 'no pay, no stay' approach at the discretion of the manager.
2. Recovery of outstanding debts will be rigorously pursued through the County's Debt Collection Service.

Working Tax Credit:

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM revenue and Customs (HMRC) website www.hmrc.gov.uk/taxcredits. Also visit www.childcarechoices.gov.uk to find out any help you may be eligible to receive.

Childcare vouchers:

If a parent receives Child Care Vouchers through their employer they should check with the preschool that we are registered to redeem them.

Staffing

- All staff will have relevant qualifications to provide care for pupils.
- At least one member of the team will also hold a paediatric first aid and food hygiene certificate.
- The club will be staffed at a maximum ratio of 1:10 children for pupils aged school age, 1:8 children for pupils over 3&4 years old and 1:5 for children age 2.
- At all times there will be a minimum of 2 staff present.

Arrivals and Departures

Breakfast Club:

- Parents/ Carers are responsible for dropping off pupils for Breakfast Club at the Preschool entrance (we will not accept pupils without an adult) .
- At the end of the session, pupils will be escorted to their classrooms in readiness for the start of the day.
- Any information/ handover to the class teacher will take place at this time.

After School Care:

- Children will be escorted from their classrooms to After School Club by St. Michael's staff.
- Any information/ handover to the After school Club team will take place at this time.
- Parents are to collect pupils from the Preschool entrance.
- Parents/ Carers are responsible for collecting pupils from Allstars Wrap Around Care at the Preschool entrance (we will not release pupils without a named adult listed on the child's registration form).
- Parents must call the Preschool if their child is going to be absent from any session they are booked in for. No charge will be made if 24 hours notice is given.

Behaviour

Whilst attending Allstars Wrap Around Care, children are expected to follow the Preschool behaviour policy. 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 Manager may decide to exclude the child from future sessions. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the Allstars Wrap Around Care accident book, accurately reported to the parents/carer when the child is collected.

- Accident records will 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. Parents of any child who becomes unwell during the session will be contacted immediately.

Medical conditions

- It is the parent's/carers responsibility to inform the Allstars Wrap Around Care staff of any medical conditions/allergies that could affect the child during the session.
- Any prescribed medication needed should be provided to the main St. Michael's School office in line with the School Policy and permission will be sought for employees of Watery Lane Preschool operating Allstars to administer any medication required in line with instructions and St. Michael's School Policy.
- It is the parent's responsibility to ensure that all emergency medication is still within its usage date.
- It is the parent's responsibility to inform the main St. Michael's School office of any changes to medical information.
- Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written, the original plan will be shared with Allstars Wrap Around Care staff following permission from the parent / carer.

Related Preschool Policies:

- Achieving Positive Behaviour Policy
- Safeguarding & Child protection Policy
- SEN Policy
- Valuing Diversity & Promoting Equality Policy
- Health and Safety Policy
- E-safety Policy
- Emergency Closure (Parents) Policy
- Food & Drink Policy
- Health & Safety Policy
- Uncollected Child Policy
- Complaints Policy

This policy was adopted at a meeting of **Watery Lane Preschool**

Held on _____

Signed on behalf of management committee _____

Name of signatory _____ Role of signatory _____

Date to be reviewed _____

