



RIVERVIEW C of E PRIMARY SCHOOL

WRAPAROUND CARE

FEES & ADMISSIONS

Breakfast Club

Full session: 7:30am - 8:30am £6.00

After School Club

Full session: 3:30pm - 5:30pm £11.00

Siblings: 3:30pm - 5:30pm £10.00

- * Sessions are to be booked via Parentmail by clicking on "Accounts" and choosing either "Breakfast Club" or "After School Club".
- * Sessions must be booked 24 hours prior to the session taking place.
- * If you require your child to attend last minute, you must contact the office to check availability and make the payment before your child's session is confirmed.
- * Breakfast Club starts at 7:30am and is held in the school hall. The children are taken to class for 8:30am.
- * After School Club runs from Pearl Class. It starts at 3:30pm and finishes at 5:30pm.
- * No child will be discriminated against; children with disabilities are welcomed, as we have very experienced staff and appropriate facilities.
- * We are able to give medication providing a Medication Form has been filled in when registering and the medication is clearly labelled.
- * Ratio is 1:12 and a member of SLT will oversee the sessions.
- * Children will still be able to join extra-curricular clubs if they wish and then go onto After School Club when the club has finished. Please note full payment for both clubs will still need to be paid.
- * After School Club will be closed on the last day of each term e.g. Friday before the Easter Holidays.

- * Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc. Refunds will be given if the school initiates an activity such as a school trip, sporting event and you have already made a booking with either After School Club or Breakfast Club.
- * Your child is to be collected from After School Club by 5:30pm. If you are late to collect, you will incur a late fee of £10 for the first 15 minutes then £20 for every 15 minutes thereafter.

AIMS AND OBJECTIVES

The aim of Wraparound Care is to provide high quality, safe and friendly childcare for children living in the Epsom & Ewell area.

Our objectives are:

- * To provide a nutritious snack
- * To help children develop social and practical skills
- * To promote and encourage children's self-confidence
- * To encourage children to express themselves
- * To provide opportunities for decision making
- * To provide an environment for children to develop friendships
- * To provide a safe and secure environment
- * To promote learning through play
- * To offer positive role models to children
- * To build trust between children
- * To develop an anti-prejudice and anti-discriminatory play environment
- * To provide a place where children can have fun
- * To promote inclusive play

PROGRAMME SCHEDULE

Breakfast Club:

- * Children will enter the hall via back door
- * Breakfast Club starts at 7:30am
- * Breakfast will be provided; this includes a selection of toast, cereals, yoghurt, fruit and a drink
- * Any special dietary needs must be noted on the registration form
- * At 8:30am the children walk to their classroom ready for learning

After School Club:

- * Children will be collected by a member of staff, from their classrooms and then be taken down to the hall.
- * The children will be offered a small snack such as a sandwich at the start of the session.
- * Fresh vegetables and light snacks will be available throughout the sessions.
- * The session finishes at 5:30pm.
- * Parents are to collect the children from the multi-coloured gate near the main office.

- * If you are late to collect the following fee are charged: £10 for the first 15 minutes and £20 for every 15 minutes thereafter.

STAFFING AND SUPERVISION

The day-to-day running of Wraparound Care will be the responsibility of the Wraparound Care Manager, assisted by the play workers.

A staff/child ratio of 1:12 will be maintained at all times.

All staff employed will have experience of working with children on an individual and group basis. References will always be checked thoroughly and an additional DBS check will be carried out.

The Wraparound Care Team aims to provide continuity of staff to ensure children are cared for in a secure environment.

Staff will also receive ongoing training in relevant subject areas.

Staff will carry out food hygiene training. Staff will have Paediatric First Aid Training.

BEHAVIOUR

Each child will be treated with respect and concern for his/her needs. Guidance and discipline shall be positive, productive, non-punitive and appropriate to the situation and to each individual child's development.

GUIDELINES: (Staff follow the school's Behaviour Policy which can be found on the website)

- * Explanation and redirection will be the standard.
- * A member of SLT can be called to assist with children's behaviour if necessary.
- * In the case of physical fighting, restraint by the club staff may be used, but never any form of physical punishment, and no physical restraint of any sort shall be used to confine the child.
- * Parents will be notified of any incident involving their child where a serious incident has occurred and any action taken by staff to resolve it.
- * If there is a persistent problem with a child, the Wraparound Care Manager will consult his/her parents to discuss the issue and agree an appropriate course of action.

EQUAL OPPORTUNITES POLICY

Riverview Wraparound Care has formally adopted the Equal Opportunities Policy Statement of Riverview School.

Policy Statement

The school is committed to providing an education for children which offers Equality of Opportunity for all and freedom from discrimination on grounds of race, gender, class,

disability or faith. As a Church Aided School, Riverview is a Christian community which aims in every way to be inclusive of all people, and works to eliminate all forms of stereotyping and discrimination. As part of their commitment to this, the Governors have adopted the Surrey County Council Equal Opportunities Policy as the basis for the School Policy.

- * No child should receive less favourable treatment on the grounds of race, colour, ethnic or national origin, religious beliefs, disability or the ability to pay, in any matter to do with out of hour care.
- * Both staff and the management will ensure that the services they provide are accessible to everyone.
- * This policy will be actively promoted through our decision making, employment practices and service provision and we will strive to monitor its implementation and its effectiveness.