



**RIVERVIEW C of E PRIMARY SCHOOL
WRAPAROUND CARE
Breakfast and After School Club**

Dear Parent/Guardian,

Welcome to Riverview C of E Primary School Wraparound Care.

Our aim is to offer a secure, safe and fun setting that the children will look forward to coming too, at the start and the end of the school day.

This information pack gives further details of our wrap around care offer. If you have any further question, please feel free to contact us via the school office.

Organising care arrangements for children is vital for any working parent and we will do everything possible to give your child the very best care.

Yours sincerely

Wrap Around Care Team

RIVERVIEW C of E PRIMARY SCHOOL

WRAPAROUND CARE

FEES & ADMISSIONS

Breakfast Club	
With Breakfast	£4.00
Without Breakfast	£3.50
After School Club	
Full session 3:15pm - 5:15pm	£7.50
Siblings 3:15pm - 5:15pm	£6.50

- Fees must be paid via the Parent Mail App. Please speak to the office if you have any questions
- Both clubs are run from Ewell Family Centre's Willow room which is accessed via multi-coloured fence
- Breakfast Club starts at 7:45am and the children are taken to class for 8:30am
- After School Club starts at 3:15pm and finishes at 5:15pm
- All bookings are taken on a first come, first served basis.
- Parents will be made aware of the Terms and Conditions and will be required to fill in and sign the Booking form.
- No child will be discriminated against; children with disabilities are welcomed, as we have very experienced staff and appropriate facilities.
- Staff must familiarise themselves with any relevant personal information about any child with regard to medical conditions, home situations etc. and will keep all information confidential.
- **Families will be charged** for any booked sessions that are missed, although we do understand that illnesses and emergencies do happen.
- Fees will only be refunded if the cancellation is made **the day before the session.**
- We are able to give medication providing a Medication Form has been filled in when registering and the medication is clearly labeled.
- Ratio is 1:12 and the sessions will be overseen by a member of SLT
- 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.

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Breakfast and After School Club

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

Our Wraparound Care aims to offer appropriate play and activities to all children, whatever their race, culture, religion, means or ability.

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PROGRAMME SCHEDULE

Wraparound Care will be provided in the Willow Room at Riverview Family Centre.

Breakfast Club:

- Children will enter Family Centre via the gate in the multi-coloured fence.
- Breakfast Club starts at 07:45am
- Breakfast will be provided this include 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. The bell goes at 8.40am - Reception children will be taken to their classroom

After School Club:

- Children will be collected by a member of staff, from their classrooms and then be taken to the Family Centre.
- The children will be offered a small 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 5:15pm
- Parents are to collect the children from the gate at the multi-coloured fence.

STAFFING AND SUPERVISION

- The day to day running of Wrap Around Care will be the responsibility of the Wrap Around 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 breach 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.

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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.

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REGISTRATION FORM

Please completed all sections

Full Name of Child	
Date of Birth	

CONTACT DETAILS	
Parent/Guardian Name <i>(First Emergency Contact)</i>	
Relationship to child	
Home Address	
Contact Number	
Work Address	
Work Telephone Number	
Name of Second Emergency Contact	
Relationship to child	
Telephone number	
Address	

Days Required (Please tick)	Breakfast Club		After School Club
	Breakfast	No breakfast	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Who will collect your child from After School Club?

Name:

Telephone Number:

Additional Information:

MEDICAL INFORMATION:

Details of child's GP: Include name, contact number and address of surgery.

Does your child have any medical conditions we need to be aware of?

Does your child suffer from any ALLERGIES?

YES / None Known

Details of ALLERGIES:

Does your child have any dietary requirements? This includes for health or religious reasons

Does your child use any medication?

YES / NO

If yes, please list all medicines taken on a daily basis:

Will your child need to take any of these medicines while they are at The After School Club?

YES / NO

I consent to any emergency medical treatment necessary during the running of Breakfast Club and After School Club including taking my child to hospital if necessary (Please circle)

YES / NO

IF YOU HAVE CIRCLED YES, PLEASE COMPLETE THE ATTACHED MEDICATION CONSENT FORM

Signed: _____

Parent's name: _____

Date: _____

NON-PRESCRIPTION MEDICATION CONSENT FORM

Calpol will only be administered with prior consent from a parent – we will only administer Calpol if your child has a temperature of 39 degrees+ as the child may be at risk of convulsions.

Have you ever given Calpol to your child? Please circle Yes No

We will not administer Calpol if you have not, due to the risk of an allergic reaction.

I do / do not give consent for staff from Riverview CofE Primary and Nursery School to administer Calpol to _____

Full Name:

Signed:

Date:

USE OF EMERGENCY SALBUTAMOL INHALER

I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler. Yes No

In the event of my child displaying symptoms of asthma, and if their inhaler and spare inhaler are not available or are unusable, do you give consent for your child to receive salbutamol from an emergency Inhaler held by the school for such emergencies? Yes No

Full Name:

Signed:

Date:

All medication administered will be documented.
Parents must sign upon pick up to acknowledge

MEDICATION CONSENT FORM

**If your child is prescribed a medication which they may require during the session,
please complete the form below.**

CHILD'S NAME: _____ **D.O.B** _____

ADDRESS: _____

1. I agree that, in the absence of a medically qualified person, an approved member of Riverview staff may administer medication to the child in the event that he/she has need of his/her medication.
2. Nominated and approved members of staff are: Project Leader, Deputy Leader.
3. The medication will be administered by a senior member of staff, assisted by another member of staff.
4. I agree that I will provide the medication prescribed for my child in the **original container** with the **name of the child, name of the medication** and the **dosage clearly visible** on the pharmacy's original label. I understand that the medication will be kept in a secure place.
5. I am fully aware that the above named personnel are not trained or formally qualified to administer medication.
6. ***About the medication:***

Medication (name of drug on packaging)	
Dosage (amount of medication, how many tablets, etc.)	
How is the drug given (via mouth, nose, ear etc.)	
Description of circumstances in which the medication should be given (times of day, appearance of certain symptoms etc.)	
Should the dosage be repeated?	YES / NO
Under what circumstances, should the dosage be repeated?	
How long does the medication take to work and what signs should usually be seen?	

IF THERE IS NO IMPROVEMENT AFTER THE ABOVE ACTION HAS BEEN TAKEN, THEN A MEMBER OF STAFF WILL SEND FOR AN AMBULANCE, AND ENDEAVOUR TO NOTIFY THE PARENTS OR CARERS.

I accept that the staff will act in the best interest of my child. I understand, that although the staff are not *medically qualified*, they will administer the medication as described above in a manner which may be reasonably expected of a responsible adult carer.

Print name: _____ Signed: _____

Address: _____

Date: _____

Telephone numbers for Emergencies:

- 1.
- 2.
- 3.
- 4.
- 5.

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IMPORTANT INFORMATION

Please keep this page for your reference

Fees are:

Breakfast Club	
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Without Breakfast	£3.50
After School Club	
Full session 3:15pm - 5:15pm	£7.50
Siblings 3:15pm - 5:15pm	£6.50

- The contact number for Breakfast Club and After School Club is 07497083938, this number is only in use during the sessions.
- To contact us at any time please use our e-mail address: asc@riverview.surrey.sch.uk
- Fees must be paid **via the Parent Mail App. Please speak to the office if you have any questions**
- After School Club starts at 3:15pm and finishes at 5:15pm. A late fee of £7 will be charged if a parent collects their child later than 5:15pm. If you are regularly late to collect your child then we reserve the right to withdraw your child's place, with immediate effect.
- **Families will be charged** for any booked sessions that are missed, although we do understand that illnesses and emergencies do happen. Fees will only be waived if the cancellation is made **the day before the session**.
- Breakfast Club Drop off – Children are to be dropped off at the Children's Centre play area gate.
- After School Club Collection - Children are to be collected from the Children's Centre play area.