



Riverview C of E Primary and Nursery School

Ewell Family Centre with Riverview Daycare

Every child matters, every moment counts

Headteacher: Mrs M Atkins

RIVERVIEW C of E PRIMARY SCHOOL WRAPAROUND CARE POLICY Breakfast and After School Club 2022-2023

FEES & ADMISSIONS

Breakfast Club	
Full session: 7:45am - 8:30am	£4.00
After School Club	
Full session 3:30pm - 5:30pm	£8.00
Siblings 3:30pm - 5:30pm	£7.00

- Fees must be paid in advance every half term via the Parent Mail App. Please speak to the office if you have any questions
- If you're planning on using the clubs on an ad-hoc basis, you must have 5 sessions worth of fees on your account.
- 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 3:30pm and finishes at 5:30pm – if you are late to collect your child, you will be charged a late fee.
- 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. Please let us know at your earliest convenience either via the school office or send an e-mail to asc@riverview.surrey.sch.uk
- Ratio is 1:12 and the sessions will be overseen by a member of SLT



Riverview C of E Primary and Nursery School

Ewell Family Centre with Riverview Daycare

Every child matters, every moment counts

Headteacher: Mrs M Atkins

- 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.
- If your child attends the school crèche on a Friday afternoon, your child will be collected from the crèche and taken over to the Family Centre at 3:30pm.

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.



Riverview C of E Primary and Nursery School

Ewell Family Centre with Riverview Daycare

Every child matters, every moment counts

Headteacher: Mrs M Atkins

PROGRAMME SCHEDULE

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 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 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.



Riverview C of E Primary and Nursery School

Ewell Family Centre with Riverview Daycare

Every child matters, every moment counts

Headteacher: Mrs M Atkins

- 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.



Riverview C of E Primary and Nursery School

Ewell Family Centre with Riverview Daycare

Every child matters, every moment counts

Headteacher: Mrs M Atkins

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.



Riverview C of E Primary and Nursery School

Ewell Family Centre with Riverview Daycare

Every child matters, every moment counts

Headteacher: Mrs M Atkins

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

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
	Monday		
	Tuesday		



Riverview C of E Primary and Nursery School

Ewell Family Centre with Riverview Daycare

Every child matters, every moment counts

Headteacher: Mrs M Atkins

	Wednesday		
	Thursday		
	Friday		

Who will collect your child from After School Club?	
Name:	
Telephone Number:	
Password: Please select a memorable word, which can be used by staff to ensure the correct adult is collecting the child.	

MEDICAL INFORMATION:	
Details of child's GP: <i>Include name, contact number and address of surgery.</i>	
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? <i>Please include ALL dietary restrictions for both health and religious reasons</i>	
Does your child use any medication daily?	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 If YES, please complete the Medication Consent Form