

Title	Acorns Wrap Around Care Policy
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Committee Responsible	Teaching & Learning
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1. Introduction

The Acorns Club is run by Wootton Park School and exists to provide high quality out-of-school hours' childcare for our parents. It provides a range of stimulating and creative activities in a safe environment. The club operates from 7.30am 08.40am and from 15.10pm - 6.00pm term time. A copy of this policy is provided to all parents of learners attending the club and is also available on the [school website](#).

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.

2. Objectives

- To provide a welcoming, safe, and secure environment for learners before the beginning of the school day and after the school day ends.
- To provide a cost effective and convenient child care service to parents/carers.
- To enable learners to eat breakfast before the start of the school day and have a light tea after the school day in a pleasant and relaxed environment.
- To provide a well-planned and organised play environment that offers a variety of experiences.
- An opportunity for learners to further develop their social, emotional and interpersonal skills.
- Further develop confidence and self-esteem within our learners.

3. Timings

Morning Session: Our morning session runs from 07.30 - 08.40am (last order for breakfast is 08.10am)

Afternoon Session: Our afternoon session runs from-15.10 - 18.00.

4. Admissions

- Only children attending Wootton Park School are eligible to attend the Club.
- All places are subject to availability.
- The registration process must be completed prior to a child starting.
- All club staff are made aware of the details of a new learner.

5. Staff and Ratios

All staff have current DBS checks in place and hold the relevant qualifications/experience to fulfil their role in a professional and competent manner. Acorns staff will always keep the learners' welfare as their paramount objective and staff will always maintain appropriate and professional boundaries in accordance with the school's Child Protection and Safeguarding Policy and the Staff Code of Conduct. Staffing will be reviewed regularly to ensure that it reflects the number of learners attending. Acorns will be staffed at a maximum ratio of 1 adult for every 12 learners.

6. Regular Routines

Morning Session

- 07.30 - Parents bring their children to Breakfast Club, situated in the old school building where a range of activities are set out.
- Learners wishing to have breakfast wash their hands ready to enjoy breakfast.
- 08.00 - Secondary learners will tidy away and make their way over to the main school building ready for secondary line up.
- 08.20 - Primary Learners tidy away, collect their coats and bags and are escorted to the main school playground where they meet up with the rest of the children awaiting the start of school.

Afternoon Routine

- 15.10 - (Primary) Acorn learners are registered by the Primary bike racks in the school playground-and are escorted over to Acorns.
- 15.20 – Secondary learners make their own way over to Acorns via the school paths.
- 15.30 – 16.30 - Learners are provided with a light tea.
- Learners can then choose from a range of play and planned activities, both indoors and outdoors.

7. First aid

- All accidents will be recorded using the school's online system – Medical Tracker. Parents are notified via e-mail.
- Accident records will give details of: time, date and nature of the accident, details of the learner 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.

8. Learner Absence and Missing Learner

If a learner is unable to attend their Acorns session, then a member of the Acorns team or the school office must be informed as soon as possible. Refunds are not provided for any missed sessions.

If a learner who is booked into wrap around care does not arrive at Acorns, the manager will check the school attendance system to see if they are absent. If they are not absent, a phone call home will be made. If the parents are unable to explain the learner's absence from the club, the missing child policy will then be followed.

9. Collection Procedures

Parents/carers will collect from the main entrance of the old school building. If a learner is to be collected by anyone other than the parent/carer, Acorns staff must be notified in advance. A password will be required to identify that the correct person is collecting. If the password is not provided the learner will not be allowed into the persons' care.

Parents/carers must notify the school if there will be a delay in collecting at the end of the evening session.

10. Uncollected Learners

If a learner has not been collected by 18.15, parents/carers will be contacted by telephone. If there is no response from the first contact then the additional emergency contacts will be used. If all contacts are unavailable after approximately one hour, the Designated Safeguarding Lead (DSL) will be informed and the police and/or social services will be notified.

A charge will be levied for late collection. A fee will be applied for late collection at £1 per minute per child. This charge will be added to the following month's invoice starting from 18:00.

11. Fees

Breakfast session - (07.30 – 08.40) - £4.00 per session

Afternoon Session – (15.10 – 18.00) - £10.00 per session

Fees will be issued in advance of the term ahead and must be paid **before** the term commences. Payment can be made by ParentPay; by Childcare Vouchers or the Government Tax Scheme. Once a space is booked. We require 2 weeks' notice for any cancellation in order to gain a full refund.

If fees are paid persistently late, Acorns will be forced to terminate the reserved place.

The parent signing the Acorns 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 Acorns manager as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

If fees are not paid, the school will follow the procedures outlined in the Financial Regulations Handbook.

12. Behaviour

Whilst attending Acorns, learners are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Value others opinions.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the sessions

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker rewards

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the learner will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.

Consequences to inappropriate behaviour will be actioned within the Acorns facility. 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 learner continues to display inappropriate behaviour, the Acorns manager may decide to exclude the learner, the final decision will be determined by the Principal.

13. Medical Conditions

- It is the parents'/carers responsibility to inform the 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 school office in line with 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 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 wrap around care staff.

14. Holiday Club

Wootton Park School also provide a holiday club during school holidays, dates will be listed on our website. Sessions and pricing are as follows:

Short Day	09.00 – 16.00	£22.00
Full Day	07.45 – 18.00	£28.00

Holiday Club follows the same policies and regulations as the rest of Acorns and the same procedures are in place.

15. Insurance

Insurance cover is provided by the school's insurance policy.

16. Policies

Acorns wrap around care will follow the policies of Wootton Park School. All policies can be obtained from the school office or by accessing our school website.

17. Complaints

In the unlikely event of a parent/carer wishing to make a complaint, they will be advised to follow the school's complaint policy.

Wootton Park School Number: 01604 931139

Acorns Contact Number: 07841 024480



From Little Acorns... Great Oaks Grow



Wrap Around Care Booking Form

Please complete this form to **request** before and after school care provision and return to acorns@woottonparkschool.org.uk.

Name of Learner:		
Day(s) Required		
Please tick one of the options:	Termly	One off use
Date of Birth:		
Parent/Carer Contact Number:		
Any Additional Medical Needs/Requirements:		
Food Intolerances/allergies:		

Tick in the sessions you would like to book.

	Acorns Breakfast Club Opens at 07.30 £4.00 per session	Acorns After School Club Opens at 15.15 - Closes at 18.00 £10.00 per session
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		



Terms & Conditions

We agree to provide wrap around care to you (the parent or carer) on the terms and conditions set out below.

Bookings

1. Applications for regular wrap around care provision must be made using an Acorns booking form.
2. No binding contract is formed between us, the school and you, the parent/carer until we have notified you that we have agreed your booking.
3. All bookings are subject to availability and are addressed on a first come, first served basis.
4. If we are unable to accommodate your booking because there are no available places, or due to statutory staffing requirements, you will be added to our waiting list.
5. A minimum of two working days' notice is required to register Acorns bookings. This is to ensure that adequate provision can be made.

Payment of fees

1. Fees are payable **in advance** with your booking form for each half term period.
2. Payment can currently be made by visa/debit and childcare vouchers.
3. Fees will be reviewed annually. At least two months' notice will be given of any changes to fees.

Cancellation of contract

1. We, the school, reserve the right to terminate a contract due to unpaid fees.

Term dates/opening hours

1. Acorns Wrap Around Care facility is open during term time only.
2. Acorns Holiday Club will be open during holiday periods and some teacher training days.
3. Acorns charges will not be applied on any day your child does not attend due to school closure, including all bank holidays.

Attendance

1. Acorns staff must be notified as soon as possible if your child is unable to attend for any reason.
2. We require 2 weeks' notice if you wish to withdraw your child from Acorns.
3. We reserve the right to send a child home due to illness or any other reason if we consider it to be in the best interest of the child or other children.
4. You must drop off and collect your child at the agreed times. If you need an alternative person to collect your child, they must use the security password, failure to do this will mean your child will not be released into their care. Should this be necessary Acorns staff /school office must be advised prior to collection.
5. You must notify us if there will be a delay in collecting your child.
6. Late collection will be charged at £1 per minute and fees will be added to your next terms invoice.

I have read the terms and conditions relating to Acorns wrap around care at Wootton Park School and agree to be bound by them.

Parent/Carer Print Name: _____ Child's Name: _____

Security Password: _____ to be kept confidential.

Parent/Carer Signature: _____ Date: _____