



**Cheadle Catholic Junior School**  
*"Following in the footsteps of Jesus"*

# **Wrap Around Care Handbook**

## **2023-24**

It is the aim of the Cheadle Catholic Junior School Wrap Around Care to provide a safe and secure environment for children of parents who need reliable child care. Our school ethos is at the heart of our provision and in our care children will have the opportunity to relax, join in with indoor and outdoor activities (weather permitting), do homework, play and just have fun.

### Opening Times, Fees and Bookings

Breakfast Club: 7.30am – 8:55am - £5.50 per session (including breakfast)

After School Club :

3:25pm – 4:30pm - £5.50

4:30pm – 6:00pm - £7.50 (after a sports/ after school club – booked separately)

3:30pm – 6:00pm - £12.50

3:30pm – 5.30pm - Fridays £10.00

(10% discount for siblings)

### Food

We offer children a wide range of healthy, nutritious foods each day with all food prepared on site. Parents and carers will be asked to advise the club if their child has any specific dietary requirements and will be asked to complete a Health Care Plan to provide us with any details of allergies/intolerances the child may have.

**Breakfast** – Choice of fruit juice, cereals, yogurt and choice of toast/ crumpets/ brioche. Breakfast will be served until 8.15am

**After school snacks** - Range of wraps, baps or sandwiches: Turkey, ham, tuna, cheese plus (vegetarian/ vegan options). Freshly prepared raw vegetables available including cucumber, peppers and carrots. Drinking water/ sugar free squash is available throughout the session. Snacks will be served at approx. 4.40pm

### Booking and Payment

Bookings and payments are made entirely through 'Magic Booking' system. Sessions are to be booked via the website by parents/carers. Staff cannot access the booking part of the system. Payments can be made using Child Care Vouchers/ Tax Free Vouchers and or debit/ credit card. We do not have the facility to take cash payments. Please purchase childcare vouchers from your provider in good time as they often take up to 7 working days to come through, and these delays can cause issues on the booking system.

## **Safeguarding**

We will strive to:

- Create and maintain a safe learning environment for our children.
- Identify where there are child welfare concerns and take action to address them, in partnership with other organisations where appropriate.
- Develop our children's understanding of how to keep themselves safe.

All our staff are employed by the school's governing body and are subject to enhanced DBS (Disclosure and Barring Service) checks. They also receive appropriate safeguarding, first aid and other training, as required, including food hygiene. The staff are responsible for following the club's policies and procedures. All staff will wear identification badges in line with School policy and have an advanced DBS police check.

The Designated Safeguarding Lead for School is Mrs Fender and the Deputy Designated Safeguarding Leads are Mr Sheehan, Mrs Bird & Mrs Warwick.

## **Child Protection**

As a part of our whole school approach, we are fully committed to building and maintaining a safe and secure environment in which all in our care are protected from harm and abuse. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For further details see our Safeguarding Policy on the website.

## **Behaviour**

Our aim is to create a friendly and fun learning environment where children are expected and encouraged to act kindly and considerately towards their peers and staff. Children will follow the whole school Behaviour Policy (available and on the website). Our childcare provision promotes respect and consideration to others, keeping the teachings of Jesus at the forefront and which is embedded in our school ethos.

We encourage appropriate behaviour through positive praise, emphasising turn taking and cooperative play. We will talk with the children demonstrating the courtesy we expect from them and encourage engagement in all activities.

We recognise that poor behaviour can occur from time to time for reasons that are not always evident or as a result of special needs or circumstances. We will try to be flexible in order to accommodate such cases however, if your child is violent or if their behaviour poses an immediate damage to themselves or others, we will require you to collect them from the club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the club. See our Behaviour Policy for full details.

### **Pick up/Passwords**

Children attending after school care must be collected by a responsible person aged 16 or over. When not collected by parents, a password should be provided by the person collecting your child/children. You will be asked to add a password on the initial booking form which will be kept securely.

### **Illness/ Accident/ Emergency**

Parents are informed immediately if their child becomes ill whilst in our childcare, or if they have an accident where it is felt the parents/carers are needed. All accidents will be reported in the school accident book. There is always a qualified first aider on duty. Details of children's medical needs and any allergies are recorded.

### **Medication**

If your child requires medicine that has been prescribed, such as inhalers or EpiPen, an individual Health Care Plan will be necessary. Staff can only administer medication which has been prescribed by the doctor and permission forms must be completed by the parent/carer in advance.

### **Late collection**

Please be aware that it is our policy to contact social care if your child is not collected on time and we have not managed to make any contact with you, or an alternative contact for your child. Therefore, we would advise you to provide appropriate emergency contacts for use in case of unfortunate circumstances, which would ensure your child was collected by someone they knew, and could be reassured by. Incidents of late collection will be recorded by the Manager and discussed with Parents/Carers, at the earliest opportunity. There will be a 'late charge' of £5.00 per 15 minutes late and persistent late collection may result in the loss of your child's place at the Club.

### **Refunds**

Monies paid cannot be reimbursed if a child fails to attend for any reason as staffing is organised based upon bookings.

### **Changes to days and cancelling your place**

We will require one week's notice to reduce sessions within the regular booking pattern or cancel your place at the club. Last minute cancellations can be made via the MagicBooking website with 24 hours notice, -users to select 'cancel with credit note' if applicable.

[cheadle.magicbooking.co.uk](http://cheadle.magicbooking.co.uk)

### **Pledge to Parents**

We value our relationship with parents/carers and are committed to working in partnership with you to provide high quality play and care for your children. We will:

- Keep you informed of opening times, fees and charges, programme of activities, procedures and menus.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Listen to your views and concerns to ensure that we continue to meet your needs.

### **What the Club requires from the Parent/Carer**

To ensure that the club is run efficiently and effectively there are a few things which parents and carers can do to help. Some of these points may seem like common sense, but we would like to be clear about our expectations thus avoiding misunderstandings. Your assistance with the following would be helpful and very much appreciated:

- When collection arrangements for your child have changed please ensure that you inform us, in writing if you know in advance or by personally telephoning us if it is on the day.
- Please inform us if your child is to be absent from the club.
- You can contact staff at the club on: 07415 415922 during their opening times, or call school on 0161 485 3754 for out of club hours/emergencies.
- When you collect your child/children from the club they are your responsibility from the time that you arrive, this is the time that is recorded as the leaving time.
- Book in advance to ensure your child's place - [cheadle.magicbooking.co.uk](https://cheadle.magicbooking.co.uk)