

The primary purpose of our wraparound childcare (breakfast and afterschool) is to provide affordable and flexible childcare to Mossgate families and allow parents/carers flexibility around the school day in order to fit in with work and family life. We believe that this is an important part of the day and creating time and space for playing makes a valuable contribution to supporting children's health, creativity, and well-being.

Run by school staff, we offer a welcoming, safe and caring environment which puts the needs of the children at the centre of everything we do. Our Mossgate Values and high expectations of behaviour extend to our wraparound care and children are expected to use these at all times.

- We show **kindness** to all.
- We are **responsible** in everything we do.
- We **respect** others and property.
- We are **honest**.
- We are **courteous** to all.
- We use **courage** to challenge ourselves and others.

We aim to provide children with a combination of enjoyable activities and time to relax after a busy and demanding day at school. The staff and children design the environment and activities so that a balance of adult/child led activities and play or rest opportunities are available each day to meet the range of ages, interests and needs.

Carb based snacks, cereal, fruit / vegetables and juice are available with the children encouraged to be independent in making choices and tidying up after themselves.

## Admissions

1. Only children attending Mossgate Primary School are eligible to attend.
2. When booking, payment will be taken as agreement to our terms and conditions (Information Pack).
3. Places will be allocated on a first come first served basis and once the clubs are full, we operate a waiting list.
4. All places are subject to availability and full payment in advance.
5. Priority is given to children booked into the clubs on a permanent basis.
6. Bookings will only be accepted if there is no debt outstanding on any other school items.
7. After School bookings are required via ParentPay, two weeks in advance of the date childcare is required.
8. Emergency / last minute bookings will only be taken subject to space and ratio requirements in the clubs. These will need to be booked via the office and may be subject to late booking fees.

## Opening Hours, Fees and Dropping off and Collection Arrangements

Wraparound childcare staff use the information held by the school office about your child which includes emergency contacts, medical and allergies. Data Collection Forms are sent home annually for parents to check and update if needed. If any information changes during the school year, parents must update the school office so that the information we store is correct.

Staff will only release a child to a named person we have detailed on our records – this is for child protection and insurance purposes. If someone other than these people will be collecting, you will need to give consent in advance and provide your password.

	Breakfast – school hall	After-school – hall & after-school club room	
<b>Times</b>	Opens at 7:30am and closes at 8:20am when children are taken to class.	Starts at 3:00pm, when school ends, and finishes at 6:00pm.	
<b>Dropping off and Collection</b>	Parents must hand their child over to a member of staff when they open the hall door and cannot be left in the school foyer before 7:30am.	<p>Children <b>must</b> be signed out by an authorised adult listed on your Data Collection Form and managed by the school office.</p> <p>Parents must collect children from the after-school club room door (next to KS2 double gates). Please aim to collect your child by 5:50pm ahead of the club closing at 6:00pm.</p>	
<b>Fees</b>	From 7:30am, it costs £4.00 per child and £3.00 from 8:00am.	From 3:00pm to 4:30pm it costs £5 per child and an additional £5 from 4:30pm until 6:00pm.	
<b>Late Fees</b>	Children left unsupervised before 7:30am will be charged £10 per child.	Children not collected by 6pm will be charged a late fee of £10 per child.	
<b>Snacks</b>	Breakfast is available until 8:10am.	Snacks available until 5:20pm.	
<b>Booking</b>	Pre-booking of sessions is not required for Breakfast Club. Parents can use on an ad-hoc basis but payment is still required in advance.	<p><b>Nursery</b></p> <p>Due to additional staffing requirements for Nursery children, bookings must be completed on a half termly basis. No ad-hoc bookings are available.</p> <p>Forms will be sent home three weeks prior to the end of the current half term which must be returned (within five days) to inform us of any changes for the following half term.</p> <p>Parents will be required to pay for all sessions booked across the half term even if they are not used.</p>	<p><b>Reception → Y6</b></p> <p>Bookings must be made two weeks in advance on ParentPay. Any ad-hoc bookings at shorter notice are subject to availability and must be booked via the office.</p> <p>There is a £5 late booking fee for any sessions booked less than 48 hours in advance.</p>

- Mossgate is a cashless school and all payments must be made online using ParentPay. Office staff can provide support with accessing ParentPay.
- Childcare provision is not subsidised by the school budget therefore must be self-sufficient. Fees are subject to change with one term prior notice being given before any changes are implemented.
- We accept childcare vouchers and we are registered with the governments ' tax free childcare scheme'. Speak to Miss Turnbull for more information.
- Refunds will not be given in the event of sessions being booked and not utilised.

We appreciate that unforeseen circumstances can occasionally result in parents being late to pick up children. Please ring school to inform us of this. In the event that this happens on more than one occasion, parents will either be charged an after-school session (after 4:30pm) or a late fee (after 6pm). This debt must be cleared before any further sessions can be booked.

If children are not booked to attend after-school childcare and parents are late with normal school pick up, a £20 Emergency Supervision fee will be charged for every 30 minutes. This debt must be cleared before any further sessions can be booked.

### **Sickness, Allergies, Accidents, First Aid and Emergencies**

As with school, if a child becomes ill during a session, every attempt will be made to contact a parent and / or emergency contact to arrange collection of the sick child. In the case of a minor accident, basic First Aid will be administered and parents will be notified when collecting. Prescribed medication only can be administered and with specific written instructions detailed on the medication form which will be stored in the school office.

Information held by the school concerning allergies will be made available to staff. Parents are responsible for keeping this updated by notifying the school office of any changes.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/guardian to discuss the course of action to be taken. If a child needs emergency hospital treatment, the staff will first call an ambulance, then attempt to contact the parent/guardian and will continue to do so until successful. A member of staff will accompany the child to hospital and remain with them until a parent/guardian arrives.

### **Parking**

The school car park is for use of employees only and parents must not use when dropping off and collecting. Only parents who have obtained permission from the headteacher because of specific needs (disability, medical etc) are permitted to use the car park.

### **Uncollected Child Procedure**

If a child is not collected at their expected collection time, parents are contacted first followed by emergency contacts. If no-one collects the child within one hour of their expected collection time and there is no-one who can be contacted to collect the child, we would contact the local authority children's social care team.

### **Policies and Procedures**

School policies apply to our wraparound childcare before and after school. Key policies include:

- Safeguarding and Child Protection
- Home School Agreement
- Behaviour
- Anti-Bullying
- Intimate Care & Toileting Needs
- Medical Needs
- Health & Safety

### **Responsibilities**

The safety and security of children attending our wraparound childcare is an extremely important matter and everyone concerned has a part to play.

### **Responsibilities of parents/guardians**

- Making sure that the contact details they have provided are correct and that the school office is told about any changes.
- Notifying the school if your child will not be attending a planned after-school session so that staff do not assume they are missing and follow procedures to contact emergency contacts. **Please note that refunds cannot be given for cancelled sessions.**

- Letting the wraparound manager know if they have any concerns about their child/ relating to the provision who is responsible for investigating in the first instance.
- Dropping off and collecting children from the correct door.
- Keeping agreed contacts for your child updated on procedures so that understand what they have to do when dropping off and collecting.

### **Responsibilities of children**

- Listening to staff when they are told which parts of the school they can play in because this may be different on different days.
- Asking a member of staff for permission when needing the toilet or leaving an area they are playing in.
- Never opening doors or gates to adults – even if they are known to the child/ren.
- Responsibly going straight to childcare provision after any after school activity and letting a staff member know who can register them. Infant children will be taken by a member of staff.

### **Responsibilities of club staff**

- Collecting any booked Reception and KS1 children from their classroom teacher at the end of school.
- Recording any incidents or accidents that may occur accurately, and discussing these on the same day with the person who collects the child concerned.
- Ensuring that at all times, at least one member of staff is aware of the whereabouts of each child during the session.
- Only handing over a child to a responsible person named by the parent.
- Ensuring the time the child arrives and leaves is recorded accurately in the register and obtaining a signature from a parent/guardian when a child is collected.
- At all times, following safeguarding and confidentiality policies and procedures.
- Ensuring unauthorised persons do not enter the premises and site security is maintained at all times.
- Understanding and meeting the SEND, medical and care needs of children within their care.

Reviewed:	Approved by Governors:	Next review date:
Summer 2025	Summer 2025	Summer 2026