



HIGHFIELD WRAPAROUND CHILDCARE POLICY 2024-25



Adoption Date: September 2024

Review Date: September 2025

Signed: *O Thorne* (Chair of Governors)

J Feeley (Headteacher)

Highfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Introduction

Highfield Wraparound Childcare (HWC) exists to provide high quality out-of-school hours childcare for parents and carers in our school community. It aims to provide a range of stimulating and creative activities in a safe and caring environment.

HWC operates from 7:30am – 8:55am and from 3:30pm – 6:00pm term time and current costs for each session can be obtained from the school office or HWC staff. A copy of this policy is available on the school website.

All parents must complete a registration form for each child attending HWC and sign an agreement to adhere to the terms of this policy.



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Admissions

- Only children attending Highfield Primary School are eligible to attend HWC.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at HWC.
- This policy will be made available to view via our school website and paper copies made available on request.
- Non-contracted pupils are welcomed to use HWC provided there are spaces and parents/carers have previously completed the registration process.
- All HWC staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Before School HWC

Parents and Carers are required to bring their child directly to HWC and sign them in. Once parents have communicated their arrival on one of the school gates intercom system, children should be brought to the school HWC building where staff will be there to greet you on arrival. Drop off can be anytime between 7:30am and 8:30am. Children will be escorted to their class assembly point at 8:50am by the HWC staff.

After School HWC

Children will be collected by HWC staff at the end of the school day and escorted to HWC. The HWC staff will take a register of all contracted children and will liaise with the school office to determine any reason why a child is not accounted for.

Departure: Pick-up for parents can be anytime between 3:30pm and 6:00pm. When a child is collected by a registered adult they must be signed out by a parent, carer or named collector and the time recorded. The parent, carer or named collector must inform a member of staff that they are collecting and signing out a child. Parents and carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date. Parents and carers must inform HWC either by email or in person if their child is going to be absent from HWC, this does not include school class teachers.

Daily Routine

Morning Session

- 7:30am – 8:30am parents bring their children to Before School HWC situated in the HWC building.
- Breakfast will be served from opening at 7:30am until 8:30am. It will be served in the school HWC building. A variety of cereal, fruit, toast and yoghurt will be available to ensure the children receive the best start possible.
- 8:45am children collect their belongings and are escorted to their appropriate class assembly point ready to begin the school day.

Afternoon Session

- 3:30pm children are collected by HWC staff.
- 3:45pm children prepare for the evening meal by washing their hands ready to begin at 3:50pm in the small hall.
- 4:30pm children finish their evening meal and start activities. Children can now choose from a range of play and planned activities both indoors and outdoors (weather permitting).



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Behaviour

Highfield Wraparound Childcare adheres to the Highfield Primary School Behaviour, Relationships & Anti-Bullying Policy (including the Prevent Duty, Reasonable Force, Anti-Bullying Policy and Exclusion Procedures) which can be found [here](#) on the school website.

At Highfield, we believe that all children regardless of race, disability, gender, special needs or emotional and mental health needs including early childhood trauma will be treated fairly and consistently. They will be treated with respect by all members of our school community. We recognise behaviour as a form of communication and support all children in managing and self-regulating their learning behaviours. Highfield children follow our three school rules: Be Ready, Be Respectful, Be Safe.

Our Core Beliefs

At Highfield, our policy is upheld by five key values:

- Consistent, calm, adult behaviour
- Looking for the positives first
- Persistent and robust routines
- Considered, measured interventions
- Restorative follow-up actions

Highfield Primary School Behaviour, Relationships & Anti-Bullying Policy, 2024

Inappropriate Behaviour: Highfield Primary School Behaviour, Relationships & Anti-Bullying Policy outlines how behaviour at HWC is managed and the stages of behaviour. If inappropriate behaviour persists beyond the stages outlined in the behaviour policy, HWC reserves the right to exclude the child from attending Highfield Wrap Around Childcare. The reasons and processes involved will be clearly explained to the child and their parents/carers.

First Aid

- All accidents will be recorded using the school recording system, accurately reported to the parents/carers upon collection and signed by a member of HWC staff.
- Accident records must give details of time, date, nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.
- If a child needs urgent medical treatment and the parent or carer is unavailable, a member of staff from Highfield Wrap Around Childcare will sign any consent forms necessary for treatment on my behalf, as stated on the HWC Medical Form.
- Parents and carers of any child who becomes unwell during HWC will be contacted immediately. If a child is sent home during school hours, HWC will be informed of their absence.



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Uncollected or Missing Children

Uncollected children

If due to unforeseen circumstances a parent or carer is unable to collect their child before HWC closes at 6:00pm, it is the parent/carers responsibility to contact HWC as soon as possible. If no contact has been made, parents/carers will be contacted in the first instance by telephone. The additional contacts the parents have provided will be contacted in the second instance. If these contacts are unavailable after approximately one hour, the police and social services will be informed.

A charge will be levied for late collection, a charge of £10.00 per 5 minutes late per child fee. This charge will be added to the following month's invoice.

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Staff will follow Appendix 10 of the Highfield Primary School and Highfield Wraparound Childcare Safeguarding and Child Protection Policy for Schools: **Missing from School Response Checklist** - Referral pathway for reporting children and young people missing /absconded during the school day. The first steps of the policy referral pathway being:
 - Senior school staff will be informed of the missing child.
 - Search of the school premises including grounds and immediate locality and notifying the parents and/or carers.

Payment of Fees

It is a requirement of the HWC that parents pay their fees promptly in accordance with the payment schedule. Fees are to be paid in advance, and payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent signing the 'Parent/Carer's Highfield Wraparound Childcare (HWC) Contract' is known as the 'contracting parent' and is responsible for payment of all fees.

If a parent/carers is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

It is possible to pay fees via cash, cheque, standing order, childcare vouchers or BACs payment.

Procedures for payment of all fees

- Invoices will be issued in accordance with the payment schedule.
- Invoices should be paid by the due date stated in the covering letter which is provided with your statement. Please check your statements and communications from school and notify school as soon as possible should you have any queries.
- Payments can be made by cash or cheque payable to Highfield Wraparound Childcare to the school office. Payment can also be made by Childcare vouchers or online directly to our bank account details of which are included in the covering letter with your statement.
- A receipt will be issued when payment of fees is made by cash or cheque.
- If payment is not received by the due date this will result in an administration fee of £10 for every week of non-payment which will be applied to the account. This is to cover the additional administrative work required when payments are late. Parent also risk losing the childcare place.
- Parents should keep their receipts as proof of payment.
- A minimum of one months' notice must be given to reduce the number of sessions your child attends HWC.



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- A minimum of one months' notice must be given to resign your child's place.

Related Whole School Policies:

- Highfield Primary School Behaviour, Relationships & Anti-Bullying Policy (including the Prevent Duty, Reasonable Force, Anti-Bullying Policy and Exclusion Procedures)
- Highfield Primary School and Wraparound Childcare Safeguarding and Child Protection Policy
- Administering medication policy
- Complaints policy
- Emergency evacuation procedure
- Equalities policy
- EYFS policy
- Health and safety policy
- Visitor policy
- Attendance Policy
- Charging and Remissions Policy
- Data Protection Policy
- First Aid Policy



HIGHFIELD PRIMARY SCHOOL WRAP AROUND CHILDCARE POLICY

Parent/Carer's Highfield Wraparound Childcare (HWC) Contract

Childs name: _____ (one per child)

Parent or carer's name _____

- I consent for my child to attend HWC. I understand that HWC has policies and procedures (which are available for reference at the club) and that there are expectations and obligations relating both to HWC and to myself and my child and I agree to abide by them.
- I understand that HWC is a play setting and that whilst my child is there HWC is legally responsible for him/her.
- My child will be provided with food (if they are in attendance at the appropriate time) unless otherwise requested. We are happy to accommodate dietary requirements where possible.
- Once my child arrives at HWC he/she will be in the care of HWC until collected and signed out by an authorised person.
- I will notify HWC before the start of the session if my child is not attending. I understand that I will be charged for the booked session.
- I will book my child into HWC on a termly basis and will pay promptly for all booked sessions whether my child attends or not (e.g. due to illness or holidays), unless I have made other arrangements with the manager.
- It is my responsibility to keep the HWC manager informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at HWC. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- HWC closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late I will contact the manager/deputy as soon as possible.
- If I do not collect my child by 6.00pm I will pay a charge of £10.00 per 5 minutes late fee.
- If I do not collect my child by 6.15pm and HWC has been unable to reach me or any of my emergency contacts, I understand that HWC will follow its **Uncollected Children Policy** and will contact Social Care.
- Whilst HWC tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property.
- I have read the club's **Behaviour Management Policy** and agree to its terms and appreciate that in some circumstances it may be necessary to follow the steps set out in the behaviour management policy which can ultimately result in my child being excluded from HWC and I will pay for any missed sessions unless otherwise agreed with the manager.
- HWC sees communication with parents as very important so if there are any accidents or incidents at HWC involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from HWC will sign any consent forms necessary for treatment on my behalf, as stated on the HWC **Medical Form**.
- Information held by HWC regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that



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HWC has a legal duty to pass certain information on to other agencies, including the police, social care and health care professionals.

I have read and **understood** the above terms and conditions and I agree to abide by them.

Signature: _____

Date: _____

Please keep a copy for yourself and return this form to the school office.



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Highfield Wraparound Childcare

Registration Form

(please complete both sides)

Child's Details

Legal first name:	Legal Surname:	Preferred Forename:
Date of birth and current age:	First language:	Class

Breakfast Club Sessions requested (tick as required) Drop off anytime between 7.30am – 8.30am (please tick)

Monday	Tuesday	Wednesday	Thursday	Friday

After School Club Sessions requested (tick as required) Pick up anytime between 3.30pm to 6pm (please tick)

Monday	Tuesday	Wednesday	Thursday	Friday

Please book my child in for the days and times indicated above.

I will let you know in advance if my child will not be attending a booked session. I understand that the Club cannot give refunds for any sessions that I have booked which my child does not attend.

Parent/Guardian details

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		



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Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No (If yes, please provide details below)					

Emergency Contact Details (please provide details of two people we can contact if we are unable to get hold of you)

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Child's Doctor

Name of Doctor:	
Address:	Telephone:

About your child

Please detail any additional/special/ medical your child has: (please provide full details)
Please detail any dietary requirements / food allergies for your child: (please provide full details)



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Is there anything your child doesn't like (food, games etc) or is concerned about that we need to be aware of?

What are your child's favourite activities?

If you pay for childcare with vouchers, please indicate below the voucher scheme you use.

Signature of Parent/Carer

Date:
