

St Cyprian's Greek Orthodox Primary Academy



WRAP AROUND CARE

Revised: July 2016

Reviewed and ratified by Full Governing Body:

Reviewed and ratified by Full Academy Trust

Date: 1/7/16

Signed: *A. J. TALLIS*

Name: A. J. TALLIS

Position: Chair of Education
Committee

Our Mission Statement:

'The aim of St Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the National Curriculum in the core subjects, enriched by the progressive teaching of the Greek language and Christian Orthodox religion.'

The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.'

Aims:

- To support working parents by providing early morning childcare from 7.30am to 8.40am and after school care from 3.30pm – 6pm.
- To offer the children the opportunity of having a healthy breakfast at the start of the school day and a light snack at the end of the school day in a safe and friendly environment.
- To provide planned play activities.

Ground Rules:

1. The Wrap Around Club will be run by St Cyprian's Greek Orthodox Primary Academy
2. The club will provide a healthy breakfast and activities to assist learning e.g. doing homework, reading, drawing, watching educational programmes, playing board games.
3. Staff will be responsible for the care and management of children, treating them with respect at all times.
4. The club will comply with environmental health food safety standards.
5. There will be at least two DBS checked members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to. Staff will be trained in First Aid.
6. All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other. They will follow the St Cyprian's Way.



7. Children who do not behave well or do not show respect for staff or each other will have their place removed from the club either permanently or temporarily depending on circumstances.

8. Parents are expected to treat staff and children attending the club with respect at all times.

9. The club will operate for children attending St Cyprian's Greek Orthodox Primary Academy only.

10. The charges as listed below cover the cost of care, which includes breakfast in the morning, and a snack in the afternoon. Parents will be given one month's notice of any increase in fees. All fees must be paid in advance. The school reserves the right to withdraw the place of a child if fees are not paid.

Breakfast club	
1 child	£5.00
2 siblings	£9.00
3 siblings	£13.00
4 siblings	£17.00

After School club	
1 child	£10
2 siblings	£18
3 siblings	£27
4 siblings	£33

11. Parents in receipt of childcare vouchers are responsible for ensuring that their account is not in arrears. Please note that the school contract is with parents and not with their employer therefore, in the event that parents account is in arrears due to awaiting payment from their employer, parents are expected to clear these arrears by the due date.

12. If there are no vacancies the club will be unable to accept short notice/emergency bookings.

13. Full payment will be required for absence due to illness or holiday taken during term time.

14. To enter the club, please press the buzzer at the blue gate on Springfield Road. The staff will verify who you are via the CCTV camera and release the gate. When dropping your child off in the morning, you must escort your child to the club and sign them in.

15. Children must be collected by **6pm**. However, in extreme circumstances if parents think they are going to be late collecting their child they must call the After School Club Staff on 07722 305 544. Parents who are late collecting their children will be charged an additional fee of £5 for the first half hour to cover our additional staffing costs and £5 for every half an hour thereafter. Places will be withdrawn if children are regularly collected late and they will be informed by letter of this decision.

16. The breakfast and snacks available are listed here below:

Breakfast	After School
Toast Croissants Variety of cereals Eggs Pancakes Crackers Drink	All food after school is prepared by Staff Sandwich/baguette Crackers Pancakes Fruit Drink

Breakfast will finish being served at 8.20am.

17. At the start of school all the children will be taken by staff into the playground to line up with their class. At the end of the day KS1 children will be collected by a Wrap Around Club Assistant from their class line and KS2 children will be expected to make their own way to one of the club leaders in the designated meeting area.

18. Parents are asked to keep the Academy informed of any change of emergency contacts via the Academy office as well as notify the Wrap Around Club leader.

19. Occasionally photos may be taken of the Wrap Around Club Children for display purposes. If you object to your child being photographed please ensure the appropriate box is ticked notifying the Wrap Around Club Team.

20. Two weeks' notice must be provided if you no longer require a place at the Wrap Around Club.

21. Parents are asked to show agreement with these ground rules by signing the booking form.

22. In the event of a parent wishing to make a complaint, this should be made in the first instance to the member of staff organising the club. If a parent is still concerned then the matter should be taken to Mrs V Baron, Headteacher.

Date of next review: July 2017

APPLICATION FORM

I would like my child: _____ (please write full name) in _____ (child's class)

to attend St Cyprian's Wrap Around Club from _____ (start date) on the following days:

Breakfast				
Monday 7.30am-8.40am	Tuesday 7.30am-8.40am	Wednesday 7.30am-8.40am	Thursday 7.30am – 8.40am	Friday 7.30am-8.40am

After School				
Monday 3.30pm-6pm	Tuesday 3.30pm-6pm	Wednesday 3.30pm-6pm	Thursday 3.30pm-6pm	Friday 3.30pm-6pm

Contact Details

Please supply below the names, relationship to child and contact numbers in case we need to call you:

Name	Relationship to child	Contact numbers
1.		Home: _____ Work: _____ Mobile: _____
2.		Home: _____ Work: _____ Mobile: _____
3.		Home: _____ Work: _____ Mobile: _____

Please list any allergies/medication your child may have:

Please list any dietary requirements your child may have:

Please return this slip to: Ms Yeats, C/O St Cyprian's Greek Orthodox Primary Academy, Springfield Road, Thornton Heath, Surrey, CR7 8DZ.

I agree to the terms and conditions of the Wrap Around Care Policy

Signed by parent:

Name of parent: Date: ___/___/___

