

Wrap Around Care at Episkopi Primary School



Episkopi Early Years



Episkopi Early Years Wraparound Care Policy and Information

'Wrap around care' is childcare that is provided outside of normal school hours, in the form of before school childcare and after school childcare. Wrap around provision from Episkopi Early Years is offered as the following; Breakfast Club from 07:00-08:00 and After School Club, from the end of school to 16:00. At the end of each full term the school will close to all pupils at 12:30, we will offer a provision on these occasions until 16:00 at a charge of £18.20. This information relates to term time only.

Children are offered breakfast in breakfast cub and a light picnic style snack is available during after school club. At our wrap around care provision, children will be able to choose from a range of activities, both indoors and outdoors, ranging from physical activities, board games, play opportunities and crafts.

BOOKING AND PAYMENTS

The cost for this provision is £5.20 for the breakfast club or £10.40 for the after-school club. Parents will be invoiced by DCS and payment will be made directly to DCS.

We are unable to accept payments by cash or cheque. Fees are charged per session although you may bring and collect your child within these times to suit your personal requirements. Fees quoted are per child.

WHEN DO CHARGES APPLY?

There is no charge for bank holidays or for planned school closures such as inset days as this service will not be available. Fees are payable in full for all periods of children's absences and sickness. Following the advice provided by Public Health England's Guidance on Health Protection in Schools and other Childcare Facilities, any child who has, or develops, an infectious illness must be kept at home in order to prevent the spread of illness and must not attend school to protect the health and wellbeing of the other children and staff. Fees are payable at the full rate during periods of sickness absence from wrap around care. In the event of a long-term illness, individual circumstances will be considered on a case-by-case basis.

There are certain rare events that could result in the wrap around provided by Episkopi Early Years having to close for a limited time. We will always aim to rectify the closure as soon as possible and keep all parents/carers informed of the situation. In the event of an emergency closure, no fees will apply and payments already invoiced will be credited to the next month. If the provision is open but it is parental choice for the child not to attend the provision, fees still apply.

LATE COLLECTION AND NON-COLLECTION

In any circumstances, where a parent/carer may be unable to collect their child on time, we ask that parents/carers always contact us to provide an estimate of their arrival time or to arrange collection by a different adult; contact Episkopi Early Years on **+357 2596 8034**. Where parents or carers have arranged for their child to be collected by a new person, other than those familiar to staff, we will use a password and ID system to allow your child to be collected.

If a parent/carer is going to be late, they must:

- Call Episkopi Early Years as soon as possible to advise of their situation.
- Agree a safety password with staff in advance to be used by anyone collecting a child who is not the parent.
- Ask a designated adult to collect their child wherever possible.
- Inform Episkopi Early Years of this person's identity so they can talk to the child if appropriate to prepare them for the change in collection. This will help to reduce or eliminate any distress caused by the situation.
- If the designated person collecting the child is not known to staff, the parent must provide a description of this person and ask the person to bring ID. This designated person must know the individual child's safety password and show their ID in order for the after-school club to release the child into their care.

If a child has not been collected from the after-school club:

- Staff will contact the parent or carer.
- If no contact can be made with parents/carers, staff will contact one of the nominated persons listed in the 'additional contacts' or 'collection arrangements' sections of the child's registration form.
- Two members of staff must remain on site with the child (if outside normal operating hours). Staff will telephone all contact numbers available until contact is made. These calls will be logged on a full incident record. The child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort and reassure the child as necessary.
- In the event of no contact being made after 30 minutes has lapsed, the person in charge will ring the Early Years Manager and act on their instructions. This may result in a call to the Welfare Officer or Social Care to ensure our safeguarding policies are followed.
- Parents/carers may be charged for late collections at the hourly rate.

ARRIVALS AND DEPARTURES

Breakfast Club Provision:

When you arrive, please walk your child/ren to the room and sign them in.

After School Provision:

When collecting your child from the after-school club, parents/carers should make their way to the main entrance gate to Episkopi Primary School and collect children from the allocated room near the Year 2 classrooms/the hall (see map).

Upon collection the parent/ carer is required to sign their child out. Children are not permitted to leave the premises unaccompanied by an adult and are not allowed to walk home unaccompanied.

