



Marston Moreteyne VC School

Wrap-Around Care

Parent/Carer Handbook



We are delighted to welcome you to our warm and friendly Wrap Around Care facility. At MMVCS we refer to this as 'Care Club' - Breakfast and After School provision, is on offer for children in Reception through to Year 4. This paid for service is an extension of our school day; children will be looked after by our caring staff with wonderful opportunities to enjoy, achieve and learn in 'home-from-home', values-based environments. Care Club is run by the school and we hope that the offer of this service will be of support to working families. This Handbook offers a brief guide for families making use of our service and will be updated as required. When updates are made, we will of course inform you.

If you have any queries, please do ask!

Meet the Team: Your child will be supported by school staff, to ensure they have support in the very best start and end to their day. There will be a designated member of staff who leads Safeguarding, all staff will be fully Safeguarding trained, Basic Food Hygiene trained and Paediatric First Aid trained. When joining Care Club, you will be introduced to the adults who will care for your children so you are confident in knowing who you can speak to should you wish. Our friendly team will share with you how your child's time in the Wrap Around Care setting is going.

Our Team is led by **Mrs Sarah Knaggs** at Church End and

Miss Nicolle Dyer at Forest End.

Please don't ever hesitate to ask them any questions you may have.

Pricing:

7:30am to 8:35am Monday to Friday £5.00

3:30pm to 4:30pm £5.00

4:30pm to 5:30pm £5.00

3:30pm to 5:30pm £10.00

Payment can be made by cash, via the Arbor App or using
Childcare Vouchers; simply inform us of your provider at your first booking!



Getting to Breakfast Club - Church End:

Please take your child directly to the
Chimneytots Nursery door.

Getting to Breakfast Club - Forest End:

Please go directly to main school office and ring the bell.

At the end of school day - both sites:

Children in all year groups will be escorted from their classroom to the collection area and registered by Care Club staff. Please do ensure that if your child won't be attending until later, due to an alternative after school club (e.g. sport, dance etc), you inform us.

Collecting your child from Care Club:

After School Club will close promptly at 5.30pm and, as such, we do appreciate all children are collected by this time. If for any reason you are delayed, please do telephone us so that we are aware you are going to be a few minutes late. We will of course do our best to support you in these circumstances.

There is a late collection charge of £2.00 per 5 minutes or part thereof

If a child is collected late three times, in addition to the charges detailed above, the Care Club Administrator will contact parents to discuss ways forward.

Should late collections continue after this date, the Headteachers reserve the right to cease all further bookings with immediate effect.

At the end of an evening session, if a responsible adult fails to arrive to collect a child and we are unable to contact any of the named persons on the registration form, we will follow the school procedures for a "left child" (if there is no contact with a responsible person within half an hour, Social Services will be contacted).



Booking & Payment:

We operate an online booking system via the Arbor App.

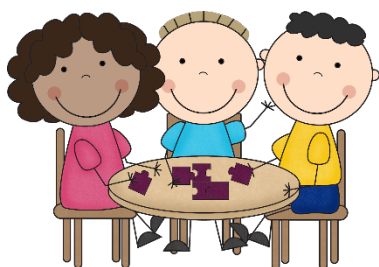
Cancellations & Amendments:

All cancellations require 48 hours' notice. Failure to give this notice, will mean we are unable to refund monies.

Amendments cannot be completed online - please contact the school office by phone or email.

Activities:

Care Club will provide enriching, homely activities, to allow the children time to have fun and relax after a hard day of learning!



Activities will include:

Baking
Fun toys
Art and Craft
Sport
Support with home learning
Games
And much more!



You care that your child has a healthy, balanced diet and so do we. Healthy choices for our evening 'snacks' will vary and include seasonal and themed foods with a healthy twist.

These will include:

* Toast * Crumpets * Pancakes * Yogurts * Fresh fruit * Veggie sticks*
Cereals * Water, Squash and Juice.



The Arbor App allows you to inform us of any allergies your child has. As with all personal information, please do ensure you keep this up to date and that you inform the School Office as well as our Wrap Around Care team.

We will always aim to meet the needs of special dietary requirements within our capabilities.

Attitudes & Behaviour:

In line with the Marston Moreteyne VC School Behaviour Policy, children are expected to follow the same rules at Care Club. Our system for supporting positive behaviour applies in our Wrap Around Care facilities and, therefore, allows children the reassurance and familiarity they enjoy in school hours. Serious incidents will be referred immediately to the Headteachers/Assistant Heads and Parents/Carers may be asked to collect their child and/or be made aware that their child's place at the club could be at risk if their behaviour does not significantly improve.

Admissions through waiting list:

Our Wrap Around Care provision is very popular and, as a result, this can often mean there are more applicants than there are places available. When this is the case, your desired sessions can be placed on a waiting list. Please just contact the Care Club Administrator.

The below guidelines establish how waiting list applicants will be prioritised:

1. All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, residence or special guardianship order.

2. Siblings of pupils already attending the Wrap Around Care provision.

(A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner and, in every case, the child should be living at the same address. The sibling must be in the school at the time of application from Year R-Year 4 and be likely to remain in the school at the proposed date of admission to Care Club.

3. Children attending MMVCS in order of interest received, from Year R to Year 4.

