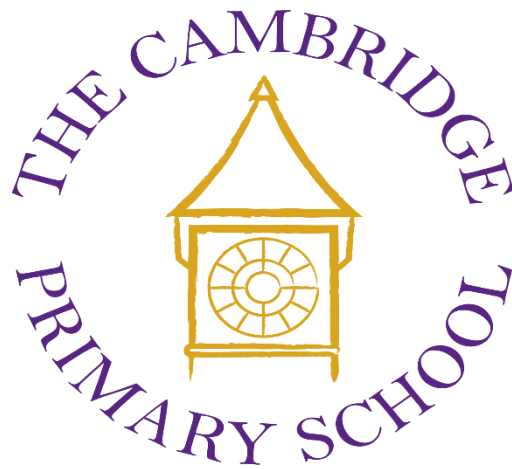


# THE CAMBRIDGE PRIMARY SCHOOL

## 'The Nest' Wrap Around Care Policy 2024



<b>Date of Approval:</b>	June 2024
<b>Date of Next Review:</b>	June 2025



The Cambridge Primary School  
Queens Avenue, Wellesley  
Aldershot, Hampshire GU11 4AA  
01252 314884



## 'The Nest' Wrap Around Care Policy



### Introduction

The before (The Nest: Early Birds) and after school (The Nest) club exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating, fun, enjoyable and creative activities in a safe environment. Encouraging children to develop friendships between age groups and work together cooperatively.

**The Nest: Early Birds** operates from 7.30am – 8.30am during term time.

**The Nest** operates from 3.15pm - 6.00pm during term time.

A copy of this policy is provided to all parents of children attending the club and is also available on the school website. An up to date price-schedule is available from the school office and school website.

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

#### The Nest: Early Birds

7.30am – 8.30am: £6

#### The Nest

Session 1: 3.15pm – 4.15pm: £6.50

Session 2: 4.15pm – 6pm: £11

Session 3: 3.10pm – 6pm: £15

Session 2 is to coincide with any internally run after school club or any external clubs held at The Cambridge Primary School that finish at 4.15pm

### Admissions

- Only children attending The Cambridge Primary School are eligible to attend.
- All places are subject to availability.
- The registration process and policy agreement must be completed prior to the child's first session at the club.
- All parents will receive a copy of this policy and this policy is available to view via our school website.
- All pupils are welcome to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

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## **Arrival and Departure**

### The Nest: Early Birds

- Parents/Carers are required to bring their child directly to club and sign them in. Entry to the club is via the side gate. Staff will be alerted to arrivals by pressing the doorbell situated on the left of the gate.
- At the end of the morning session, children will be escorted to their classes or their designated playgrounds at 8.30am by the club staff.

### The Nest

- Children in Reception and Year 1 will be collected by a member of the club staff directly from their classroom.
- Children in years 2, 3, 4, 5 and 6 will make their way directly to the Hall to be greeted by a member of the Nest staff.
- The Nest staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not unaccounted for.
- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the accurate time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the school registration form and that it is kept fully up to date.
- Parents must inform The Nest staff if their child is going to be absent by phoning the school office or emailing [thenest@cambridgeschool.hants.sch.uk](mailto:thenest@cambridgeschool.hants.sch.uk)

## **Daily Routine**

### The Nest: Early Birds

- Parents bring their children to Before School Club situated in the Hall (Entrance via side gate) where a range of activities are set out.
- On arrival, children wishing to have breakfast wash their hands ready to eat.
- 8.25am tidy up time encouraging the children to take responsibility for the environment.
- 8.30am children collect their coats and bags. Children are escorted to their appropriate playground or classrooms where they meet up with the rest of the children awaiting the start of school.

### The Nest

- 3:15pm: Reception and Yr. 1 children collected from their classrooms and taken into the Studio Hall. Year's 2 to 6 children make their way to the Studio Hall for registration.
- 3.30pm – 4.00pm: children will be given a healthy snack and drink (Parents are allowed to send their child in with a packed-dinner from home if they wish). Staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors.
- 4.15pm: Children attending internal or external clubs will arrive at the after school club.
- 5.30: tidy up time encouraging the children to take responsibility for the environment.

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## Behaviour

Whilst attending Club children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times, including the rewards and sanctions.



## First Aid

The school first aid and administration of medication policy applies at all times. Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the Club of their absence.

## Missing or Uncollected children

### Missing children

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

- A member of the Senior Leadership Team will be informed of the missing child.
- The club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

### Uncollected children

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone.

The additional contacts parents have provided will be telephoned 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 fee will be applied for late collection. This charge must be paid at the office immediately.**

## Fees

### Payment

Fees are to be paid in advance into the school fund account, and payment is due for all booked sessions in advance of children attending.

Bookings and payments must be made via our online payment system SCOPAY. Please select the dates and sessions required. Bookings must be made by midnight for the following day for **The Nest** and 48 hours prior to the intended session for **The Nest: Early Bird**.

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If paying by Childcare Vouchers or Tax Free Childcare, a copy of the payment confirmation should be sent to the school office on [thenest@cambridgeschool.hants.sch.uk](mailto:thenest@cambridgeschool.hants.sch.uk) with details of the amount to be credited to the Before School club and/or After School club. Once the funds are received, the office team will add the payment to the relevant account. Parents will then be able to make their club bookings online via Scopay. Bookings can be made a month in advance or as and when required. All bookings must be made at least 24 hours in advance.

#### Late Collection Fees

Any child(ren) collected between 6pm-6.15pm will be charged an additional £5. After 6.15pm an additional full session payment of £15 will be applicable. Any child who is booked into session 1 but is collected after 4.15pm will be charged the session 3 cost. Any child who is booked into session 2 and arrives before 4.15pm will be charged the session 3 cost. Any late fees will be added to the child's account. and until the account is paid, no further bookings will be able to be made. The parent will be expected to pay the late fees onto the online payment system within 48 hours. Failure to pay will lead to further action being taken.

#### Session Cancellation

Parents can change or cancel their sessions up to 24 hours prior to their child attending a specific session without incurring a charge. Any change or cancellation after this point is non-refundable.

If a child will not be attending a session, the office should be contacted before 2pm on 01252 314884 or [thenest@cambridgeschool.hants.sch.uk](mailto:thenest@cambridgeschool.hants.sch.uk)

By making a booking, terms and conditions are agreed to and it is extremely worrying if a child does not turn up.

Sessions will be 'released' for booking on a termly basis. Sessions will be allocated on a first-come, first-served basis.

#### **Related Whole School Policies**

The before and after school club is an extension of the school, so all school policies apply to the running of this provision. Of particular note are:

- Safeguarding and Child protection policy.
- Equal opportunities policy.
- Health and Safety policy.
- First aid and administration of medicines.
- Online safety policy.

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# The Cambridge Primary School

## 'The Nest' Wrap Around Care Agreement



- I accept that I am the 'contracting parent' for the child below and agree to make payments in advance via the online booking system. I understand that I will lose my place if my account is in arrears.
- I understand that all bookings must be made and paid for at least 24 hours in advance on SCOPAY
- I understand I can change or cancel sessions up to 24 hours prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.
- I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office.
- I understand that a fee will be applied for late collection from 6.00pm onwards at £5 for the first 15 mins and after 6.15pm an additional full session payment of £15 will be applicable, and will be taken immediately from my account.
- I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by the before and after school club.

By signing below, I confirm I have read and accept a copy of the club policy and agree to abide by the terms therein.

**Child Full Name:**

*\*Please complete one for each child*

**Contracting Parent Full Name:**

**Signature:**

**Date:**

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