



# HPS WRAP AROUND CARE CLUB

## PROSPECTUS



## **ABOUT THE CLUB**

**HPS Wrap Around Care Club** (formerly known as Hagley Primary Wrap Around Care Club) in Hagley opened in April 2010, and is registered to provide childcare for children aged 4 to 11 years. It is open from 7:30am until 8.30am (Breakfast Club) and 3.00pm-6:00pm (Afterschool Club) weekdays during term time.

We are registered with Ofsted, our Ofsted registration number is EY430203, and we have been judged as 'Outstanding' in all areas.

We are located within Hagley Primary School and the Children's Centre situated next to the school. The rooms are used for snacks, arts and crafts, construction, creative play, free play and book reading, homework and indoor sports activities. The outdoor areas are used for many different types of sports with activities delivered by qualified sports coaches.

We have access to all of the school's indoor and outdoor facilities including the new outdoor activity zone.

### **Aims**

The Club aims to provide a safe and secure and relaxed environment for the children in our care. We endeavor to provide an atmosphere and activities similar to those found within the home.

### **What we offer**

We offer a wide range of structured activities, incorporating simple cookery, arts and crafts, board games, reading, free play, construction, sports activities and much more. During their time at the club children choose activities that suit them best.



## TERMS AND CONDITIONS

### **Admission**

It is our intention to make HPS Wrap Around Care Club accessible to children and families from all sections of our local community. The Club Administrator organises admissions to the club and a waiting list system has been implemented. The waiting list will be operated on a first come- first served basis.

A completed registration form is required for each child attending. This form contains information concerning your child and is confidential.

### **Payment of fees**

The current fee is:     **£12.50** for a 3 hour session at After School Club  
                                  **£5.50** per session at Breakfast Club

Fees are payable in advance by BACS or childcare vouchers.

The price per session per child applies to all children. This is payable for all sessions including when your child is sick, or on holiday (regardless of the amount of notice given).

HPS Wrap Around Care Club aims to keep fees to a minimum, whilst still raising enough income to cover our running costs. All invoices are to be paid in full by the end of the month prior to that in which care is taken (e.g. invoices raised in June for attendance during the month of July must be paid in full by the end June).

Non- payment or late payment will result in late payment fees being charged and may result in your place being terminated.

If you are having difficulty paying fees, please speak in confidence to the Club Manager or our Administration Manager.



## Staffing

HPS Wrap Around Care Club is run by a club manager and staffed daily during term time by a Deputy Manager, supported by childcare practitioners and sports coaches. The aim is to provide a smooth transition between school and club. We also have bank staff available to cover absences, when regular staff are ill or attending courses. All our staff have significant experience of working with children, and comply with EYFS requirements for registered childcare. Staff are expected to undertake professional development training. All staff members are checked through the Disclosure and Barring Service (DBS). We maintain a staff/child ratio of 1:8 for children under the age of eight, in line with statutory requirements.

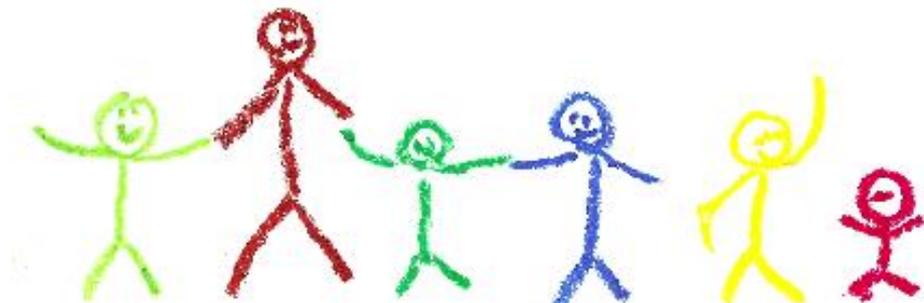
If you have a query or concern please speak to the relevant member of staff.

## Organisation

**HPS Care Limited is run as a private business, where profits from the Wrap Around Care Clubs go directly back into the school. WACC employs nineteen staff, most of whom live locally. We maintain a close working relationship with Hagley Primary School in order to ensure continuity of care.**

## Policies and Procedures

The club operates under a number of policies and procedures, copies of which are held at the club, and are available at your request.



## **GENERAL INFORMATION**

### **Behaviour**

Children and staff have created rules for behaviour whilst at the club. These are displayed for children to see.

The Club also operates a behaviour policy, summarized here.

- Children are expected to respect each other, staff and visitors.
- Staff will encourage an atmosphere of care and consideration between all members of the club including children, staff and visitors
- Wrap Around Care Club aims to encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities
- Wrap Around Care Club will not tolerate from any member: bullying; aggressive confrontational or threatening behaviour; or behaviour intended to result in conflict.

The club has procedures for dealing with unacceptable behaviour. In the case of violence or behaviour that poses an immediate danger a child is required to be collected directly; as an ultimate sanction, the child may be excluded from the club. Wrap Around Care Club recognises that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. It will strive to be flexible in order to accommodate such cases.

### **Illness**

We are unable to care for children who are unwell.

Please inform the Club of any infectious illness your child contracts. If your child has had sickness or diarrhea, please do not send him/her to the club for 48 hours after the illness has ceased.

If a child arrives at Club feeling unwell WACC staff will contact parents/carers as soon as possible.



## **Changes to days and cancelling your place**

**One month's notice of termination**, or of changes in attendance must be given.

Requests for changes to days should be made to the deputy manager/administrator and will be accommodated where possible.

## **Temporary changes**

Please remember that we need to know if your child (or children) **WILL NOT** be attending Wrap Around Care Club for any reason. Even if you have informed your child's school we still need to know.

If you know in advance of any days when your child/children will not be attending during the following week, please try to let the Club know as soon as possible. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this handbook.

## **Induction**

The child and parents/ carers will be invited to come and see the club before the child's first day; the club encourages the first attendance not to exceed half a session.

Early in each child's first attendance a short time will be set aside for an "induction" period. During this period the club supervisor will outline the club's rules and routines (including snack and collection).

Another older child will usually be allocated to act as the new child's mentor for the first few sessions.

## **Arrival and departure**

### **Breakfast Club**

Children must be escorted to the Kindergarten door where they are greeted by a member of staff. At 8.30am children are taken to their cloakrooms. Reception children are taken directly to their classrooms.

### **Afterschool Club**

Children up to and including Year 4 are collected from inside the school by a member of Wrap Around Care Club staff, and are then escorted to the Club. A register is taken each afternoon and a signing-out sheet is used. Please ensure this is completed when each child is collected.

Children should always be collected by a named adult. In exceptional circumstances when it not possible for your child to be collected by a named person, a password system will be adopted.

The club finishes at 6:00pm, if you are delayed for whatever reason please telephone the club to let us know. A late payment fee of £10.00 per child per 15 minutes will be charged if children are collected after 6:00pm.

### **Child Protection**

We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We aim to comply with local and national child protection procedures and ensure that all staff are appropriately trained.

### **Equal Opportunities**

HPS Wrap Around Care Club is committed to equal opportunities as stated in its equal opportunities policy. Strategies used to realise this goal include:

1. Premises used by the club provide a good level of accessibility to the community at large.
2. Menus include sufficient variability to provide for the cultural mix of the Club's children.

### **Special needs**

HPS Wrap Around Care Club will make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents/carers and relevant professionals to meet the child's specific needs.

Our staff-training programme includes specific elements relating to children with special needs.

We will endeavor to accommodate all children of all ability. Each case will be assessed individually and risk assessed to ensure everyone's safety.

## **Accidents and First Aid**

Every precaution is taken to ensure the safety of the children at all times and the club is fully insured. All of our staff are trained in first aid and a first aid kit is kept on the premises. We operate an accident procedure and fire drills are carried out regularly.

## **Medication**

Please let the deputy manager/administrator know if your child is taking prescribed medicine. Please speak to the manager/administrator if medication needs to be administered during the club time.

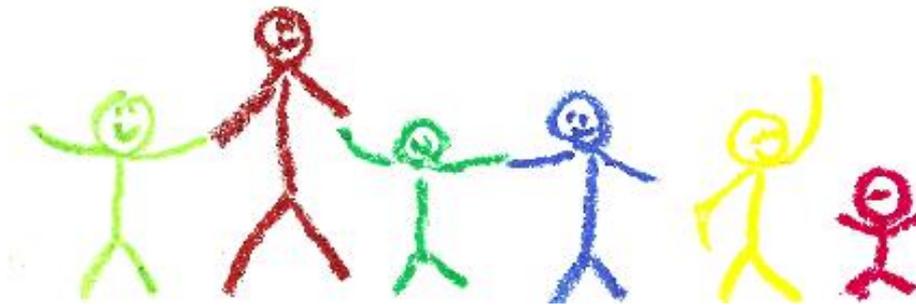
## **Complaints Procedure**

HPS Wrap Around Care Club is run for the users. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the manager/ deputy manager or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action.

All written complaints will be acknowledged within five working days of receiving the complaint and a full written response will be within a month of receipt.

A full copy of our complaints procedure and policy is available on request.



### **PLEDGE TO PARENTS/CARERS**

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

1. Welcome you at all times to discuss our work, have a chat or take part in our activities.
2. Keep you informed of opening times, fees and charges, programmes of activities, menus and procedures.
3. Be consistent and reliable to enable you to plan with confidence and peace of mind
4. Share and discuss your child's achievements, experiences, progress and friendships.
5. Be available to discuss decisions about running the club.
6. Ask your permission for special events.
7. Listen to you views and concerns to ensure that we continue to meet your needs.



## **CONTACT INFORMATION**

HPS Wrap Around Care Club  
Park Road  
Hagley  
DY9 0NS

**Club landline number:** 01562 883280 (select option for WACC)  
**Club mobile numbers\*:** 07935 989471 Reception-Year 1  
07835 986700 Year 2 to Year 6

**\*Mobile numbers for use during Club opening hours only.**

**Ofsted Registration No.:** EY430203

**Correspondence Address:** As above

### **Club Staff:**

#### **Kindergarten and WACC**

**Business Manager:** Kayleigh Walker

**WACC Manager:** Lesley Taylor

**Deputy Manager:** Marie Harker

**Finance and Admin:** Julie Farr

**EYFS Room Supervisor:** Jennifer Knowles

**Yr 2-6 Room Supervisor:** Jo Lancett

#### **Arts & Crafts**

**Planning Coordinator:** Wendy Israel

**Facilities Supervisor:** Shirley Shipley

**Childcare Practitioners:** Suki Bassi  
Lorraine Cuneen  
Natalie Powell  
Samantha Ryan  
Wendy Israel  
Shelby Turnock  
Emily Powell  
Lisa Underhill

Debbie Harper  
Amy Pearson

**Sports Coaches:**

James Hoult

**Early Years and Childcare Service**

Tel: **01905 678134**- Local Office

**Ofsted:**

Piccadilly Gate, Store Street, Manchester , M1 2WDTel: **0300 123 1231**