Queen Eleanor Primary School
Community Aspiration Resilience Empathy

Aims:

To support working parents by providing wraparound childcare from **7:30am to 6pm**.

Ground Rules:

1. The wraparound care will be run by Queen Eleanor Primary School.

2. The wraparound care will provide a healthy snack and structured activities to assist learning e.g. doing homework, reading, drawing, playing board games, crafts, cooking and construction. Children will not be allowed to leave the wraparound care room to play outside unsupervised.

3. Staff will be responsible for the care and management of children, treating them with respect at all times.

4. The wraparound care will comply with environmental health food safety standards.

5. There will be at least two members of staff on the premises at any time and legal guidelines relating to the adult/child ratio will always be adhered to.

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.

7. Children who do not behave well or do not show respect for staff or each other will be banned from the wraparound care – either permanently or temporarily depending on circumstances.

8. The wraparound care will operate for children attending Queen Eleanor Primary School only. Membership of the wraparound care is available to children when they start in Foundation.

9. The charge of **£4.50 for Breakfast Club and £8.50 for After school Club** covers the cost of care and a simple snack and a drink. This fee is payable regardless of how long your child attends the wraparound care. Parents will be given one month's notice of any increase in fees. **All fees must be paid on the day or can be paid in advance**. The school reserves the right to exclude a child if fees are not paid. A reduced rate applies for more than one child, please ask a member of staff.

10. Parents who are late on picking up their child/ren will be charged at the rate of **£2.50 per 15 minutes.**

11. Parents are asked to show agreement with these ground rules by signing and returning a copy of this policy.

12. Parents are asked to keep the school informed of any change of emergency contacts via the school office.

13. 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 the Headteacher.

14. We ask that you book your child/ren into the sessions you require at the beginning of the week to give us an idea of numbers.

These Ground Rules are agreed on behalf of

……...….. (Name of child)

Signed …….. (Parent)

Date ……