



# **Wheatcroft C P School**

## **Wheaties Care Club Policy**

**June 2024 (updated May 2024)**

### **Introduction:**

Wheaties Care Club is owned and operated by Wheatcroft C P School and exists to provide accessible, affordable and quality out of hours childcare. The club is run by school staff for families whose children attend Wheatcroft C P School. We aim to provide a range of stimulating, creative and enjoyable activities in a welcoming and safe environment, within the ethos of Wheatcroft C P School.

All children are under full adult supervision at all times, with age appropriate ratios of adults to children.

This Policy sets out important information for families regarding their child(ren) attending Wheaties Care Club. It is assumed that parents who take up a place at Wheaties have read and agreed with this Policy.

### **Admissions:**

- Only children attending Wheatcroft C P School are eligible to attend Wheaties.
- Places are provided on a strictly first come basis and are subject to availability and compliance with care ratios.
- Where required, a waiting list will be maintained.
- Children's attendance is recorded.

### **Additional Needs:**

- Pupils with additional needs are welcomed at Wheaties, and are offered a place in line with staff ratios and appropriately trained staff availability. We make every practical effort to welcome all pupils but there may be some instances where the club cannot. We will work in partnership with the school's SENCo to look at pupils' individual needs.
- The club is equipped to manage a range of physical abilities.
- Every effort will be made to cater for those with additional needs.

### **Withdrawal of places:**

- We reserve the right to withdraw an offer of a place in the following circumstances:
  - Unacceptable behaviour resulting in distress, disruption or injury to adults or children attending Wheaties
  - Where such circumstances occur the Wheatcroft C P School Relationship & Behaviour Policy will be followed and the Headteacher involved.

**Opening times:**

- 7.55am – 8.35am – Pre School Club
  - Parents/Carers should not drop children off before 7.55am due to staff not being in place to accept children.
  - At 8.35am children will be escorted from the Bungalow to the main school and they will then make their way to their own classrooms.
- 3.00pm – 5.00pm – After School Club
  - Children will be collected from their classrooms (EYFS / KS1) or the central meeting place in school (KS2) by Wheaties staff and escorted to the Bungalow.
  - Parents may collect any time from Wheaties up to 5pm.
  - Parents should collect from the front door of the Bungalow, unless it is 4pm/5pm and staff have brought children to the Holbeck Hill Gate to await collection.
  - Children will be offered a snack of toast at Wheaties.

**Bookings:**

- Bookings should preferably be requested by emailing [admin@wheatcroft.n-yorks.sch.uk](mailto:admin@wheatcroft.n-yorks.sch.uk) or by telephoning the school office 01723 375704.
- Any changes to regular bookings (due to extra curricular clubs, different one off arrangements etc) should be notified as above.
- Ad hoc bookings will be accepted subject to availability.

**Fees / Charges:**Session

Pre School £4.00

After School (collect up to 5.00pm) £7.00

Late collection after 5.10pm will be charged at £5.00.

Sessions not cancelled in advance (to allow us to rebook the space) will be charged at £5.00.

- Balances are shown on a running basis within children's ParentPay accounts.
- Parents are asked to clear the outstanding balances at the end of each term at the very latest. Unfortunately, if balances remain unpaid further sessions will be unavailable.
- Childcare vouchers and other contributory schemes can be used for Wheaties. Please contact the Business Manager on [admin@wheatcroft.n-yorks.sch.uk](mailto:admin@wheatcroft.n-yorks.sch.uk) to discuss further and make arrangements.

**Absences:**

- If children are absent from school or collected early due to illness, please let the office know you have a Wheaties booking so your session can be cancelled.
- If children are attending school but will not be attending Wheaties it is parents' responsibility to advise of cancellation. Any sessions cancelled with less than one day's notice will still be charged. However, if a cancelled place can be filled with a child on the waiting list the session charge will be waived.

**Behaviour:**

- The Wheatcroft C P School Relationship & Behaviour Policy applies to Wheaties Care Club in full.
- We expect all children to have good conduct and standards of behaviour, as they do in school.
- Staff expect to be treated respectfully and in the same manner they would be within school hours.

- Children should be kind, follow instructions and adhere to all school rules as they would during school hours.
- Any incidents of repeatedly unacceptable behaviour or in the instance that a pupil is excluded as a result of their behaviour at Wheaties will lead to a review of a child's place at the club.

#### **Photographs:**

- On rare occasions we may take photographs at Wheaties, these images will only be used in line with the publication consents you have previously provided to school. A separate form is not required.

#### **First Aid / Accidents / Illness:**

- At least one member of Wheaties staff each session will have undertaken first aid training. Additionally, the school office remains open until 5pm and the Business Manager is First Aid at Work qualified.
- Minor incidents will be dealt with and recorded in line with the school's First Aid and Medical Policies. Parents will be informed of when they collect their child(ren).
- More serious injuries will be dealt with by appropriate action, and parents informed immediately.
- If your child requires medicine whilst at Wheaties please speak with the Office.
- If children are unwell during a session parents will be contacted. The period of time a child must not attend following illness or other infectious incident is in line with school policy.

#### **Child Protection / Safeguarding:**

- We take our responsibility for child protection seriously. All staff are aware of children protection legislation, have received the school's Child Protection Policy and are aware of individual circumstances. They have had appropriate training to recognise the signs of abuse, and in the procedures for referring any concerns to the Designated Safeguarding Leads.
- Wheaties staff use CPOMs to record any concerns.

#### **Emergency Closure:**

- If Wheaties needs to close at short notice due to exceptional circumstances such as burst pipes, heating issues or extreme weather we will try to run the Club from a different, unaffected part of the school site. If this is not possible, parents will be contacted with as much notice as possible and asked to make arrangements for their child to be collected.
- Sessions affected in this way will not be charged for.

#### **Equal Opportunities:**

- Wheaties is committed to equality of opportunity for all.
- Wheaties is committed to providing the appropriate support where necessary to ensure integration.
- Wheaties recognises all children as individuals with different needs.
- Inappropriate attitudes and behaviours will be dealt with sensitively.

#### **Complaint Procedure:**

- In the first instance please speak with the Wheaties Care Club Leader and / or the School Business Manager.
- If this course of action does not resolve your complaint please follow the school's Complaints Procedure which is available on the school website.

**Ofsted:**

- Wheaties is run directly by Wheatcroft C P School and the staff are employed by the school, therefore the Club falls under the school's Ofsted registration.

**Related Policies:**

Relationship & Behaviour Policy

Charging & Remissions Policy

Complaints Procedure

Single Equalities Policy

Health & Safety Policy

Fire Safety Procedure

Medical Policy

Children Protection & Safeguarding Policy

Policy Created & Approved: June 2023 (updated September 2023 to reflect updated pricing)

Next Review: June 2026

Released to Parents: June 2023