



Sportacus Wrap Around Care

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- We operate Monday to Friday term time only
- Breakfast club – 8.00 am – 9.00 am (breakfast finishes at 8.30 am)
- After school club – 3.30 pm – 5.30 pm

We are located in the lodge building and we are accessed by the gates in Wantage Road.

Our setting provides excellent facilities for the children's play, including a large variety of age appropriate toys, activities and equipment for the children to explore. We also have the use of the playground and on some days the school hall or studio.

In the morning, our staff take the Breakfast Club Infants children safely into their classroom areas (Y1 & Y2), Reception children are taken directly to their class and Juniors (Y3 – Y6) are allowed to walk to their classrooms as they are already on school grounds.

In the afternoon school staff will escort key stage 1 children to the lodge. Key stage 2 children are permitted to walk through the building on their own.

Our wrap around service operates a doorbell entry system before and after school. Please press the bell and wait for a member of staff to attend.

What We Offer

We plan and deliver a range of activities. Children are free to choose from the variety of play equipment that is available to them or participate in an adult led activity. Although we are not expected to follow the EYFS we agree with its importance and therefore aim to provide activities that cover all areas of the EYFS learning objectives. There will always be a selection of activities and resources available, including, home corner, craft, board games, construction, physical play and reading.

What we provide

We provide healthy snacks at every session of fresh fruit and vegetables and provide a warm seasonal meal which varies throughout the year.

Staffing

All Sportacus staff are recruited in line with safer recruitment procedures and have enhanced DBS checks. We are committed to safeguarding and regularly review and update our safeguarding policy and procedures. The staff members have significant experience of working with children and undertake professional development training. We maintain a staff/child ratio which is in line with Ofsted guidelines and ensures the safety of the children in our setting. If you have a query or concern at any time, please speak to a member of staff.

Additional Clubs Within School

We are aware that there are some school clubs or activities that take place after school. If your child attends any of these clubs, they can be brought to Stars or collected afterwards. Please note that if your child goes to a club that is not run by Sportacus, we are not responsible for those children during the times that they are attending their clubs.

Admission

Admission to our wrap around service will use a waiting list system when the need arises. The waiting list will be operated on a first-come-first-served basis, with the exception of siblings who will have priority for the same day a sibling already attends. We require a completed set of registration forms for your child before they can attend our wrap around care service. This includes any supporting documentation such as additional needs or health management forms. This information will be treated in strict confidence and will be stored appropriately.

Day changes & Cancellations

You must give one weeks' notice of termination or changes in attendance, including adding additional days. If you need to change the days that your child attends, please contact us immediately. We try to accommodate such changes wherever possible.

Temporary changes

Please remember that we need to know if your child will not be attending wrap around for any reason. Even if you have informed the school, you still need to notify Sportacus as the school will not automatically pass this information on to us. If your child does not attend a booked session, we will treat them as a 'missing child' unless you have notified us of their absence.

Payment and fees

Morning session: £6 per child

Evening session: £10 per child

Late collection fees: £25

All children must be collected by 5.00pm. A late collection fee of £25 is payable from 5.05pm. Customers will be charged an additional £25 from 6.30 then £25.00 for each additional 30 mins that they are late for the collection of their child.

Fees are payable via our website using a debit/credit card or Child Care Vouchers. The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday.

We do not charge for bank holidays and professional training days.

Arrivals and departures

A register is taken when children arrive in our care and your child will be signed out each day when you collect them. We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

Wrap around finishes at 5.00 pm. If you are delayed for any reason, please telephone us to let us know. A late payment fee of £25.00 will be charged if you collect your child after we have closed. You will be charged a late fee once 6.05 pm passes. If your child remains uncollected after 6.30pm, and you have not notified us that you will be delayed, and we have been unable to reach you or any of your child's emergency contacts, we will follow our Late Collection Policy and contact the Social Care team.

Additional needs

We make every effort to accommodate and welcome any child with additional needs. We will work in liaison with parents/carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within our limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Child protection

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

Behaviour Management

We will not tolerate anti-social or harmful behaviour. We have behaviour management strategies in place to encourage and promote positive behaviour and, in the event that a child's behaviour is identified as a risk to themselves or other children, we may need to discuss the appropriateness of the child's continued attendance.

Illness & Accidents

We are unable to care for children who are unwell. If your child becomes unwell whilst at wrap around care, we will contact you and ask you to make arrangements for them to be collected. Please inform us of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send them to wrap around for 24 hours after the illness has ceased.

Every precaution is taken to ensure the safety of the children at all times and we hold public liability insurance. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child.

Medication

If your child needs to take medicine whilst at wrap around, you will need to complete a Permission to Administer Medication form in advance. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to arrange a meeting with us.