

Colchester High School – Early Years Department



8.8 Early Years Wraparound Care Policy

Policy statement

Due to parental/carer commitments, the WRAPAROUND CARE is offered to Early Years children (Nursery and Reception) from 7.15am until 6.00pm. As always, we aim to offer a safe, happy and secure environment for your child, in order to ensure that each individual child's needs are fully met until the parent/carer is able to collect within these times. Wraparound care takes place in Wraparound room 70 (until 5.00pm) moving through to the Nursery department until 6.00pm.

If you require wraparound on a regular basis please request a booking form stating the days and times you would like your child to attend.

If you would like your child to attend wraparound occasionally please contact nursery (01206 217110) or email: Karen.hull@colchesterhighschool.co.uk / poppy.tomlinson@colchesterhighschool.co.uk or write in your child's home-school diary or text the Nursery mobile 07551 655165.

Times 7:15 (Breakfast Club Starts) – progressing into Reception day at 8.25am and Nursery day starting at 8.30am.

Times 3.00 – 6.00pm (Wraparound)

- The child is welcomed into the Breakfast/Wraparound session by a member of the EY Staff. Registration is done on the arrival of the EY children into Nursery Department and the parent/carer is asked to sign the Wraparound Book and to give any relevant information and passwords concerning their child which is recorded in the Log Book.

- The Breakfast club Staff are responsible for the child's needs, providing them with a nutritious breakfast which is provided by Catering staff.
- The Reception children are handed over to the Reception Class Teacher or Teaching Assistant by a Nursery Practitioner at 8.25am along with any messages or concerns.
- Wrap around care starts at 3.00pm and the children are taken into Room 70.
- The Wraparound children from Reception are brought into Room 70 at 3.00pm by a member of the Reception staff.
- Two qualified members of staff supervise wraparound. They attend to the child's needs and plan activities for them either indoors or outdoors.
- The children are given milk or water to drink and are provided with fresh fruit and a nutritious snack provided by the catering staff.
- When the children are collected, the parent/carer is asked to sign the Wraparound Book stating the time of collection.
- If you are unable to collect your child for any reason we must be informed either by a written message in the Daily Planners, by telephone or told in person. This must be documented in the Wraparound book or log book.
- If a child is collected by any other person other than the parent/carer and they are not known to the staff, they will be required to give a password which is already recorded at the back of the wraparound book.
- The attendance of the children is recorded in the Wraparound Book. Parents are billed via the office.
- When opening the door to parents/ carer's the following procedure is followed by all Early Years Staff.

1	Check visually who is on the camera. If you cannot see them, wait for them to ring the bell again.
2	Speak through the telecom. "Hello Nursery"
3	If you do not know who is at the door ask for the password.
4	Open the door (If still unsure via sight and speaking, keep the chain on).
5	If you do not know the person still- consult KH or PT.
6	Lock the chain as soon as the door is closed.
7	See child out. (Collector to sign child out.)
8	Lock chain.

Wraparound closes at 6.00pm at the latest. If you think you may be delayed please telephone Nursery 01206 217710 stating expected time of collection. Alternatively arrange for another person to collect your child. However we must be notified if your child is to be collected by any person other than yourselves as passwords will be required.

- If the child has not been collected by 6.00pm the wraparound staff would contact the Nursery Manager /Head of the Early Years or the Head of Lower School. All contact details are kept on the School site including the out of hours Social Care number.
- The child stays within the school in the care of two staff until the child is safely collected either by the parents or by a Social Care Worker.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, the School reserves the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed.

Please Refer to Early Years policies:

1.5 Collection and Uncollected Child Policy

8.9 Arrival at Nursery and Reception Policy