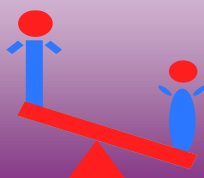


*Farlington Wrap - Around Service Ltd*



# Parents Handbook

All three of our settings are registered with Ofsted.

Our registration numbers are:

Solent Infant School & Playscheme EY313689

Solent Junior School EY367074

Court Lane School Sites EY31375

Portsdown Primary TBA

Contact phone number are:

Solent Infant School 07986285282

Solent Junior School 07505471909

Court Lane Infant 07821962322

Playscheme 07505471909

Court Lane Junior 07957335921

Portsdown Primary 07840347944

Website: [www.farlingtonwraparound.co.uk](http://www.farlingtonwraparound.co.uk)

Email: [contactfwa@sky.com](mailto:contactfwa@sky.com)

**From September 2021 we would like to welcome Portsdown primary to our family of after school clubs.**

**We will be open from 3pm to 6pm Monday- Friday Term time and based in the school hall. These sessions will cost £11 per evening.**

**We will consider collecting children from Medina Primary school and from St Pauls Primary school too. If you are interested in us collecting your child from one of these schools please give us a call or email to enable us to arrange collection from your school office. We will walk or use bus's/taxi with a staff member depending on weather and numbers.**

**We offer flexi sessions which are £12 a session these sessions are where perhaps you are a shift worker or just need an odd session due to training or your normal children arrangements have changed.**

**Please take a look through this pack and get in touch if you have any further questions.**

**Mandy and FWAS team. x**

## ABOUT OUR CLUB'S

Farlington Wrap-around Service was established in September 2003. The company is owned by Mandy Mapplebeck who is qualified to a level 4 standard in childcare. FWAS is a private 'LTD' company trading separately from any of the schools we are based at, however, we do have a close working relationship with each of the schools to ensure that we give the best of care to your child.

We employ just over 25 staff who work at our 3/4 sites. All sites have a qualified manager and Supervisor with all our staff having significant experience of working with children. They also undertake professional development training as and when necessary. All staff are also DBS checked. We maintain a high staff/child ratio for children. All reception/ preschool children will have a nominated Key worker.

Farlington Wrap around is based within Solent Infants School, Solent Junior School and Court Lane Junior School and from September 2021 Portsdown Primary School. All sites are registered separately with Ofsted.

**Registration Numbers** for each site are as follows: -

Solent infant: EY313689. Solent Junior EY367074. Court Lane EY313675. Portsdown Primary TBA.

The **Solent infant** setting operates from the main hall. The **Solent Junior** setting operates from the art rooms. **Court lane setting** take infant and junior school children , with the junior children using the DT Room and Small hall and the community buildings at the rear of the school is used for our infant children. **Portsdown Primary** will be based in the main school hall.

**Portsdown Primary** will be open 3pm - 6.00pm weekdays, during term time. We may open inset days if there is enough demand.

We aim to provide a safe, secure, and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

We also offer a holiday playscheme from 7.30am to 6pm. This is based at our Solent infant site. (see below for details)

### **What we offer:**

Our Clubs follow the Playwork Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including dressing up, craft, board games, construction play, computer games, physical play, cookery, and reading. In addition, other resources are available for the children to select from our equipment library.

### **What we provide:**

We provide a light tea each day. However, due to limited cooking facilities at all our sites, it is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables. We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is always available. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children, delivered in a calm, friendly setting. We allow children to decide if they wish to eat, but request that food be consumed whilst sitting at the tables.

### **Playscheme:**

We run a school holiday playscheme from the Solent Infant School site with a variety of different session times to choose from: 7.30am-6pm. 8am-6pm or 9am-3pm.

Booking forms can be collected from any of our sites or downloaded from our website. [www.farlingtonwraparound.co.uk](http://www.farlingtonwraparound.co.uk)

Any child can attend from age 3-11 from ANY school. We are based in the school hall and have the use of the playground. We try to go off site most days and make no extra charge for these trips. We use local public transport for most trips. (Trips not available due to covid)

During the day we provide drinks and morning and afternoon snacks. Your child will need to bring a packed lunch, sensible shoes/clothing, and a coat.

Full payment with booking no refunds offered for cancelled sessions.

## **TERMS AND CONDITIONS**

### **Policies and procedures**

Our Clubs have clearly defined policies and procedures. Copies of the full policies can be found on our website or on site in our policy folder.

### **Admission**

Our Club aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by the Manager and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, except for siblings who will have priority for the same days as a brother/sister already attending.

We require a booking form and a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

We require **4 term time** weeks' notice on receipt of a completed change/cancellation slip, to drop sessions or cancel a booked place. Please speak to the manager on site to request one of these slips. We are unable to swap sessions.

### **Temporary changes**

During term time please remember that we need to know if your child will not be attending the Club for any reason. Even if you have informed your child's school, you still need to notify us as the school does not automatically pass this information on to us. If your child does not attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence. 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. All booked session must be paid for. **We do charge for any missed sessions.**

We do not offer a swap of sessions for any reason, but you can usually book an extra session if needed. Please speak to the Manager/staff on site for availability.

### **Payment of fees**

Our current costs for fees from September 2021 are:

**PM £11** Flexi sessions are £1 extra per day per child £12 a session.

Our current costs for fees are available from our website/or any of our settings and from our booking forms.

**Fees are payable in advance** by cash/ bank transfer or childcare vouchers.

We can work out a monthly amount to cover your fees over the year if this makes it easier for you to budget for. This would then be 11 set monthly payments.

We currently accept these vouchers:

KIDDIVOUCERS, ALLSAVE LTD, FIDELITI CHILDCARE – Acc. No. FAR023C

COMPUTERSHARE, EDENRED – Acc. No. P20074948, CARE- 4 - Acc. No. 59142849

SODEXHO PASS – Acc. No. 158728, FAMILY MATTERS, KIDDIVOUCERS

ALLSAVE LTD, YOU AT WORK – Carer ID 14909, BUSY BEES BENEFITS

CO-OP EMPLOYEE BENEFITS ACC. NO. 85103923, CHILDCARE PLUS & KIDSCLUBPLUS

FAIRCARE, R. G. CHILDCARE – I.D. No. 52592167734

GOVERNMENT SCHEME – We need your reference number to allocate these payments to your account.

### **Online banking**

Account number: 03710288

Sort Code: 30-96-11

Your child's name as the reference

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 (regardless of the amount of notice given). We do not charge for bank holidays and professional training days. Please ensure that fees are paid promptly. Non-payment for more than two weeks may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Manager.

### **Induction**

You and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting and to help your child settle in. **DUE TO COVID this is temporary not permitted.**

### **Arrivals and departures**

Our staff collect reception children from school classes or children are brought to us by a teacher, to an agreed area within the school. Please ask at each site for further information on what happens at your child's school. We then escort them to our Clubs.

A register is taken when children arrive in our care. We then ask that you sign in/out of the setting when you drop them off or collect them. We expect that your child will normally be collected by the people you have named on the registration form. However, 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 another person without your authorisation. See our Arrivals and Departures Policy for more details. The club closes at 6pm so if you are delayed for any reason please telephone the Club to let us know. A late payment fee of £5 per 5 minutes, or part of 5 minutes, per child will be charged if you collect your child after the closure time. If your child remains uncollected after 6.30pm, and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our Uncollected Children Policy and contact the Social Care team.

### **Child protection/Safeguarding**

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our Safeguarding Policy.

### **Equal opportunities**

Our Clubs provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs. We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping. We will challenge inappropriate attitudes and practices. We will not tolerate any form of racial harassment.

### **Special needs**

We make every effort to accommodate and welcome any child with special needs. We will liaise with parents or 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 the club's limitations. Each case will be considered individually, and a risk assessed to ensure everyone's safety.

### **Medication**

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a Permission to administer medication form in advance. See our Administering Medication Policy for more details. We can administer Calpol if required but again we need permission to do this.

### **Complaints procedure**

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child's key person, the 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 receipt and a full written response will be given within 28 days. A full copy of our Complaints Policy is available on request.

### **Behaviour**

Children and staff have created rules for acceptable behaviour whilst at the Club. These are displayed at the Club for everyone to see. We have a clear Behaviour Management Policy.

### **COVID**

At present, all sites within Farlington Wrap Around are keeping their children in small, consistent bubbles, in line with the Government recommendations and after liaising closely with all of our schools.

We have vigilant cleaning processes in place before, during and after a session has finished and encourage children to clean their hands regularly and use the outside space as much as possible.

Any child or member of staff is asked to not attend FWAS if they show any signs or symptoms of Covid-19 and are encouraged to isolate and book a test before returning.

If a child or member of staff tests positive we will work with the Department of Health, Test and Trace and Ofsted on the next course of action. We believe this will most likely be the closure of that particular bubble.

If your child is unable to attend any sessions which we are open for you are still required to pay for their fees.

If FWAS closes and are unable to offer a breakfast, after school or playscheme session we will not charge you for these sessions.

We are working with the schools with the staggered start/end times.

The Club promotes an atmosphere of care, consideration, and respect for everyone attending children, staff and visitors. We encourage appropriate behaviour through: praise for good behaviour; emphasis on cooperative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities. The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or because of special needs. We will try to be flexible to accommodate such cases. However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club.

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.



### **Illness**

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected. Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send him or her to the Club for 48 hours after the illness has ceased.

### **Accidents and first aid**

Every precaution is taken to ensure the safety of the children at all times, and the Club is fully insured. 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 and requested to complete an accident form.

### **Data protection**

We collect personal information from you for your child's care with us. This information is kept as a paper copy on site and is entered onto our database. This information is always kept secure. We will only share this information if needed for child protection issues or with your permission.

We also take photos of the children within our settings to put on our display boards/website/facebook page.

Please see our data protection policy for more information.

If you require any further information on our clubs or wish to speak to us in person please feel free to drop us an email at [contactfwa@sky.com](mailto:contactfwa@sky.com) or speak to any staff member on site.

Our contact numbers for all sites are on the front page of this booklet.

**Booking Form**

Name (1<sup>st</sup> Place): ..... Date of Birth: .....

Name (2<sup>nd</sup> Place): ..... Date of Birth: .....

Name (3<sup>rd</sup> Place): ..... Date of Birth: .....

Name (4<sup>th</sup> Place): ..... Date of Birth: .....

Which setting will you need childcare from.....

Address: .....  
 .....  
 .....

Email: .....

Phone: .....

You will be required to pay a £25 deposit per child to guarantee place(s) for your child(ren) and this will be deducted from your first payment. Please enter the number of places you require for each session and place a tick in the box for the relevant setting/school.

Date for your child to start: \_\_\_\_\_

Flexi Session £1 extra per day. |

	PM
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

**Fees costs:**

Afterschool Session: £11

Flexi sessions £12