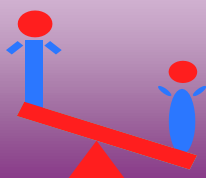


Farlington Wrap - Around Service Ltd



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 EY31375

Contact phone number are:

Solent Infant School 07986285282

Solent Junior School 07505471909

Court Lane School 07821962322

Playscheme 07505471909

Website: www.farlingtonwraparound.co.uk

Email: contactfwa@sky.com

ABOUT OUR CLUB'S

Farlington Wrap-around Service was established in September 2003. The company is owned by Mandy Mapplebeck and Karen Smith who are both 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 sites. All sites have a qualified manager and Supervisor with all of 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 of 1:10 for children under the age of eight, and a ratio of 1:12 for children over the age of 8. All reception children will have a nominated Key worker.

Farlington Wrap around is based within Solent Infants School, Solent Junior School and Court Lane Junior 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.

The **Solent infant** setting operates from the main hall. The **Solent Junior** setting operates from the art room and the **Court lane** junior setting from the DT Room, Small hall and the community buildings at the rear of the school. We cater for both Court lane schools on the Junior site.

The clubs are open from 7.30am - 9am and 3pm - 6.00pm weekdays, during term time.

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 breakfast and 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 available at all times. 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

Any child can attend from age 3-11 from ANY school. We are based in the school hall and also have the use of the playground and the adventure 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.

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

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, with the exception of 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.

At the before and after school club 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.

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 doesn't 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 for availability.

Payment of fees

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 or cheque, 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 12 set monthly payments.

We currently accept these vouchers:

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

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

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

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

If your employer uses a child care company other than any of the above, or indeed use their own voucher system, then please let us know the details and we will register with them.

Cheques should be made payable to FWAS and your child's name on the rear of the cheque.

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.

Arrivals and departures

Our staff collect reception children from school classes or children are brought to us by a teacher, to in 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, 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

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 clubs 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.

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 as a result of special needs. We will try to be flexible in order 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 kept secure at all times. 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 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 (1st Place): Date of Birth:

Name (2nd Place): Date of Birth:

Name (3rd Place): Date of Birth:

Name (4th Place): Date of Birth:

Address:

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Email:

Phone:

Please note confirmation of bookings will be sent to you in writing. 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 make cheques payable 'Farlington Wrap Around Service Ltd'. 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: _____

Solent Inf

Solent Jnr

Court Lane Inf

Court Lane Jnr

	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		