



## Chesham Preparatory School

### WRAPAROUND CARE POLICY

Note: This policy applies to the Early Years Foundation Stage as well as to the whole school.

#### Introduction

The before- and after-school clubs exist to provide high quality out-of-school hours childcare for our parents. Both clubs provide a range of stimulating and creative activities in a safe and familiar environment and they are run by staff from the School.

Breakfast Club operates from 7.30am to 8.00am in the dining room during term time. Late Club operates from 4.05pm to 6.00pm during term time and is held in the Early Years block. Parents should use SOCs to book their child into both clubs.

A copy of this policy is on the School website.

#### Admissions

- Only children attending the School are eligible to attend.
- The registration process must be completed prior to the child's commencement at the club.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

#### Arrival

##### Breakfast Club

- Parents/carers are required to bring their child to the blue office gate where they will be greeted by a member of staff. Gates will open at 7.30am and pupils must arrive before 7.45am.
- At 8.00am, children will be taken to one of the supervised morning clubs according to their age.

##### Late Club

- Pupils in Year 2 and below will be taken to Late Club at 4.05pm. Pupils in Year 3 and above will make their own way to Late Club.
- The club staff will take a register and will liaise with the class teacher/school office to determine any discrepancies from the register.

## **Departure**

- When a child is collected from Late Club, they must be signed out by a member of the Late Club team.
- Parents/carers must ensure that the school office is made aware if someone different is collecting their child.
- Parents must inform the school office if their child is going to be absent from Late Club.

## **Daily Routine**

4.05-4.15pm	Children will be registered and given a healthy snack and drink; staff members will sit with the children at this time.
4.15-4.50pm	Children can choose from a range of play and planned activities, both indoors and outdoors.
5:00pm	Children have their tea in the dining room.
5:45pm	Tidy up time, encouraging the children to take responsibility for the environment.
6.00pm	Late Club closes.

## **Behaviour**

Whilst attending Late Club, children are expected to follow the school ethos and rules. The School's Behaviour, Discipline and Exclusions Policy applies at all times, including the rewards and sanctions.

## **First Aid**

- The School's First Aid and Administration of Medicines Policies apply at all times.
- Parents of any child who becomes unwell during Late Club will be contacted immediately.
- If a child is sent home during school hours, the School Office will inform the Club of their absence.

## **Missing or uncollected children**

### **Missing children**

In the event that a child goes missing, the following procedure will be undertaken:

- The Senior Management Team (SMT) and the Headteacher will be informed of the missing child.
- Ideally a member of SMT will instruct a search of the site; failing this the Late Club manager will instruct a search of the site.
- If the child remains missing, the emergency services and the parents/carers will be contacted.

## **Uncollected children**

If a child has not been collected by 6.00pm, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. The SMT will then be contacted and if the parents are still unavailable after approximately 30 minutes, the Police and Social Services will be informed.

A charge will be levied for late collection. All late collections will be charged at £20 per child. After 15 minutes an additional £1 will be charged for every minute after 6.15pm, up until the time the child is collected. The school may consider no longer offering this facility to those who are regularly collected late.

## **Related whole school policies**

The before- and after-school clubs are an extension of the School, so all School policies apply to the running of this provision. Of particular note are:

- Child Protection Framework Policy
- Equal Opportunities Policy
- Health and Safety Policy
- First Aid Policy
- Administration of Medicines Policy
- E-Safety, AI and Digital Marketing Policy

**Policy reviewed: September 2025**

**Next reviewed: September 2026**

**Person responsible: The Head of Pre-Prep**