



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 Nursery rooms. Parents should use SOC's 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 (Nursery-Year2) After School Club (Years 3-6).

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

Departure (Late Club)

- 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 via the Late Club email address if their child is going to be absent from Late Club.

Departure (After School Club)

- Parents collecting a child before 5pm should go to the School Office, who will contact the member of staff on duty and arrange for the child to be brought to the office.
- 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 After School Club.

Daily Routine (Late Club)

4.05-4.15pm	Children will be registered and given a healthy snack and drink;.
4.15-4.50pm	Children can choose from a range of 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 their environment and equipment.
6.00pm	Late Club closes.

Daily Routine (After School Club - Library)

4.10pm	Children will be registered by member of staff on duty
4.10-5.00pm	Children can choose to do homework, read or enjoy a quiet activity.
5:00pm	Children are dismissed and either go home or go to Late Club.

Behaviour

Whilst attending Late Club or After School 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 2026

Next reviewed: September 2027

Person responsible: The Head of Pre-Prep