

The Ryde School

Acorns to Oaks

Wrap around Care Policy



Reviewed: February 2019
Next Review: February 2022

The Ryde School and Nursery

Acorns to Oaks Policy

Aims

Acorns to Oaks will be accessible to all families with children attending The Ryde School.

To offer a safe, secure and friendly environment in which children can socialise out of school hours.

To provide a range of creative, physical and play activities in a comfortable, familiar and safe environment.

In accordance with the school's healthy eating ethos, to provide nutritious snacks/meals served in a relaxed and supervised environment.

Organisation

- Acorns to Oaks will be run by The Ryde School.
- The Ryde School will ensure that the Acorns to Oaks staff have the relevant Food Hygiene training.
- There will always be a staff ratio of at least 1:8.
- Acorns to Oaks will offer wrap around care to the children of The Ryde School on school days only.
- Acorns to Oaks will be based in the dining hall, but the nursery building, outdoors, ICT room, hall and library will also be used.
- Acorns to Oaks will offer: breakfast sessions from 7:45a.m. to 8:40a.m or 7:55a.m. to 8:40a.m.; after nursery sessions from 11:45a.m. to 3:00p.m.; after school sessions from 3:00p.m to 6:00p.m.
- Reception and KS1 children attending Acorns to Oaks will be collected from their classrooms at 3:00p.m. Nursery children will spend lunch time in the nursery building before being taken to the main school building by two members of the nursery staff at 1:00p.m. One member of the nursery staff will work in Acorns to Oaks until 4:00p.m. to offer continuity of staffing.

Finances

- Acorns to Oaks charges are:
 - Breakfast session will cost £3:80 for 7:45a.m.start or £4:80 for a 7:55a.m. start
 - Nursery sessions will cost
 - £5:75 11:45-1:00p.m.
 - £4:70 1:00-2:00p.m.
 - £4:70 2:00-3:00p.m.
 - After school session will cost
 - £5:75 3:00-4:00p.m.
 - £4:70 4:00-5:00p.m.
 - £3:70 5:00-6:00p.m.

- A small float of £20 will be kept for the breakfast sessions and a larger float of £200 pounds will be kept for the after school sessions. All receipts will be kept and handed into the office. The Bursar is responsible for the management of the floats.
- A financial record will be kept of all Acorns to Oaks incomes and outgoings to ensure financial viability and integrity.
- Certain childcare vouchers can be used to pay for child care at Acorns to Oaks.

Activities

- There will be a range of activities for children to choose from including: drawing, crafts, reading, board games, construction toys, outdoor play, messy play, film nights and cooking activities as well as spending time with our school pets.
- School policies and procedures apply to Acorns to Oaks.
- In the event of a parent/carer wishing to make a complaint, this should be made in the first place to the Acorns to Oaks Manager. If there is still a concern then the matter should be taken to the Headteacher.
- The Ryde School listens to parent and pupil voice and welcomes feedback on the provision Acorns to Oaks offers.

Provisions

- Food provisions will be purchased on an as need basis.
- Food will be stored in a separate cupboard. Chilled foods will be stored in a designated refrigerator and frozen food is stored in a designated freezer.
- Menus are written taking into account the dietary needs of the children attending and also their likes and dislikes.
- Fresh drinking water and milk is always available.
- Children are encouraged to wash their hands before eating, with younger children supervised to do this.
- There will be a rolling snack of freshly prepared fruit and vegetables that children can choose to eat between 3:00 – 4:00p.m.
- The children sit together to eat their tea and good table manners are expected, with children helping in the setting up and clearing away of meals.

Terms and Conditions of Booking

- 1) Bookings must be made in advance weekly, monthly or half termly, to the Office.

- 2) Fees must be paid weekly, monthly or half termly in advance or by agreement.
- 3) Ad-hoc bookings will be accepted if places become available, but must be paid for at the time of booking or when collecting the attendee.
- 4) Refunds for cancelled sessions will not be credited unless at least 2 weeks' notice is given to Acorns to Oaks manager.
- 5) All EYFS and KS1 children will be supervised from their classrooms to the club by a member of staff. KS2 children will make their own way to the club.
- 6) Children must be collected promptly at the scheduled end of the session. Penalties of £1 per minute will apply to those persistently collecting children late.
- 7) Children will only be allowed to leave the club with a known parent or carer as identified on the registration form. The club will refuse collection of a child if the person is unknown to the Manager /Leader, or no permission has been given.
- 8) The club reserves the right to exclude a child if he or she consistently misbehaves or if any of the terms and conditions are not adhered to. Prior to exclusion, any problems will be discussed with the Parent/ Carer in order to attempt to resolve the difficulties amicably. Please see the school's behaviour policy.
- 9) We have the right to refuse any family for non-payment of fees.
- 10) Any accident or incident and resulting action will be recorded in the accident book.
- 11) The club will not accept responsibility for the loss or damage of any personal belongings.
- 12) The Ryde School and Nursery Acorns to Oaks is an extension of the school day and all policies and procedures will be the same as The Ryde School and Nursery unless otherwise stated.