

**Nursery Wraparound at**

**Baldwins Gate CE (VC) Primary School**

Tollgate Avenue

Baldwins Gate

Newcastle under Lyme

Staffordshire ST5 5DF Telephone: 01782 680649

**Nursery Wraparound Care for Children Attending Nursery Sessions**

**INTRODUCTION**

Our Nursery offers 15 hours of government funded care for children aged 3-4 years. Children can be admitted to the Nursery Group at Baldwins Gate Primary School in the September after their third birthday.

Any hours in excess of the funded 15 will be available through our Nursery Wraparound provision for which there is a charge. This enables Nursery children to remain in school during lunchtime or parents may choose to top up to the full school day.

Nursery children are able to access the school’s Breakfast Club and After School Club, thereby providing care and provision between 8.00 am and 6.00 pm. Information on these facilities is available from the school office.

You may apply for Wraparound care throughout your child’s time in Nursery. We appreciate that whilst some children may be used to staying in a Nursery environment, for others this may be the first time they have been left with anyone other than family. Wraparound care is also useful in the summer term for preparing your child for the transition to Reception.

Should you wish to register your child for Wraparound care, you will need to complete a Registration Form. In addition, please read the terms and conditions before signing and returning to the school office.

Please do not hesitate to speak to staff in our Early Years team should you have any further queries.

**WHAT WE OFFER**

We aim to provide your child with a positive and stimulating play experience within familiar surroundings with caring, nurturing staff to aid their development and learning.

We encourage children to think for themselves about the activities they would like to do. The team plan with the children, incorporating their preferences to come up with a programme that is fun for everyone. The planning framework includes the seven areas of the EYFS Framework. The children enjoy a range of activities including arts and crafts, outdoor play, reading, construction, small world play (train set, dolls house etc), imaginative play (dressing up, home corner etc) and games.

**HOW IT WORKS**

You will need to decide which sessions your child will attend each week to use their 15 funded hours. If you require additional hours in excess of the funded 15 these will be available through our Nursery Wraparound provision for which there is a charge. Your child’s attendance must follow a fixed pattern each week.

**OPENING HOURS**

The Nursery sessions at Baldwins Gate run as follows:

Morning Session 9.00 am – 12.00 noon

Lunchtime Session 12.00 noon – 12.30 pm

Afternoon Session 12.30 pm - 3.30 pm

**LUNCHTIME**

Children attending the lunchtime session can bring a packed lunch or are able to pre-book a school lunch priced at £1.30 per day.

**FEES**

The pricing structure is as set out below:

|  |  |  |
| --- | --- | --- |
| Morning Session | 9.00 am – 12.00 noon | £12.00 per day |
| Lunch Session | 12.00 noon – 12.30 pm | £2.00 per day |
| Afternoon Session | 12.30 pm – 3.30 pm | £12.00 per day |

Additional staff are employed to supervise wraparound care, all illnesses and other absences will be charged for.

**PAYMENT**

Parents have two methods of paying for their usage, either by Voucher Payments set up through their employers or by using the school’s online payment system ParentPay. **Payment must be made in advance***.* Please ensure that your payment is completed in advance each week, before 9.00 am on a Monday morning. Your ParentPay account will be charged on a weekly basis. Fees are payable for all sessions booked, this includes absence due to sickness or holiday taken during term time.

Please do not hesitate to contact the school office should you require any assistance with ParentPay.

**REGISTRATION**

All parents/carers who wish to use the childcare facilities should first complete a registration form with full contact details, parental responsibility information, medical information, dietary requirements and emergency treatment permission.

**BOOKINGS**

Parents must book places for Nursery Wraparound sessions in advance using the booking form below. If parents book Nursery Wraparound sessions it is with the understanding that all illnesses and absences will be charged for.

**COLLECTING CHILDREN**

All children attending Nursery Wraparound must be signed out when collected. Please notify a member of staff if someone different will be collecting your child. There is a password system in operation. We will never let your child leave with a person for whom we have not received authorisation. Please do not send anyone under the age of 16 to collect your child.

**LATE COLLECTION**

Parents should collect their child promptly at the end of the session. If a parent is delayed they should telephone school on 01782 680649 giving an expected time of arrival. If a child is not collected within ten minutes of the end of the session a member of staff will contact the parent and say that their child is waiting to be collected. After waiting 20 minutes with no response the emergency contact person for the child will be telephoned. If there is no response and the child has not been collected after one hour, social services will be contacted.

**POLICIES AND PROTOCOLS**

The Extended Provision at Baldwins Gate Primary School (Breakfast Club, After School Club and Nursery Wraparound) is subject to and adheres to the policies and protocols of Baldwins Gate Primary School.

**NURSERY WRAPAROUND AT BALDWINS GATE CE (VC) PRIMARY SCHOOL**

**TERMS AND CONDITIONS**

* **Payment for Nursery Wraparound sessions must be made in advance***.* Please ensure that your payment is completed in advance each week, before 9.00 am on a Monday morning.
* Your ParentPay account will be charged on a weekly basis.
* Parents have two methods of paying for their usage, either by Voucher Payments set up through their employers or by using the school’s online payment system ParentPay.
* Fees are payable for **all** sessions booked, this includes absence due to sickness or holiday taken during term time.
* School lunches must be paid for in advance on a Monday morning by ParentPay.
* A reduction of sessions must be put in writing and sent to Mrs S Riley (School Bursar) giving one month’s notice.
* Should you wish to increase sessions, please notify Mrs S Riley (School Bursar) who will attempt to facilitate your request as soon as possible depending on availability.
* One month’s notice must be provided in writing if you wish to withdraw your child from Nursery Wraparound altogether. Fees are payable during this notice period.
* One-off bookings can be made depending on availability within Nursery Wraparound. Please contact Mrs S Riley (School Bursar).
* If your child becomes unwell during a Wraparound session you will be contacted by a member of staff. Please inform the school office of any changes to telephone number or address so that emergency contact details are accurate.
* All absences must be reported to the school office by telephoning 01782 680649 (option 1).
* If your child is suffering from a contagious illness such as diarrhoea and/or vomiting, they must not be brought back into school for 48 hours after the last episode has occurred. This will limit the spread of illness.
* Parents/Carers collecting children late from afternoon Wraparound sessions will incur a surcharge as their children will be placed in After School Club which runs from 3.30 to 6.00 pm.

**NURSERY WRAPAROUND AT BALDWINS GATE CE (VC) PRIMARY SCHOOL**

**TERMS AND CONDITIONS**

**Please return to the school office**

Name of child/children: ………………………………………………………………………………

I agree to abide by the Terms and Conditions set down for the use of Baldwins Gate Primary School’s Nursery Wraparound Care.

Signed Parent/Guardian: ………………………………………………………..……….

Date: ……………..……………………….

September 2016

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Staffordshire ST5 5DF Telephone: 01782 680649

**NURSERY WRAPAROUND BOOKING FORM**

Child’s Name: …………………………………………………………..

Details of sessions require (please tick as appropriate):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Weekly Total** |
| **MORNING SESSION**  £12.00  per day |  |  |  |  |  | £ |
| **LUNCHTIME SESSION**  £2.00 per day |  |  |  |  |  | £ |
| **AFTERNOON SESSION**  £12.00  per day |  |  |  |  |  | £ |
|  | | | | Total charge each week for Nursery Wraparound | | £ |
| If you wish to order a school lunch for your child please indicate below | | | | | | |
| **SCHOOL LUNCH**  £1.30  per day |  |  |  |  |  | £ |
|  | | | | Total charge each week for Nursery Lunches | | £ |

***Payment must be made in advance****. Please ensure that your payment is completed in advance each week, before 9.00 am on a Monday morning. Your ParentPay account will be charged on a weekly basis.*

I wish to book the Nursery Wraparound sessions indicated above in accordance with the Terms and Conditions of the Nursery Wraparound provision at Baldwins Gate CE (VC) Primary School.

Parent/Carer Signature: ………………………………………………. Date: ………………………..

September 2016