

Cygnets Wraparound



ALDERMAN'S GREEN PRIMARY SCHOOL

Opening times:-

Breakfast AM session 7:30am – 8:45 am

After school PM sessions available from

3:15pm - 5:30pm

Cygnets contact numbers:

Direct Line number: call or text 07903 030723

School office: 024 7668 8918 during school hours



Schools Ofsted Registration Number: 148603

Prospectus 2023-2024

Cygnets Wraparound Out of School Provision

At our wrap around club we aim to offer a professional, friendly, fun and educational atmosphere, where the children access a safe and secure environment and will enjoy socialising and spending time with other club members and where parents and carers feel satisfied to leave their children.

We aim to help children develop to their full potential through positive, social, emotional, physical and intellectual experiences.

The values deriving from different backgrounds of race, culture, religion and language, will be recognised and respected. In addition, the individual needs of children e.g. disability and gender, will also be reflected in our service.

Meet Our Team

Wraparound Manager: Mr Liam Daly

Other Club Staff: Miss Gemma Garry - Deputy play worker

Meals and Snacks

The Breakfast Club includes a selection of Breakfast choices and drinks – (available up until 8.30am)

The After School Club includes a light snack and a drink. We aim to provide healthy snacks, fruit and drinks.

Activities

We have lots of equipment at Cygnets and always have lots of fun, below are examples of some of the things we have and do.

Football table, snooker, ping pong, air hockey, football, tennis, basketball, netball, hoola hoops, chalk pavement drawing, colouring, play dough, painting, model making, threading and all sorts of arts and crafts, board games, cards, dolls, cars, dinosaurs, dressing up, Lego, k-nex, Simon says, what's the time Mr Wolf, dance, our very own gymnastic time and SO MUCH MORE!!!!

We aim to let the children play outside as much as possible, dependent on the weather.

Bookings and Payments

Service	1 child per session
Breakfast Club	£4.50
Afterschool Club-4:30pm	£5.00
Afterschool Club-5:30pm	£8.50

Unfortunately, we are not able to offer discounts for siblings

Bookings and Payments

- All bookings, and payments, should be made using the Arbor Parent Portal
- **Bookings MUST be made by 3pm prior to the day of the session required.** Please note that we CANNOT accept your child if you have not booked onto the session. This is so that we can plan ahead and ensure that the provision is run safely.
- Bookings cannot be guaranteed, so we strongly encourage parents to book ahead to ensure their child's place. Places are limited.
- It is not possible to refund for any non-attendance (except where the school is unable to provide the service – e.g. snow closure or insufficient staff available).
- At least one month's notice, in writing, must be given for any requests to change days/times, once booked.
- If your child has had to attend the provision in an emergency (for example because of late collection at the end of the school day), a fee of £15 will be charged and must be paid within 24 hours.
- If you are a working parent, you may be entitled to childcare vouchers, please visit: <https://www.gov.uk/help-with-childcare-costs>

Attendance

If your child is going to be absent from a booked session, parents must notify Cygnets – either via a message through the school office, or by contacting Cygnets directly. **Please note that no refunds can be given for non-attendance.**

Extra Curricular Activities

If you choose to book your child into any extra-curricular activity clubs (e.g. drama, football etc.) and you want them to attend Cygnets afterwards, you must book and pay for the Cygnets session **in addition** to the extra-curricular club. You should also ensure that both the leader of the extra-curricular club, and Cygnets Staff, are made aware of this arrangement.

Loss or Damage to Property

Alderman's Green Wraparound Club cannot be held responsible for loss or damage to children's property. Parents should encourage and try to ensure that children take care of all their personal belongings and try to have their name on them where possible.

Arrival and Departure

Morning session

It is the parents/carers responsibility to ensure that their child is safely within the club and the register is signed. This is a safety procedure and also a requirement from Ofsted. Cygnets Club cannot be held responsible for any child until they are within the room and signed in.

Afternoon session – Collection Procedure

Children will be collected from their classroom by club staff at the end of the school day. Only children who have been booked, and paid for, will be taken to Cygnets.

Children will **ONLY** be permitted to leave Cygnets with the authorised persons named on their Arbor profile and they must be signed out on the register.

If you wish to change the details of persons authorised to collect your child, you should complete a new online Membership Form immediately.

Please ensure you sign your child out. This is a safety procedure and a requirement from Ofsted.
Please ensure the time of collection is recorded.
Please ensure all your child's belongings are collected.

No children or parents are allowed back to classroom to collect forgotten items. They will need to be collected the following school day.

YOU MUST let school know who will be collecting your child if there is a one-off change to normal collection arrangements. **Please note all persons collecting must be aged 16 years and over.**

Late Collections/Uncollected Child

If a child has not been collected 15 minutes after the due time for collection we will try to contact the parents/carer. Parents will be charged for the late collection. For example if your child is booked in until 4:30pm and you do not arrive until after this time you will be charged up until **5:30pm**. The club closes at **5:30pm** - if you arrive later than this a charge of £25 will be applied to your wraparound account, to cover additional operational costs incurred because of late collection.

If this happens three times per term your child/children's place will be terminated.

In the unlikely event the child has not been collected by 5:45pm and staff have been unable to contact parent or emergency contact, under the conditions of the Children's Act 1989/Care standards Act 2000, Social Care will be contacted for advice.

Behaviour

All children who attend Cygnets are expected to show our core values and follow the school behaviour policy and expectations, If any child persists in behaving in a way that is unsafe, or refuses to follow instructions, then that child may be suspended or excluded from the Wraparound provision.

Complaints

If you have a complaint about any aspect of our Wraparound provision, please raise this to the Wraparound Lead in the first instance. Alternatively the schools complaints procedure is available on the school website.