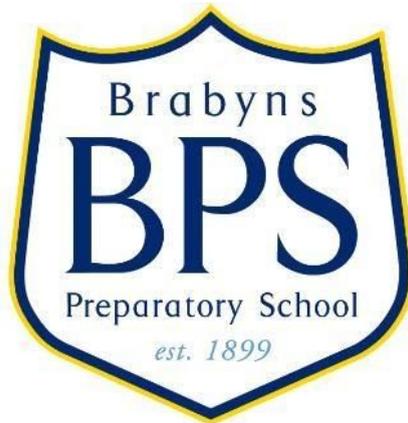




Brabyns
Preparatory School

Wraparound Care



**Guide to our
Early Birds
and
Stay & Play
Provision**



Brabyns
Preparatory School

Welcome to our Wraparound Care

We aim to provide a quality pre and after School care for the children of Brabyns Preparatory School. Our Wraparound service is flexible and is designed to meet your needs as a busy parent, providing a consistent and quality childcare service.

Our Aim

To provide your child/ren with a positive, caring and play experience in a safe and fun environment.

Our Team

All our staff know the importance of meeting the individual needs of every child. All staff are vetted and have to successfully complete appropriate medical and safeguarding checks and we ensure there is a good ratio of staff to children. See the guide on the back page for the list of staff.

If you need to contact them please see the staff when you collect / drop off your child.

Alternatively you can phone them on the School phone number, 0161 427 2395 or email wraparound@brabynsprepschool.co.uk.

Activities

Children enjoy coming to our Wraparound Care because our experienced staff listen to them, talk to them and watch to see what they enjoy doing best. This means that when the children and staff plan what they want to do, they create a programme together that is fun for everyone.

The children can enjoy a range of activities such as: games, arts and crafts, outdoor play, reading, construction (Lego, building blocks etc) small world play (train set, dolls house etc), imaginative play (puppet theatre, dressing up etc), IWB, iPad, Chromebook and DVD time (this is usually from 4:45pm). The children also have the opportunity to do their homework if they/you so wish and just to chill out before / after a busy and tiring day.

Early Birds aims to provide a calm start to the School day. The children often help to set the table and good manners are encouraged whilst eating. Some activities we offer in the morning are: art and craft, small construction toys, small world play, jigsaws etc. We may also have a DVD or the radio on.

Food & Drink Provision

Brabyns Wraparound Care aims to promote healthy eating and the food we offer reflects this, whilst recognising some children have particular likes/dislikes. Drinking water is available at all times.

In Early Birds the children will be offered a drink of milk, water or and a breakfast, eg toast with various toppings, cereal, fruit or crumpets.

In Stay & Play the children will be offered snacks such as sandwiches, jacket potatoes, fruit and vegetable sticks. This is normally served around 4:30-4:45pm. Children who attend Stay & Play late having been at a Club will have their snack when they arrive.



Booking & Payment

In line with Ofsted Guidelines, children need to be pre-booked in for both Early Birds and Stay & Play. If you know that you require the same session/s each week, please book them in regularly. All bookings must be made using Schools Buddy online booking system up to 4.30pm the day before. We allocate places on a first-come-first-served basis and have to limit the amount of children we can accommodate, as per Ofsted Guidelines. All children must complete a separate registration forms.

Emergency bookings may be taken at short notice if space allows by contacting the school office on 0161 427 2395. Children must be signed out of Stay & Play by a designated person, that we have been notified has permission to do so. Payment for children attending our Wraparound Care will be invoiced direct by the School Office.

Opening Hours

Early Birds

7:30 to the start of the school day, Monday to Friday (Term time only)
At around the start of the school day the children will be taken to their classroom.

Stay & Play

End of the school day until 5:30pm (earlier finish due to COVID cleaning requirements), Monday to Friday (Term time only)

Cost

Early Birds

7:30-8:40 am ~ including breakfast £4.30 per session
Termly Fee £155

Stay & Play

3:30pm-5:30pm ~ including snack
Rate 1 - end of School leaving before 4:30pm £5.10
Rate 2 - end of School leaving between 4:30pm & 5:30pm £10.20
Rate 3 - end of School leaving between 5:30pm & 6pm **£12.80 (not currently available)**
Termly Fee - £295

Children attending after a School Club / Match are charged from the time they arrive at the Club.

Please Note, School currently closes at 5:30pm

Parents anticipating a late collection, please ensure you have contacted Stay & Play staff to let them know.

Parents collecting after 6pm will be charged an extra £25 per child.

If your child is not going to be able to attend the Wraparound care for whatever reason, the school needs to be informed by 12 noon of that day or the full daily charge for the session will be made.

Termly Bookings

For parents who regularly use Wraparound Care, we continue to offer a reduced inclusive fee structure for the year.

Termly Pre-School (Early Birds) - For a single termly advance payment of £155 per child, children will be able to use School's Early Birds each day from 7:30am – 8:40am, which includes breakfast.



Termly After-School Care (Stay & Play) - For a single termly advance payment of £295 per child, children will be able to use School's Stay & Play each day up until 5:30pm for as many sessions as needed.

Wraparound Charging

Invoices for Each Term Wraparound will be issued at the beginning of the each term. Any advance charges will be added to your termly invoice and will be payable at the start of the term. *NB If you have opted in to the Termly Wraparound scheme any charges that accrue on the Schools Buddy booking system for Wraparound Care bookings will be cleared at the end of the term.*

If you would like to take advantage of the single termly payment for Stay & Play and Early Birds, please complete the google consent form. You will then need to notify us if you would like to opt out at anytime. To complete the form click on [this link](#).

It may be possible to use childcare vouchers to pay for Wraparound costs if you are already registered and have an account. However, the Child Care Voucher Scheme closed in October 2018 is no longer available to join.

Termination of this Agreement

When you enroll in the Termly Wraparound scheme you may terminate the agreement within 14 days from the date shown on the signed google acceptance form. Refunds will only be provided if a child leaves the school part way through the term, and in this instance you must pay for the value of the service that has been provided up to the leaving date.

Wraparound Contact Number

The main School Office is open from 8am – 5pm every day (**0161 427 2395**). After this time the School phone should automatically divert to answerphone, and messages may not be picked up until the next morning.

If you wish to speak to Early Birds or Stay & Play outside office hours, please call the designated Wraparound number; 07840 409 826 or email: wraparound@brabynsprepschool.co.uk.



Staff Guide

	Mrs Richardson		Mrs Edwards
	Mrs Hill		Miss Wright
	Mrs Sutton		Miss Logan
	Miss Lawford		Miss Cox
	Mr Sanders Headteacher		Miss Pickford EYFS & Wraparound Leader



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