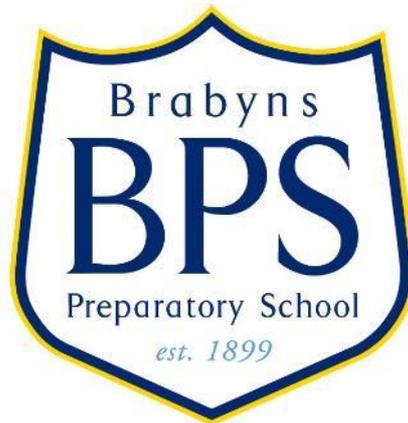


Wraparound Care



**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 and DVD time. 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

7:30–8:40am, Monday to Friday (Term time only)

At around 8:35am children from Reception-Year 6 are escorted onto the playground. This is supervised by the member of staff on duty. Nursery children stay in the room and are looked after as part of the start to their normal day.

Please note from 7:30-7:45am there is just one member of staff on duty.

Stay & Play

3:30–6pm, Monday to Friday (Term time only)

Cost

Early Birds

7:30-8:40 am ~ including breakfast

£4.10 per session

Stay & Play

3:30pm-6pm ~ including snack

Rate 1 - end of School leaving before 4:30pm

£5.00

Rate 2 - end of School leaving between 4:30pm & 5:30pm

£10

Rate 3 - end of School leaving between 5:30pm & 6pm

£12.50

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

Please Note, School Closes at 6pm

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 must be informed by 12 noon of that day or the full daily charge for the session will be made.

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
	Mr Sanders Headteacher		Miss Cox