



EYFS & Year 1 wrap around care at Oakmeadow School.

Information for Parents and Carers

Ladybirds Wraparound Care is before and after school care for children of Nursery, Reception and Year 1 age at Oakmeadow School. Ladybirds is managed and run by trained professionals who work within the school. This supports consistency of care for your children before and after the school day. Ladybirds is run to the high standards expected at Oakmeadow and follows school policies and guidelines. Please find below a summary of the key information we think you may need.

Opening times

The breakfast club is open from 7:50am and your child will be taken to their class for the start of the school day at 8.50am. After school your child will go to Ladybirds at the end of the school day and you can pick them up any time before 5.30pm.

Drop off and collection

The entrance for Ladybirds is the Nursery door to the right of the main school Reception. On arrival please press the doorbell to be let in via intercom.

Costs

The price for the morning session is £4.00

The price for the afternoon session is £5.50 from 3:00-4:30pm and £10 from 4:30-5:30pm.

Funded hours for nursery children can also be used for these sessions. There is a minimum charge of £5.50 per session booked. If a child is collected after 5.30pm there is a **late collection fee of £1 for every 5 minutes**. There is no refund if your child misses a session.

Booking

Bookings should be made and paid for in advance by the Thursday of the previous week on School Money (under clubs). If you pay by childcare vouchers, you need to select the reserve option and transfer the vouchers to the school account for these to be credited. All amendments will be handled by the School Administration Office or via email sarah.castle@oakmeadowprimary.co.uk. The school office will send you a log in to school money to access this.

Cancellations

Please note due to the increasing popularity of Ladybirds Wraparound Care if you do not make us aware you no longer need a session in writing to sarah.castle@oakmeadowprimary.co.uk giving 3 days' notice, you will still be charged for that session.

Registration form

A registration form needs to be completed for any child attending the wrap around care sessions. This includes all contact, medical and safeguarding details. Please let staff know of any changes to important registration information e.g. change of address as soon as possible.

Contact details

Parent and carer contact details will be kept for every child. In addition, we ask for at least two emergency contacts, which will only be used when parents / carers cannot be contacted.

Collection

Ladybirds will keep details of all adults who have permission to pick up your child. In addition, we will be asking you for a password for use in case arrangements need to be changed.

Medical and dietary information

These details will be kept within the EYFS base. Please ensure that these details are updated as necessary.

Personal Care

Please provide the Ladybirds with any nappies, wipes, sun cream or changes of clothing/coats, hats and gloves that your child will need.

Food

Each morning there is a range of cereals, yogurts, fruit and toast on offer to your child.

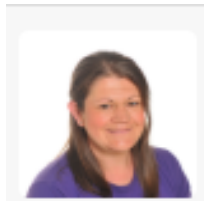
In the afternoons we offer sandwiches, toast, fruit, and crackers.

All food is served according to our healthy eating policy.

Staffing



Mrs Williamson
Nursery Teacher



Mrs Gough
Before School/
After School
(Thurs/Fri)



Mrs Pugh
Before School



Miss Evans
After School
(Mon-Wed)



Mrs Simpson
After School
(Mon-Wed)



Mrs Offland
After School
(Thursday/Friday)

Key Person Policy

At Ladybirds we recognise that each child in the EYFS should be assigned a key person. For the purpose of our wraparound care service will inform you of your child's key person when they start at Ladybirds. We will also record each child's teacher/key person's name and liaise with them regularly to ensure continuity of care, learning and development. All staff at Ladybirds understand their responsibility to report and communicate relevant and appropriate information with both teachers and parents/carers in a timely and professional manner.

Learning and Development

One of our main aims at Ladybirds is to extend, support and develop the learning that is happening during normal school hours. To enable us to do this we will:

- Plan weekly themes and provide opportunities for children to take part in both structured and non-structured activities daily;
- Liaise with class teachers and parents/carers to inform our planning/routines and ensure they are unique to each child's age and stage of development; and
- Follow each child's lead, taking note of their current interests and hobbies to inform our planning and routines.

Routines

Before School

7:50am-8.50am – Breakfast is available alongside several free choice activities, varying each day. These may include stories, drawing, board games, craft, small world play and construction.

After School

3.00pm-3.30pm – Indoor Free Play and Reading

3.30pm-4.00pm – Outdoor Play (weather permitting)

4.00pm-4.20pm – Snack Time (Toast, crackers and fruit)

4.20pm-4.50pm – Adult directed Activity (Pre-Planned) e.g. Craft/group games

4.50pm-5.30pm – Wind down (Free Play/Interactive Whiteboard/Stories)

Routines and activities are planned according to the needs and the interests of the children who attend therefore it is flexible and subject to change. Children can attend Ladybirds for as little or as long as required.

Contact

School phone number [01743 875020](tel:01743875020) or Email sarah.castle@oakmeadowprimary.co.uk

Ladybirds Wrap around Care has its own phone number [01743 872334](tel:01743872334). This phone number is only to be used between 7:50-8:30am & 4:00-5:30pm. If you wish to contact Ladybirds out of these hours, please call the main school reception [01743 875020](tel:01743875020).

If you require any further information, please do not hesitate to get in touch or pop in and see us.