



# Harlington Village Pre-school

## Wrap Around Care

Providing before and after school care for children in their last year at pre-school up to year 4 at Harlington Lower School.

### Our Service

Our fully qualified Pre-school staff and experienced WAC assistant provide before and after school activities for children attending their last year at pre-school and Harlington Lower school, up to year 4. We aim to offer a safe, secure and stimulating environment where children can play and socialize.

Due to Ofsted regulations and health and safety, we will limit spaces per session. Advance booking is advisable but we will always try to accommodate late bookings where possible.

During session times, staff will pre-arrange some activities but the children who attend can choose their own which may include sports, games, cooking, construction, role-play, and craft. We will have access to the preschool outdoor classroom and equipment in all weathers.



### Session times and fees (from September 2022)

#### Monday- Friday

Breakfast	7.45am – 8.45am	£4.80
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#### Monday- Friday

Early pick up	15.30pm - 17.00pm	£7.20
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After School	15.30pm – 17.30pm	£9.60
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After School	15.30pm – 18.00pm	£12.00
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\*Friday After-School Club (until 5pm) is reviewed annually based on demand.

### Booking

To make a booking please contact Suzie or Becki on: **07963 534038** or drop us an email at [wac@harlingtonvillagepreschool.org.uk](mailto:wac@harlingtonvillagepreschool.org.uk)

Parents must have completed a full registration form before children will be accepted at WAC. Advance bookings are recommended, and regular bookings should be made on a half termly basis.

Any Questions? Please contact a member of the team at:  
[wac@harlingtonvillagepreschool.org.uk](mailto:wac@harlingtonvillagepreschool.org.uk)  
Phone: 07963 534038



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### Collection and Drop off

Children must be dropped to a member of staff at The Conifers building at the rear of the school premises. The parent/carer must sign their child in, indicating the time. Children will be taken to school by 2-3 members of staff between 8.45am and 8.50am.

At 3.30pm, 2-3 members of staff meet children in the main playground. They wait with the class teacher until staff arrive. A register is taken in the playground, heads counted and then re-taken on arrival at the Conifers.

Upon collection after -school from the conifers, please ring the bell (top left above the silver code panel), to obtain access. You will need to sign your child out and indicate the time. Children will only be released to authorised adults and those with the relevant password upon confirmation of change of collection from the parent/carer. This is a safeguarding requirement.

### Food and drink



During breakfast sessions, the children will be offered a choice of cereal and toast or fresh fruit and yoghurt. We offer milk or water to drink.

After school, the children will be given a varied choice of warm meals throughout the week. Some examples are: Quorn Spaghetti Bolognese, Pizza, Beans on toast, Wraps and many more.

The menu is displayed in the foyer for the half term and is sent out by email. The choice of the day will be displayed on the white board in the foyer at the start of the session.

We will ensure that fresh fruit and drinking water are available throughout our sessions.

### Illness

If your child has a temperature, they are unwell and should not attend. If they are sick or have diarrhoea, you must keep them at home for 48 hours before returning to wrap around care.

If a child falls ill during one of our sessions, we will contact parents/carers to arrange for an early pick up. Please ensure we have the correct contact details on file and that someone on the authorised collection list is available at all times.

### Medical Information

Upon registration, you will be asked to provide information on your child and if they have any additional medical or educational needs. At any time, if your child's needs change, even if it is temporary, please speak to a member of staff.

We will need to keep a record of any medication, dosage and when to administer this. This document will need to be signed by a parent or carer. Any prescribed medication is kept in a sealed named box and kept in the office, locked medical cabinet or the staff fridge if required. No child has access to any of these areas

### The Staff

All our staff are trained in Early Years Education from Level 6 to Level 3. They all hold a paediatric first aid certificate and we have a designated SENco, Safeguarding and Fire Officer.

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