

Evergreens Wrap Around Care Policy

Bushmead Primary School

January 2026



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1. Aims

The Evergreens Club is run by Bushmead Primary School and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment. Evergreens operates from 7.30am – 8.45am and from 3.15pm - 6.00pm term time only, and current costs for each session are detailed in Appendix 1.

A copy of this policy is provided to all parents of children attending and is also available on the school website

2. Legislation and guidance

- Only children attending Bushmead Primary School are eligible to attend Evergreens.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website. Non contracted pupils are welcomed to use the Evergreens provided there are spaces and parents/carers complete the registration process.
- All Evergreens staff are made aware of the details of a new child
- Children's attendance is recorded in a register.
- All parents must complete a registration form for each child attending the Evergreens and sign an agreement to adhere to the terms of this policy.

3. Definitions

N/A

4. Roles and Responsibilities

4.1 The Headteacher

Work with staff, parents and governors to determine the strategic development of the Evergreens Policy and provision in the school.

4.2 The Governor/s

Work with the head teacher to determine the strategic development of the Evergreens Policy and provision in the school.

The Governing Body will review this policy in line with the Policy review schedule at the FGB meetings

5. Arrival and Departure

5.1 Evergreens Before School

- Parents/Carers are required to bring their child *directly to Evergreens* and a staff member will be on site to allow entry and greet the children.

5.2 Evergreens After School

- Children will be taken to the small hall by a member of the classroom staff.
- A register will be taken by a member of the Evergreens staff.
- No children will be allowed to make their own way to the hall.
- When a child is collected at the end of or during a session, *they must be signed out by a member of the Evergreens staff* and the time recorded.
- The parent/carer or named collector must wait outside by the external small hall door and alert a member of staff that they are collecting and signing out a

- child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date or that Evergreens staff are advised in advance of alternative collection arrangements.
- Parents must inform Evergreen staff if their child is going to be absent.
- There is a 24 hour notice period. This does not apply if your child is ill.
- If your child attends an after school club, they will be collected by Evergreen staff at the end of the club session. Payment for Evergreens will commence from 3:15pm.

6. Daily Routine

6.1 Morning session

- 7.30 am – 8.30 Evergreens am parents bring their children to Before School situated in the Small hall where a range of activities are set out.
- 7:30 am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.30 am tidy up time encouraging the children to take responsibility for the hall environment.
- 8.40 am children collect their coats and bags. All children are escorted directly to their classrooms.

6.2 Afternoon session

- 3.15 pm – 3.20 pm children are taken to Evergreens by a member of classroom staff.
- 3.30 pm – 3:45 pm children will be offered a snack, staff members will sit with the children at this time. Children can then choose from a range of play and planned activities.
- 4:30- All children in Evergreens at this time will help staff to lay the table and prepare a hot meal in the Winter/cold meal in the Summer. Everyone will sit together to promote a sense of belonging. Children will be responsible for helping clear their own plates away.
- 5.45pm - 6.00pm Any remaining Evergreens children will prepare themselves for collection to enable Evergreens staff to clear the hall ready for external lettings to enter. Activities

7. Activities

Evergreens staff aim to provide a stimulating environment in which children are encouraged to play and interact with a wide range of other children and resources. Staff plan weekly around themes, which change in line with children's interests and which they discuss with children openly. The environment is set out into zones in order to maximise the use of space. Below are a non-exhaustive list of zones with examples of the activities children may find within them. These activities will rotate in line with the weeks planned activities.

- Refreshment
 - Water
 - Toast, cereal, sandwiches and wraps, hot food offered in the evening
- Role play and den building
 - Role play costumes and equipment
 - Den equipment
- Creative
 - Junk modelling

- Lego
- Building blocks
- Games
 - Uno / top trumps / cards
 - A selection of board games
- Messy
 - Paint
 - Pens / paper / colouring
- Home corner
 - Books
- Outdoor
 - When appropriate children may access the school field and the main school hall

8. Behaviour

Whilst attending Evergreens children are expected to behave in a way that is appropriate, matching the school ethos of Ready, Respectful, Safe and are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Cambridgeshire Therapeutic Thinking trained staff will act as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.
- Challenging behaviour will be addressed in a calm, firm and positive manner in line with the school behaviour policy.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. Senior staff within school will be made aware if inappropriate behaviour persists.
- If after consultation with parents and the implementation of behaviour management strategies a child continues to display inappropriate behaviour, the Head Teacher may decide to withdraw access to the club. The reasons and processes involved will be clearly explained to the child and their parent/carer.

9. First Aid

- All accidents will be recorded in the Evergreens accident book, accurately reported to the parents/carer upon collection and signed by a member of staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who become

unwell during an Evergreen session will be contacted immediately. If a child is sent home during school hours, no charge will be made for the session.

10. Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child. Parents will be informed.
- Evergreens supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, emergency services will be contacted.

11. Uncollected children

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

12. Booking and Payment of Fees

- It is a requirement of Evergreens that parents book their sessions using ParentPay.
- Payment is due for all contracted sessions even if your child is unable to attend their booked session unless 24 hours' notice is given or your child is ill and absent from school.
- The parent signing the Evergreens registration form is known as the 'contracting parent' and is responsible for payment of all fees.
- Bookings for the morning sessions can be made up until 5:30 pm on the previous day. We would ask that any booking for Monday are made by the previous Friday at 5:30 pm, in order that we make sure that we have enough staff available.
- Booking for the afternoon session can be made up to 8:00 am on the day required.
- In an emergency, on the day please contact the school office.
- If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.
- As we are a cashless school it is only possible to pay fees using ParentPay or recognised voucher scheme.
- If payment is not received for sessions in advance the child will not be allowed to access Evergreens.

13. Cancellation Policy

- 24 hours' notice is required for cancellation for morning or afternoon sessions. Payment in full is required if 24 hours' notice is not received.
- We will not charge if your child is ill or sent home from school.

14. Related Whole School Policies:

- Child protection policy
- Equal opportunities policy

- Health and Safety policy
- Safeguarding Policy
- First Aid Policy

Version: 4

Written by: Mark Leonard **Date:** M a y 2 0 2 4

Last reviewed by governors: Spring 1 2026

Next review due by: Spring 1 2029



Evergreen Wraparound Care Application Form

Bushmead Primary school

Bushmead Road

Eaton Socon

St Neots

Cambridgeshire

PE19 8BT

Evergreens mobile 07938 742761 School telephone 01480 375375

Evergreen email address evergreens@bushmead.cambs.sch.uk School email: office@bushmead.cambs.sch.uk

We provide before and after school care, term time only, in a safe, fun and caring environment.

Our Evergreen team, who are fully DBS certified and pediatric trained first aiders, strive to offer your child a friendly and active experience.

Children will have access to a wide range of activities, such as arts and crafts, board games, stacking cups, jigsaws, reading books, and a pool table to help keep them entertained.

If you would like to register your child for Evergreens, please complete the details below.

PRICES

Morning – 7:30 AM – 8:45 AM

Charges for morning sessions are as follows:

- Drop off between 7:30 am and 8:00 am. Cost: including cereal or toast £5.50
- Drop off between 8:00am - 8:45am. Cost: £3.50

We offer a 10% discount for additional children from the same household.

Afternoon 3:15 PM- 6:00 PM

Children will be collected from their classroom and offered a drink and biscuit upon entering our Evergreen provision. They will also have access to a range of fruit at any time.

For any children who are attending the session beyond 4:30 pm we will offer them a light tea.

Charges for afternoon sessions are as follows:

- Collection between 3:15 pm and 4:15 pm. Cost: £3.90
- Collection between: 4:15 pm and 5:15 pm. Cost: Including light tea £7.50
- Collection between: 5:15 pm and 6:00 pm. Cost: Including light tea £10.50

We offer a 10% discount for additional children from the same house

Appendix 1 BOOKINGS

All booking have to be made and paid for in advance using ParentPay. Once we have registered your child using the details below, you will be able to access ParentPay and make your bookings. Please note that you have to pay when you book

Bookings for the morning sessions can be made up until 5:30 pm on the previous day. We would ask that any booking for Monday are made by the previous Friday at 5:30 pm, in order that we make sure that we have enough staff available. Booking for the afternoon session can be made up to 8:00 am on the day required.

In an emergency, on the day peae contact the school office.

CHILDCARE VOUCHERS

To register for the Government childcare voucher scheme, you will be asked for our provider number. This is our Ofsted number, which is 132031.

PUPIL DETAILS

Pupil Name:		Class:	
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Parent Contact 1

Parent Name:		Relationship to child:	
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Contact Numbers:	
1	
2	
3	

Parent Contact 2

Parent Name:		Relationship to child:	
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Contact Numbers:	
1	
2	
3	

Appendix 1

OTHER NOMINATED ADULTS AUTHORISED TO COLLECT YOUR CHILD

Name	Relationship to child	Contact Number

DIETARY INFORMATION

Please provide details of any special dietary needs or food allergies and intolerances

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MEDICAL INFORMATION

Is there a current Medical Care Plan in school? Yes /No

Please provide details of any medical conditions:

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.....

Does your child have an asthma inhaler in school? Yes / No

ACCEPTANCE OF TERMS AND CONDITIONS

- I agree to abide by the terms and conditions outlined in the Evergreens Policy
- I understand that my child's /children's accounts should not be in debit
- I understand that if my account falls into debt, then the school may pursue cost owed, plus costs, via the small claims court

Signed:

Name:

Date: