

INFORMATION BOOKLET

Inc. Terms and Conditions

Welcome to Woodborough Woods' Breakfast and After School Club! Our commitment to you is to:

- provide high quality childcare that meets the needs of parents/carers.
- provide a happy, welcoming, safe and secure place where all children are valued.
- maintain good relationships with the children encouraging cooperation and providing help and support.
- have strong partnerships with parents/carers.
- provide children with breakfast and/or a light snack and drink at the after school club.
- offer a range of structured and free play opportunities and activities to engage and stimulate the children and foster their independence and self-esteem.

Please ask a member of staff if there is anything you are unsure about.

TIMES AND FEES (Term time only)

Breakfast Club	Monday to Friday	07:30hrs to 8:55hrs	£6.68 per session
After School Club	Monday to Friday	15:40hrs to 18:00 hrs	£11.96 per session

We do not operate hourly charges. The price paid is per session and includes food and drink. Children can be collected between any of the opening times above. (Please note: the price remains the same regardless of the length of time your child has actually spent at the club).

A discounted rate of £16 is applied to any pre-booked, breakfast and after school sessions booked in any one day, for the same child,

CONTACT NUMBERS

School Office: 0115 96523136

After School Club Mobile: TBC

Email: admin@woodsfoundation.notts.sch.uk

ADMISSION

We are a fully inclusive club open to all Woodborough Woods school pupils. Should your child have any additional or special needs please speak to the club staff to ensure your child can be appropriately welcomed into the club. As the club is open to all children at school we do not have a limit on the amount of children who can attend. We will ensure that staffing ratios are in place to ensure all children are able to attend and access our extended provision.

Termly bookings are taken by completing an application form for your child. We will notify you if a place is available and/or will add you to our waiting list. Please do not send your child to the Club unless you have been notified by us that they have a place.

Preference for places will always be given to children who are booked in on a regular basis. Casual users will be treated on a first come, first served basis. To make sure you get the days you require, please ensure your booking form is in on time and payments are made. Casual users places can be limited; please let us know 24 hours before your child wants to attend a session at least 24 hours before. The club mobile phone will only be answered during session times. You can however, leave a message at the school office.

We use the emergency contacts and medical information (allergies etc.) information held by the school. It is very important that you let us know immediately of any changes to the information you have provided.

FEES POLICY

The Club is part of Woodborough Woods Foundation C of E (Aided) School. It is a not for profit making organisation. All profits go back into the school and club provision. Occasionally we will review pricing. You will receive at least 4 weeks notice of any changes.

Childcare vouchers/ Tax Free Childcare payments are accepted. Please contact the school office if you are using these for the first time to ensure we have set up your childcare voucher organisation.

Please pay fees via SQUID or vouchers by the first of every month. Please ensure there are sufficient funds in your SQUID account. We reserve the right to charge a late payment fee of £10. **The club reserves the right to withdraw the service if payments are consistently in arrears. Please contact the school office if you have any concerns regarding payment.**

If you are late collecting your child, you will be charged £10 for every 15 minutes you are late.

THE PROVISION

Breakfast Club takes place in the purpose-built club space located near the computer suite. The school hall, library, computer suite, playground or any other area of the school may be used dependant on the activities on offer.

Please bring your child to the Club staff to register your child in for a session. If your child is not attending the Club due to illness, or for any other reasons, can you please let the Club staff know by leaving a message on the school telephone number or by email.

Breakfast Club

- Children have access to a choice of cereals, and toast to begin their day. Milk, juice and water are available. Any dietary requirements will be catered for.
- After the children have eaten, they will have the opportunity to be involved in a number of fun activities.
- The emphasis is on the children having the best start possible to prepare them for the school day. Children may participate in any activity offered to them but they are given the freedom to choose how they spend their time.
- At the end of the session (8.50am), EYFS and KS1 children will be taken to their respective classrooms by a member of staff. KS2 children will make their own way to their classrooms.

After School Club

- EYFS and KS1 children will be collected from their classroom by the After School Club staff. **It is extremely important to inform the school if your child is not attending After School Club that evening due to sickness, or for any other reason.**
- Any child attending a separate **school run after school club** will join the other children attending the activity. At the end of the activity, the teacher in charge will bring the children back to the After School Club staff.
- The children will be offered a light snack.
- The children will have the opportunity to be involved in a number of activities. Typical activities include playing on the playground, exercise and team games on the playground, board games, books, Lego & construction toys, art & craft activities, drawing or puzzles or help with reading and homework. A menu of activities will be published to parents/carers.

- The emphasis is on play and children winding down after their school day. Children may participate in any activity offered to them and whilst there are structured activities they are generally given the freedom to make their own choices to promote self-confidence, independence and self-esteem.
- Children can (at parents' discretion) work with club staff to complete any homework activities as well as have the opportunity to read with staff and their peers.

Going Home and Signing Out

We request that all children are signed out by the parent or carer collecting your child. Please sign your child out by entering the time and parent/carer signature.

We will only allow children to be collected by named individuals therefore it is important you keep us updated with any changes. Should you wish to change/add/delete a person's name to the list of who can collect your child(ren), please notify in writing who these persons are and pass this information onto the school office.

Late Collection of Children

We realise there may be circumstances where parents are unexpectedly delayed but these should be a rarity and not frequently occurring. In the event of an unexpected delay in collecting your child please telephone the After School Club staff on **TBC** and let them know as soon as possible.

Late collection of children, unless notified, will result in staff following procedures for non-collection of a child. These are:

- The child must stay with an After School Club member of staff at the school until they are safely collected.
- The Club Leader will contact the parent's mobile, place of work and home.
- The Club Leader will contact the next contact on the child's records.
- The Club staff will remain in care of the child for half an hour after closure whilst continuing to contact all numbers given.
- Either the Head Teacher, Deputy Head Teacher or Assistant Head Teacher/s (as Designated Safeguarding Leads) will be contacted at 18.00 hrs. This would then become a safeguarding concern, if this has been a regular occurrence. The Designated Lead Safeguarding Teacher will act accordingly.

The school reserves the right to charge for late collection (£10 for every 15 minutes you are late) or to withdraw the service if consistent late collection occurs. We operate a three strike rule which means if you are late on more than three occasions per term, you will be asked to leave the club.

Cancellations

You may cancel your booking up to 24 hours in advance. Same day cancellations will be charged at the normal rate unless your child is not attending school due to illness.

For safeguarding reasons, it is important that you inform the Breakfast or After School Club or the school office if you do not intend to send your child to Breakfast or After School Club.

Behaviour

The schools' rules and Behaviour Policy will be followed to ensure consistency for the children (the Behaviour Policy is available on our website).

Safeguarding and Health and Safety

All staff follow existing school policies and procedures for safeguarding, child protection, supporting children with medical conditions, staff code of conduct, health and safety and fire safety.

Where ICT equipment is used, staff follow the school's E-Safety policy and procedures.

Accidents and Illnesses

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible, if deemed necessary. Basic first aid will be given by a qualified member of staff and the accident book filled in. The accident slip will be given to the parent.

Medication

The Clubs follow the school's Supporting Children with Medical Conditions Policy, which includes guidance and procedures on medicines in school (available on the schools' website).

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

Complaints

All complaints will follow the school's complaints policy which can be found on the schools' website.

Woodborough Woods Breakfast and After School Club. September 2022.

"Growing Together"