



**Wrap-Around Care at Woodpecker Hall
Parents' Handbook**

PLEASE READ BEFORE SIGNING THE CLUB CONTRACT



ABOUT THE CLUBS

The Breakfast and After School Clubs are available to children who attend Woodpecker Hall Primary Academy and are in Reception-Year 5.

The Breakfast Club is open from 7.50-8.30am weekdays during term time.

The After School Club is open from 3:00pm until 5.45pm weekdays during term time.

Both Clubs aims to provide a safe and secure environment for the children in our care.

Breakfast Club Offer

Children are offered a healthy breakfast consisting of cereal, toast and fruit juices. If your child arrives after 8.10am they will not be given a breakfast but the full Club fee will apply.

All payments must be made in advance on ParentPay. Your account must be kept in credit at all times. Failure to do so or persistent late payments may result in your child's place being withdrawn. You will only be charged for the days that your child attends.

If your child's account has a debit balance your child will not be able to attend until the account is in credit. The cost of each session is £1.50.

After School Club Offer

We offer a wide range of timetabled activities, incorporating craft, needlework, board games, reading, imaginary play, construction and sport.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3.00-4.00	Snack & Homework				
4.00-5.00	Outdoor play (weather permitting)				
5.00-5.30	Interactive games	Team games	Board games/ crafts	Crafts/ Board games	Movie night
5.30-5.45	Wind down				

A small snack and drink are provided each day; however this is not intended as a substitute for a main evening meal that the child may receive at home. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

Staffing

The After School Club is staffed by a Manager and additional Teaching Assistants. The aim is to provide a smooth transition between school and Club. All our staff have significant experience of working with children, and comply with the OFSTED requirements for registered childcare. Staff are expected to undertake professional development training. All staff members are checked through the Disclosure Barring Service. We maintain a staff/child ratio in line with statutory requirements.

TERMS AND CONDITIONS

Admission

Admission to the Club is organised by the After School Club Manager and a waiting list system may be implemented when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same day(s) as a sibling already attending.

A completed registration form is required for each child attending. This form contains information concerning your child and is confidential.

***Re-enrolment is required at the end of the summer term. Places will not be kept open for children unless a new registration form is completed.**

Payment of fees

Fees may be obtained from the After School Club Manager or from the school office. **Fees are payable in advance on ParentPay.** Persistent late or non-payment of fees will result in your child's place being withdrawn.

Monday to Friday	3.00-4.00pm	£3 per child per day
	3.00-4.30pm	£4 per child per day
	3.00-5.00pm	£6 per child per day
	3.00-5.45pm	£8 per child per day

The price per session per child applies to all children. This is payable for all sessions, unless your child off sick. Bank holidays and professional days will not be charged for. Non-payment of fees will result in your child's place being withdrawn.

The After School Club aims to keep fees to a minimum, whilst still raising enough income to cover our running costs. Please ensure fees are paid in advance. If you are having difficulty paying fees, please speak in confidence to the After School Club Manager.

Salary sacrifice

HMRC operates a scheme to support parents and carers with the costs of childcare. This enables the parent/carer to reduce their tax and National Insurance payments to pay for their childcare. Further information on this can be found at www.hmrc.gov.uk/specialist/salary-sacrifice.htm

To assist parents/carers with this facility we have signed up with Kiddivouchers who handle much of the administration for you. Further details are available on the Kiddivouchers website at www.kiddivouchers.com/childcare-vouchers-parents.php

Should you wish to discuss the matter further please do not hesitate to contact the school office and arrange for a discussion with a member of the finance team who will be happy to discuss the financial arrangements of the salary sacrifice scheme.

Changes to days and cancelling your place

One week's notice of termination or of changes in attendance must be given. Requests for changes to days should be made to the After School Club Manager and will be accommodated where possible. An amendment form is available from the school office.

Non-attendance

If you know in advance of any days when your child/children will not be attending during the following week, please try to let the After School Club Manager know by THURSDAY at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this handbook.

Arrival and Departure

A register is taken each afternoon on arrival at the Club and a signing-out sheet is used. This must be completed for each child collected.

Children should always be collected by the named adult on your registration form. In exceptional circumstances when it is not possible for your child to be collected by a named person, please contact the school office to advise the name of the person collecting.

The After School Club **closes at 5.45pm**, and we must be off the premises by this time. If you are delayed for whatever reason please telephone the Club to let us know as soon as possible. **A late payment fee of £20.00 will be charged if children are collected after 5.45pm and this will be strictly adhered to.** If you are persistently late your child's place will be withdrawn.

Child Protection

We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We aim to comply with local and national child protection procedures and ensure that all staff are appropriately trained.

Equal Opportunities

The After School Club is committed to equal opportunities and adheres to the Academy's Equal Opportunities Policy which is available to view on the website.

Special Needs

The After School Club will make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents/carers and relevant professionals to meet the child's specific needs.

Our staff training programme includes specific elements relating to children with special needs. We will endeavour to accommodate all children of all ability, whilst working within the club's limitations. Each case will be assessed individually and risk assessed to ensure everyone's safety.

GENERAL INFORMATION

Behaviour

The After School Club follows the Academy's Behaviour Policy, Virtues and Speak Out programme. Information about all of these policies is available to view on the Academy website. Children are expected to respect each other, staff and visitors at all times.

Staff will encourage an atmosphere of care and consideration between all members of the Club.

The After School Club will not tolerate: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. The Club has procedures for dealing with unacceptable behaviour. In the case of violence or behaviour that poses an immediate danger a child is required to be collected directly; as an ultimate sanction, the child's place may be withdrawn from the club.

Illness

We are unable to care for children who are unwell.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him/her to the club for 48 hours after the illness has ceased – in line with school policy.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times and the Club is fully insured. All of our staff are trained in first aid and a first aid kit is kept on the premises. We operate an accident procedure and fire drills are carried out regularly.

Complaints Procedure

Our complaints procedure is available to view on the website.

Club mobile number: 07515 783411

(Please leave a voice message if there is no reply)