

Woodys' Breakfast & After School Club

PROSPECTUS 2009

OFSTED REGISTERED



**Elmwood Primary School
Guys Farm Road
South Woodham Ferrers
Essex CM3 5NB**

Telephone: 01245 321301

**Woody's Club Mobile No: 07913 957235
(During 7.30 am – 6.00 pm only)**

Woody's Club Manager: Mandy Tugby

WELCOME TO WOODY'S

Dear Parent/Guardian,

Thank you for your enquiry about Woody's Breakfast and After School Club. This prospectus contains detailed information about both clubs and there is a form at the back should you wish to book any sessions for your child(ren).

We welcome parents/guardians into the club so they can see for themselves what facilities and activities we have on offer for their child(ren). This also gives them a chance to meet the clubs friendly and experienced staff. We want your child(ren) to feel safe, secure and happy and for them to enjoy their time with us.

If you have any questions that you would like answered before completing your registration form then please do not hesitate to contact me.

Yours faithfully

Mandy Tugby
CLUB MANAGER

Woodys' Breakfast & After School Club

Woody's Breakfast and After School Club is open Monday to Friday during term time only (excluding bank holidays). Breakfast club has two start times either **7:30am** or **8am** until 9am and the After School Club runs from 3:15pm and **closes at 6pm.**

We will be catering for children from 4 to 11 years of age (Reception up to Year 6).

The cost of a session will be:- Breakfast club – £3.00 for 7:30a.m. start or £2.50 for 8:00a.m. start

After School Club - £7.50

All children are to arrive and be collected from the classroom at the front of the building (next to reception). Children attending the After School Club should be collected anytime **before 6pm.** otherwise you will be charged a late collection fee (full information about fees and charges are included in the contract.)

Children **will not** be unattended at any time.

The After School Club will have a variety of activities for your child(ren) to participate in. These will include arts and crafts, playstation and games. There will also be an area for children to sit quietly and read and an area for them to relax and watch television.

If children have homework, which needs to be completed, they will have the opportunity to do so in an environment that they are accustomed to. Members of staff will be available if any child needs assistance.

All children will be given a drink and a snack (see menu later in this booklet). To keep in with schools healthy eating policy our aim is to be able to provide children with a couple of pieces of fruit as part of their snack, if they so wish.

If for any reason your child(ren) are to be collected by somebody other than the parent/guardian, we operate a password system. Information regarding this will be in the contract.

If your child(ren) will not be attending their session could you please inform the club as soon as possible, this includes holidays, sickness, dental/doctors appointments or if your child(ren) is to go to a friends house. You can either put this in writing or by telephoning either the school phone or Woody's mobile.

Woodys' Breakfast & After School Club

Breakfast Club

Opening times:

Monday – Friday
7:30 – 9:00 a.m.

Term time only
(excluding bank holidays)

Fees

£2.50 / £3.00 per session
(Includes drink and breakfast)

After School Club

Opening times

Monday – Friday
3:15 – 6:00 p.m.

Term time only
(excluding bank holidays)

Fees

£7.50 per session
(Includes drink, fruit and a healthy snack)

All fees are payable ½ termly, monthly or weekly in advance.

Fees will be reviewed annually

Woodys' Breakfast & After School Club

SNACK MENU

A choice of the following:



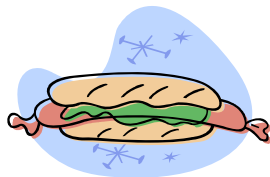
BREAKFAST

Toast or crumpets with butter, jam or marmite
Cornflakes, Rice Crispies
Fromage Frais yogurts and fruit.



AFTER SCHOOL CLUB

Ham / Tuna pittas
Ham / Cheese Toastie
Toast with butter jam or Marmite
Sandwich with ham, marmite, jam or cheese
Crackers or crumpets
Noodles- Chicken or Curry
(*Selection of cut fruit available*)



DRINKS AVAILABLE

Orange /Apple & Blackcurrant Squash
Banana or Strawberry Milkshake
Hot Chocolate (seasonal)
Tea / Milk / Water

Dietary requirements catered for

Our Commitment.

Our promise to Parents:

Our aim is to provide a high quality breakfast and after school club for children aged between 4 and 11 years. We value our relationship with parents in order to provide this high quality service.

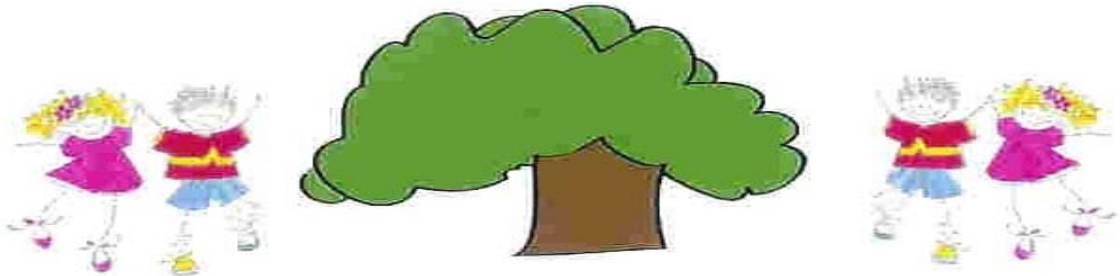
We also feel it is important to work in partnership with the school. Therefore, with any children in our care we will liaise with the school staff so we are fully aware of any medical and dietary requirements and/or any children having problems, which may affect the child whilst attending the club. We have the necessary 'First Aid' experience to deal with day to day situations.

In order for us to provide and maintain a high quality care service we will proceed with the following points:-

- Welcome you at all times to discuss any problems, queries or concerns that you may have. We will also keep you informed of how your child is whilst in our care.
- Provide a safe/secure, friendly and fun environment in which your child(ren) are to be cared for in your absence.
- Keep you informed of opening times and any changes to activities and fees.
- Be reliable, consistent and friendly enabling us to build a good stable relationship with the children (and parents/guardians) within our care.
- Discuss your child's achievements, experiences and any special friendships within the club.
- Inform you of any negative behaviour which has occurred within the club and how we dealt with the situation. Any incidents will be recorded in an Incident Report Book, which will need to be read and signed by the parent/guardian on the day in which the incident took place.
- Inform you of any accidents which may have occurred during your child's attendance at the club. Any incidents will be reported in an Accident book, which will also need to be read and signed by the parent/guardian on the day in which the incident took place.
- Listen to your views and any concerns therefore ensuring that we can cater for everyone's individual needs.
- To provide activities appropriate for the child's (children's) age, which they find interesting and fun.
- Attend training courses and first aid courses regularly in order to provide a high quality care service for all children that attend the club.
- Provide at least 1 member of staff to be present on the premises at every session who holds a valid first aid certificate.

It is very important to all staff that we are aware of any improvements that can be made within the club. In order for us to do this, it may involve talking to parents, guardians and the children within the club. We may even send out some questionnaires from time to time. Any information will be researched and could contribute to improving our service to you.

Woodys' Breakfast & After School Club



If you are interested in booking sessions at Woody's for your child(ren), please fill in all the necessary details and the relevant registration forms(s) will be sent to you as soon as possible.

PARENT/GUARDIAN'S NAME:

CHILD(REN)'S.....

CLASS(ES):.....

ADDRESS:

.....

CONTACT NO:

Please circle which days and times you are requesting sessions for:

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

BREAKFAST CLUB

7:30 A.M. £3.00

8:00 A.M. £2.50

AFTER SCHOOL CLUB

£7.50

Signed:

(Parent/Guardian)

Dated:.....