

Woodside Church of England Primary School



Woodpeckers Before & After School Club

Contact Details:

Woodpeckers Before & After School Club
Woodside C of E Primary School
Maypole Lane
Grendon
CV9 2BS

Tel: 07856 846061

Tel: 01827 715507

For bookings and enquiries please Email:

woodpeckers@heartwoodmat.co.uk

Manager: - Mrs Lyndsey Lavender

Staff: - Miss Charlotte Dickinson, Mrs Helen Unsworth, and Mrs Sarah Hancox

Woodpeckers Before & After School Club

Our Club Aims To:

- Provide a safe, happy, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.

Our Club is committed to providing:

- Activities that are interesting, educational, stimulating, safe and fun.
 - Activities that promote each child's all round (social, physical, moral and intellectual) development.
 - Access to a variety of indoor and outdoor facilities and equipment under safe and supervised conditions.
 - Areas to read, complete homework, play sports and socialise in a safe happy environment which is inclusive and free from discrimination.
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Session Prices

Breakfast Club Sessions – includes breakfast

Option 1 : 7.30am – 8.30am – £4.25

Option 2 : 8.00am – 8.30am – £3.00

Breakfast Club starts at 7.30am – 8.30am located in Woodpeckers during term time only (not on inset days or when school is otherwise closed).

Our Breakfast club provides your child with breakfast such as cereals/toast/porridge/fruit and milk. We will promote independence by encouraging the children to help prepare breakfast and to clear away after. Children then choose supervised activities including, reading, games, Chromebooks and outdoor play. At 8.45am the children will be taken to their classrooms by a member of staff.

After School Club Session – includes drinks and healthy snacks

Option 1: 3.00pm – 4.30pm –£5.00

Option 2: 3.00pm – 5.00pm –£6.75

Option 3: 3.00pm – 5.30pm –£8.50

After school club is open during term time only (not on inset days or when school is otherwise closed).

The food provided is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables. Independence is promoted by encouraging the children to prepare their own snacks and to clear away after themselves. Fresh drinking water and milk are available at all times. Please inform staff if your child has any dietary requirements.

Payment Terms and Booking In

Please note: The school is not a profit making organisation and all extra funds will be used for the benefit of the children. However, we do need to cover costs and we will ask that fees are paid in a timely manner. In the event of unpaid fees, regrettably your child will not be able to attend the club until fees are paid.

Fees will be available to view on 'Schoolmoney' (fees will be available on your SchoolMoney account from the last week of the previous half term). All payments must be made in FULL the Friday before the last week of the half term. The payment date will be sent out by text message at the beginning of the new half term and subsequent reminders throughout the half term. We accept cash, online payment and childcare vouchers. Please contact the Manager if you wish to discuss payment terms further.

Places will be allocated on a first come first served basis and in the event of the club being at capacity, we will keep a waiting list.

To reserve your place please complete the booking form and return to us via email or the school office. We are flexible with bookings and take adhoc or short notice bookings as long as there are spaces available on the day. Please contact the Manager on the number provided Monday – Friday during school hours alternatively contact the school office.

Changes to Days and Cancelling your Place

One weeks' notice of termination is required for permanent weekly bookings, there is no reimbursement for any sessions missed, unless 24hrs notice is given by text, telephone or email. If you need to change the days that your child attends, please contact the Manager. We will try to accommodate such changes wherever possible.

Collecting your child

Children should be collected from Woodpeckers. A member of staff will meet you and a register will be marked with the time of departure and signed out by the authorised adult stated. If your child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. The adult nominated to collect the child must be one of those named on the admissions form. No adult, other than those named on the admissions form, will be allowed to leave the Club with a child. In the event that someone else should arrive to collect a child, the Club will telephone the parent/carer immediately to clarify permission.

Late Collection

We understand that occasionally parents are unavoidably held up. However, late collection of your child will incur the charge of the next session, up until 5.30pm. Children who are uncollected after 5.30pm a late fee of £1 for every minute thereafter will be charged.

Absences

If your child is going to be absent from a session, parents/carers must inform the Club on the number provided. If a child is absent without explanation for more than three days concurrently, staff will contact the parent/carers to try to ascertain the reason behind this.

Policies and Procedures

Woodpeckers care provision falls within the policies and procedures of Woodside C of E Primary School. These policies are regularly reviewed and updated by the Governing Body, in line with government requirements and legislation.

We take Health and Safety and Safeguarding very seriously. Our staff are First Aid trained, have Child Protection and Fire Safety training.

The school continually strives to provide the very best experiences for all children and Woodpeckers Club is an extension of this. If you have any feedback or concerns, you should speak initially to the Manager. We will use parental comments constructively to improve our service. However, should you feel a matter has not been resolved, please contact the Head Teacher.

And finally...

Woodside Primary School is very proud to be able to provide this childcare service to our community. We aim to offer children a stimulating and caring environment, where children can feel happy and secure, in a familiar setting with adults they know and trust.

We hope that this prospectus provides all the information that you require and answers most questions. However, if you have any other queries that you do not feel are answered here please do not hesitate to contact the Manager. Likewise, please feel free to discuss any concerns you have about your child's care with the staff.