

# Woodys

## Breakfast & After School Club

Part of  
Elmwood Primary School  
Guys Farm Road  
South Woodham Ferrers  
Essex CM3 5NB  
01245 321301



## CLUB CONTRACT

### 2018-2019

**Breakfast Club:** Monday – Friday (term time only)  
7.30am – 8.55am    8.00am – 8.55am

**After School Club:** Monday – Friday (term time only)  
3.15pm – before 6.00pm

**OFSTED REGISTERED**

*Ofsted Number given on request when booking sessions*

*You can receive help with your childcare payments if you are in receipt of Working Tax Credit.*

*We accept all Childcare Vouchers*

Manager: Amanda Tugby – 07913 957235 (club hours only)  
Email: [woodys@elmwood.essex.sch.uk](mailto:woodys@elmwood.essex.sch.uk)  
Deputy Manager Sarah Bellsham

# Welcome

Dear Parents/Carers,

I would like to take this opportunity to welcome children and parents who will use our Breakfast and After School Club as their childcare provision.

Please find enclosed your new yearly contract. **We advise you to read these documents carefully** as there have been a few changes. **You will need to complete and return Forms A, B, C & D. They are available at the bottom of these pages to print off and complete at your convenience. Hard copies are available upon request at the main office or Woodys.**

This contract sets out the terms and conditions for any child/ren attending Woodys Breakfast and After School Club and also secures your child's place within the club. If these documents are **not** signed and returned then this could result in your child's place being delayed or cancelled. It is the club's right not to accept your child/ren until the appropriate paperwork is completed and signed by the parent/carer of the child.

The information included in the contract is as follows:

- Information regarding your child/rens place, e.g. days and attendance times.
- Behaviour and Discipline Policy and Agreement (required to be signed and returned please).
- Club policy for informing staff if a child is absent from the club.
- Club Fees - a list of fines and charges which may apply.
- ParentPay Information.

Your comments and queries regarding the club are always welcome.

Please email [woodys@elmwood.essex.sch.uk](mailto:woodys@elmwood.essex.sch.uk) or text Woodys mobile: 07913 957 235

We will inform parents of their child/rens progress while they are attending Woodys Breakfast and After School Club. We are committed to providing a high quality childcare provision for all children. Our relationship with parents and children is very important to us and we feel if we can all work together in partnership, then your children will have a happy, fun and safe time at Woodys.

Yours sincerely,

*Mandy Tugby*  
**Club Manager**

Woodys Breakfast and After School Club is open Monday to Friday during term-time only, (excluding Bank Holidays and Non Pupil Days).

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:

<b>Breakfast Club:</b>	£4.65 – including breakfast (7:30a.m. start)
	£3.65 – including breakfast (8:00a.m. start)
<b>After School Club:</b>	£8.30 – including snack (3.15p.m. – before 6.00p.m.)

**Non notification of child not attending their booked session:** £4

**Late Payment Fee:** £15 to cover extra administration

**Late Collection Fee:** £15 (*if your child is collected after 6pm*)

### **WOODYS BREAKFAST AND AFTERSCHOOL CLUB REQUIRES MONTHLY PAYMENT IN ADVANCE ON PARENTPAY FOR YOUR CHILD(REN'S) SESSIONS**

All children are to arrive and be collected at the Woodys entrance (front of the building, next to Reception). Please press the doorbell for entry. Breakfast Club parents must sign their child **in** and After School Club parents must sign **out**. This is very important due to Fire Regulations.

We operate a password system if your child is collected by another person.

**PLEASE INFORM YOUR CHILD(REN'S) CLASS TEACHER OF THEIR SESSIONS**

**Please note due to the amount of children attending Breakfast and After School sessions your booked sessions cannot be swapped to another day.**

At the end of school, junior children are permitted to walk to Woodys from their classroom. Infants are escorted to Woodys by their teacher/ learning support assistant. Children at Woodys will not be left unattended at any time.

There will be various activities for your child(ren) to participate in. There is an area for children to sit quietly and read and an area for them to relax and watch television. Children also have use of the playground and school field, weather permitting. Any children who have homework, which needs to be completed, they will have the opportunity to do so. Members of staff will be available to offer assistance.

All children will be given a drink and a snack (see menu), which will not spoil their evening meal. We support the school's healthy eating policy. Our aim is to provide children with a piece of fruit as part of their snack, if they so wish. **Please can you provide a named water bottle for your child.**

Please note: - if your child is sick or on holiday or you do not require a particular regular session for another reason; please notify Woodys as soon as possible. The session missed will still need to be paid for in order to keep your child's regular place at Woodys available to you.

**Please inform Woodys either by text or email if your child is unable to attend their session.**

**PLEASE TEXT: Woodys Mobile Number: 07913 957235**

**[Woodys@elmwood.essex.sch.uk](mailto:Woodys@elmwood.essex.sch.uk)**

# WOODYS

## SNACK MENU



### **BREAKFAST**

Served between 7.30am and 8.20am

#### **A choice of the following**

Toast or crumpets with butter,  
jam or marmite, or lemon curd  
Pancakes with syrup/honey  
Selection of cereals  
Apple & Orange juice

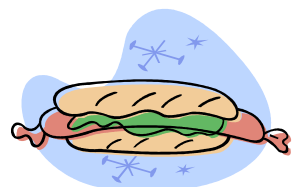


### **AFTER SCHOOL CLUB**

Served between 4pm and 4.30 pm

#### **Options**

Ham/Chicken Cucumber Wraps  
Ham/Cheese Toastie  
Toast with Butter, Jam or Marmite  
Chicken Noodles  
High Fibre Crackers  
Crumpets, Pancakes  
Hot Dogs, Pizza, Spaghetti/Beans on toast



*Fruit available*

Squash or Water

The club will offer two options from  
the above each day



***DIETARY REQUIREMENTS CATERED FOR.***

*Please speak to a member of Woodys Staff*

## Behaviour

Whilst children are at the club being cared for by our staff, they will be expected to follow the positive behaviour expectations below, which link to the school's core values of fairness, respect, caring and responsibility:

- **Listen to all staff members and follow their instructions**
- **Walk carefully around the club (no running)**
- **Use respectful language (no swearing)**
- **No answering back or being disrespectful to staff**
- **Play kindly (no fighting, including play fighting, as this can result in accidents and injuries)**

**Bullying is not tolerated** at all within the club and this will be dealt with straight away. Please ask staff to see the club's anti-bullying policy for further information.

Children are encouraged to inform a member of staff if they are unhappy about something so that this can be dealt with. Children are also encouraged to give staff ideas for activities or games that they would like to be involved in. This is to ensure that the staff are providing a wide range of fun, challenging and stimulating activities for all the children to enjoy.

Children must respect all other children and staff members, including visitors regardless of their age, gender, race, religion and abilities. Everyone at the club will be treated as an individual in order that their needs are met.

### Procedure for Dealing with Challenging Behaviour

Parents are advised to inform staff at the club if their child has any special needs, dietary requirements, medical conditions or allergies which may affect a child's behaviour. There is a section on the registration form for this information. All personal information is dealt with in the strictest confidence by all members of our staff. Parents/carers can arrange to speak to the Woodys Manager Mandy Tugby, regarding their child/ren's individual needs. Please speak to Mandy or the school office who will be happy to arrange this for you.

Staff members are trained to deal with challenging behaviour.

To promote positive behaviour within the club, rules and expectations are used. These rules and expectations are very important to ensure all children are aware of what behaviour is acceptable and what is not. The club will never exclude a child without trying to help the child first. There are many ways in which the club promote positive behaviour for all children.

- Praising the children for good behaviour.
- Talking to children
- Implementing rules and expectations.
- Recording unwanted behaviour and informing parents.
- Time out sessions.
- Working in partnership with parents and the school and organisations where appropriate.
- Dealing with all incidents and unwanted behaviour in confidence.

### What happens if toys, equipment and resources are not treated with respect?

If toys or equipment are not treated with respect and consequently become lost or broken, it is the parent's responsibility to pay for the equipment to be replaced.

The club is aware that equipment will not last forever with lots of children using it, but we have found children are sometimes not looking after the equipment. Please encourage your children to tidy away after themselves and to look after the equipment like it is their own. This is now part of the club's policy and a condition in the Woodys contract. **We ask that children do not bring toys in from home.**

# Fees Agreement and Contract

## HOW AND WHEN FEES ARE TO BE PAID

### IMPORTANT PAYMENT INFORMATION

**Woodys Breakfast and Afterschool Club requires payment in advance on ParentPay for your child's monthly sessions.**

**We do not take cash or cheques.**

(If you have forgotten your ParentPay password please ask Woodys admin)

Fees are to be paid for a month in advance for the days that your child/ren are booked in for, regardless of whether your child/ren attends or not.

**You can receive help with your childcare payments if you are in receipt of Working Tax Credit. Please see online at [www.gov.uk/taxcredits](http://www.gov.uk/taxcredits).**

**We accept all Childcare Vouchers.**

But please be aware it takes three working days for monies to reach our bank account. Parents can pay half termly or termly as this costs the school less in transaction fees.

**The club will take legal action if necessary to claim back any money that is owed.**

If you have any questions or queries regarding the above Fees Agreement or your ParentPay Account, please do not hesitate to contact us. We are here to give you support, help and advice wherever we can.

### **Price List of Charges and Fines:**

Breakfast	7.30am	£4.65
	8.00am	£3.65
After School Session	3.15pm – before 6pm	£8.30
Non-notification of child not attending session		£4.00
Charge for Late Payment of Fees		£15.00 (Extra administration costs)

**A LATE PAYMENT FEE WILL BE CHARGED, FOR EACH CHILD, ON EACH MONDAY IF YOUR ACCOUNT IS IN ARREARS.**

Late Collection Fee (after 6pm)	£15.00
Short Notice Sessions (You can book occasional sessions if there is space available)	£5.00 per academic year

Children can be collected any time **before** 6pm. The Woody's staff and the Caretaker finish work at **6 p.m.** and are paid accordingly. Any child that is collected **after** 6pm will be charged a late collection fee of £15. This will be added to your Parentpay account automatically the following day.

### **Cancelling or changing my child/ren's contract:**

If you no longer require your child/ren to attend Woody's Breakfast and After-School Club a **month's notice is required in writing by email**. Please note that fees will still have to be paid during the notice period.

**Please note that over the last year we have experienced persistent problems with parents failing to inform Woodys staff that their children will not be attending the club.**

This results in staff having to look for children on the school premises and check with the school office whether the child/ren were at school that day. If we cannot find the children this causes a high level of worry for staff members.

To prevent this we ask that you inform us if your child/ren will not be attending their allocated session by texting **Woodys mobile (07913 957235)**, or send a message by email [woodys@elmwood.essex.sch.uk](mailto:woodys@elmwood.essex.sch.uk) otherwise you will be charged a £4 fee.

Thank you for taking the time to read through the new Contract and with your co-operation we look forward to another year with your children attending Woodys Breakfast and/or After School Club.

**Yours sincerely**

*Mandy Tugby*  
**Woodys Manager**

# Form A

## Contact Details & Emergency Medical TREATMENT FORM

*Child's Name:	Class
*Date of Birth:	
*Address:	
*Email address:	
*Emergency Names & Contact Nos/relationship to child:	
*Name of persons authorised to collect:	
*Doctors Name/Tel:	
*Medical Conditions/Relevant Information eg Parental Separation	

**Please note that your child will not be allowed to leave the club with anyone other than parent/carer unless the correct unique password is given or they have been authorised on this form.**

In the event that my child is involved in a serious incident while at the club; The Manager, or a delegated member of Woodys staff will contact me on the above **emergency** contact number immediately.

In the event that my child requires immediate treatment before I am able to get to the hospital, I hereby authorise the Manager or a delegated member of staff, to consent to emergency medical treatment on my behalf.

I understand that this authorisation will remain valid unless I contact the Manager to withdraw it.

*Signature of Parent/Carer:	Date:
Print Name:	



# Form B

\*Child's Name: \_\_\_\_\_ Class \_\_\_\_\_

## **Woodys Password** **All information given in strict confidence**

Woodys Breakfast and After School Club are committed to providing care and education for children in a safe and secure environment. All staff have a responsibility for the safety and security of all children in the club.

Please fill in the slip below with your unique password and provide the names of authorised persons who can collect your child(ren).

### **Name of persons authorised to collect your child(ren):**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

**\*Unique Password:** \_\_\_\_\_

# Form C

## Woodys Breakfast and After School Club

**Contract period: September 2018 – July 2019**

This contract is between Woodys Breakfast and After School Club and the parent/carer of the child/ren registered.

I wish for my child

\_\_\_\_\_  
(Please enter child name attending the club).

Class: \_\_\_\_\_

To attend Woodys \*Breakfast/\* After School Club on the following days:- (Please delete as necessary).

Start Date: \_\_\_ / \_\_\_ / \_\_\_

### **BREAKFAST CLUB**

### **AFTER SCHOOL CLUB**

M T W TH F

M T W TH F

7:30 A.M. £4.65

£8.30

8:00 A.M. £3.65

Short Notice Sessions (if spaces are available) £5 per academic year

**If any days are required to be altered or cancelled, then one month's notice is required by email to woodys@elmwood.essex.sch.uk**

**Sessions need to be paid for in advance. Late payment fee will be charged if your account is in arrears at the end of each week.**

# Form D

## Woodys Breakfast and After School Club

### Declaration 1.1

I give permission for my child to be included in photos which may appear in local press, Woodys promotions and Elmwood School Website. No personal information will be displayed.

I give permission for my child to watch DVD's of a PG rating.

I have read the behaviour and discipline agreement and agree to all the terms and conditions set out within this contract.

I am aware of the way in which staff will deal with unwanted behaviour if it occurs. If my child/ren develop any unwanted behaviour within the club, then I will work in partnership with club staff in order to resolve my child/rens behaviour issues.

I have read and understood the information on rules and expectations and agree to inform my child/ren of these expectations. I agree to all the terms and conditions of rules and expectations while my child/ren is attending the club.

### Declaration 1.2

I agree to ensure that **all** my children's monthly sessions are paid for in advance.

I am aware that if my account is in arrears after each week that I will be charged £15 Late Payment Fee.

I am aware that if I do not notify Woodys staff that my child is not attending their session I will be charged £4.

I have read the fees agreement and understand all the terms and conditions set within this contract.

**I understand that charges may be added to my ParentPay Account if I fail to abide by the clubs terms and conditions set within this contract.**

I understand that my child/rens place can be cancelled at any time if I do not comply with the terms and conditions of this contract.

\*Signed: \_\_\_\_\_ (Parent/Carer)

\*Print Name: \_\_\_\_\_

A copy of this signed document will be returned to you for your information.

Date: \_\_\_\_\_