

Woodys Breakfast & After School Club

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

PROSPECTUS 2019 - 2020



Breakfast Club:

7.30am – 8.55am

8.00am – 8.55am

After School Club:

3.15pm – before 6.00pm

Monday – Friday – term time only

OFSTED REGISTERED

We accept Childcare Vouchers and working tax credits

Email us at woodys@elmwood.school

Manager: Amanda Tugby – 07913 957235 (club hours)

Deputy Manager: Sarah Bellsham

Elmwood Primary School – 01245 321301 (school hours)

WELCOME TO WOODYS

Dear Parent/Carer

Thank you for your enquiry about Woodys Breakfast and After School Club. This prospectus contains detailed information about our club.

We welcome parents/carers 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 forms, please do not hesitate to contact me on 07913 957235 or email **woodys@elmwood.school**

Yours faithfully,

Mandy Tugby
CLUB MANAGER

Woodys Breakfast and Afterschool Club requires payment *in advance* on Parentpay for your child(ren) monthly sessions

Woodys Breakfast and After School Club is open Monday to Friday during term time only, (excluding bank holidays). Breakfast Club is open from 7:30 and two sessions are available. An earlier session is run from 7:30 – 8:55 or a slightly later session of 8:00 – 8:55. After School Club is open from 15:15 and **closes before 18:00.**

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

All children are to be collected at Woody's entrance (front of the building). A doorbell system is in place for security. Children attending the After School Club should be collected **anytime before 18:00.** Failing to do so **will** incur a late collection fee, (full information about fees and charges are included in the contract).

Children will not be unattended at any time.

Woody's Club will have a variety of activities for your child(ren) to participate in. 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 with breakfast or snack (sample menu enclosed). To follow in line with the 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/carer, we operate a password system. Information regarding this will be enclosed 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 even if your child(ren) will be going to a friend's house. You can inform us in by emailing or by telephoning the Woodys mobile to leave a message or send a text. Payment will still be in fruition.

A charge will be made if we are not informed of your child not attending after school.

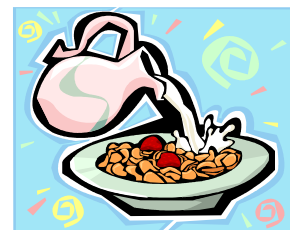
Woodys Breakfast & After School Club

SNACK MENU



Breakfast:

Toast, Crumpets, Pancakes
With Butter/Jam/Syrup/Honey,
Lemon Curd or Marmite
Selection of Cereals
Apple/Orange Juice



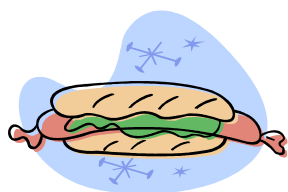
Feel Good Friday Breakfast:

Bacon Sandwich, Sausage in a Roll,
Pain au Chocolat, Waffles, Chocolate Cereals

After School Club:

A choice of two of the following

Ham/Cheese Toastie
Spaghetti/Beans on Toast
Toast with Butter, Jam/Marmite
Chicken Noodles, Wraps, Ravioli
High Fibre Crackers, Crumpets
Hot Dogs, Pizza, Quorn Nuggets



**Fruit
Squash and Water
available**



DIETARY REQUIREMENTS CATERED FOR



Woodys Breakfast & After School Club

Our Commitment.

Woodys promise to Parents:

Our aim is to provide a high quality Breakfast and After School club for reception age to 11 years. We value our relationship with parents in order to provide this high quality service. Woody's is part of Elmwood Primary 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. Staff members have the necessary 'Paediatric 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 children 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) 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/carer 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 accidents will be reported in an 'Accident book', which will also need to be read and signed by the parent/carer on the day in which the accident took place.
- Listen to your views and any concerns, ensuring that we can cater for everyone's individual needs.
- To provide activities appropriate for the children's age, which are interesting and fun.
- Provide at least 1 member of staff to be present on the premises at every session who holds a valid paediatric 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, carers 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.

**Woody's
Breakfast & After School Club**

Where Fun Is

NO. 1!



Woodykins Baby and Toddler Group

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

Come along and join in our sessions



No need to book

**Sessions every Wednesday 09.05 – 10:30
During term time only
£ 3 per child, per session
Extra siblings/guest 50p
(Tea/Coffee and a children's snack
Included in the price)**

**For more information please contact
Amanda Tugby (Woodykins Manager)
01245 321301/07913 957235**