

Woodbridge Junior School

Breakfast & After School Club



Welcome Pack

Woodbridge has been running a successful breakfast club and after school club for several years. We offer high quality, good value provision to our pupils and pupils from aged 5 years up in our local feeder school, Croft Community Infants School. This provision is from 7.30am before school and children will be dropped off at Croft for the start of the school day. After school provision runs until 6pm and children can be collected from Croft.

Our clubs are managed by staff who currently work at Woodbridge. Paula Marriott, Rebecca Wallace and Chloe Shirley run the clubs and are very experienced. Paula Marriott and Chloe Shirley are TA/Midday Supervisors here too. They all have food hygiene certificates and hold full DBS clearance certificates.

All the staff work very hard to ensure that the children who attend have a fun and fulfilling experience as well as the chance to prepare for the school day by having a healthy and nutritious breakfast. There is plenty of space for both quiet games and more physical activities both in the morning and after school. There are lots of resources available for activities such as crafts, Lego, construction and plenty more. There are a variety of board games and access to classroom resources.

Our car park is available for dropping off and collecting children unless it is after 8:30 am when we would ask that you park outside school as the car park gets very busy.

From 1st September 2023 all bookings and payments for Breakfast and ASC will be done via ParentPay. (Please contact the office if you do not have a log in for ParentPay)

- Bookings will be made termly (Sept-Dec, Jan-Mar, Apr-July)
- Maximum of 35 places available at BC/ASC
- Cancellation must be made at least 24 hours prior to the booking, or a charge will be incurred

We welcome feedback and visits by interested families at any time and we hope this helps provide you with the information you need.

Thank you for taking the time to consider us.

Team Woodbridge

Breakfast & After School Club

Invoicing:

Payment can be made in advance on ParentPay and invoicing can be done on request at the end of each month. The invoice is due for payment upon receipt and as we are only a small company prompt payment is appreciated. In the event that you are unable to pay for any reason or facing financial difficulty please let us know. We cannot provide childcare without receiving payment but we promise to treat any such issue with complete confidentiality and to try to help if we possibly can. Any regular booking under this agreement can be cancelled by you with at least 24 hours notice if you lose your employment or are unable to make payments.

Terms and Conditions:

By signing the club registration form you understand that you agree to the charges as set out in this document and the service being offered. You also understand that, whilst we will make every effort to work with anyone facing personal or financial issues, the club retains the right to recover any monies owed under this agreement should it become necessary. In the unlikely event that you refuse to pay and will not communicate with us about the outstanding debt, the club retains the right to reclaim any monies owed. Your details are never shared with any external companies for any reason (unless required by law as part of a legal investigation).

Breakfast and After School Club Registration Form

Name of child Date of registration

Likes to be called..... Home address

Age

Date of birth.....

Parent(s)/carer(s) name(s) Signature of parent(s)

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Email (for correspondence & invoices only) Home tel no

..... Daytime tel no

Please supply the names of 2 people who will be collecting your child:-

1st Name Relation to child (childminder, friend etc)

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Address.....

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Telephone no:

2nd Contact.....

Additional Emergency Contact

Address.....

Name

.....

Address

.....

.....

Telephone no:

Telephone no

Relation to child:

Relation to child

Medical Information

Doctors name

Doctor's Address / Telephone Number

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Details of any significant health issues

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Details of any Special Dietary Requirements, Allergies and Significant Food and Drink preferences (please provide additional information as required for detailed issues):

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Do you consent for members at the club to apply plasters to your child if required?

Yes / No

In the event that my child is involved in a serious incident while at the club, I expect the manager, or a delegated member of staff to contact me immediately on the above telephone numbers.

In the event that my child requires immediate medical treatment before I will be 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 Office in writing to withdraw it.

Signature of Parent/Guardian

Date:

Parent/Carer's Contract

Child's name _____

Parent or carer's name _____

- I consent for my child to attend Breakfast and After School Club.
I understand that the club has policies and procedures and that there are expectations and obligations relating to both the club and myself and my child and I agree to abide by them.
- I understand that Breakfast and After School Club is a play care facility and that whilst my child is there the club is legally responsible for him/her.
My child will be provided with a snack and drink whilst at the club designed to be varied healthy and satisfy them, unless otherwise requested.
- My child will be given stimulating and challenging play opportunities in a fun and safe environment.
- Once my child is delivered to the Club he/she will be in the care of the club until collected and signed out by a 'Named' responsible adult.
- I will inform the school office if I am collecting my child from school on a day that he/she is booked in to the club and understand I will be charged unless I have given 24 hrs notice.

- I agree to pay the club for my contracted hours as indicated on my booking form, I understand that I will be charged for the places I book regardless of attendance.
 - Alterations to contracted hours must be made 7 days in advance where possible and are dependent on availability, refunds remain at the discretion of the school.
 - It is my responsibility to keep the school informed of any alterations to the information regarding my child.
 - The Club closes at 6.00pm and if for any unforeseen circumstances I am going to be late, I will contact the school at the earliest opportunity.
 - If my child is not collected by 6.00pm charges will be incurred.
 - If any child remains at 7.00pm, after doing everything possible to contact parents and emergency contacts, then the Club will be legally required to contact Social Services and the local Safeguarding Children's Board to help with the situation.
 - Whilst we try to ensure the safety and security of items, we cannot be held responsible for anything lost or stolen, any items brought by children are their own responsibility and if brought to the clubs are at their own risk and not covered by our insurance.
 - I have read the school behaviour policy and agree to its terms.
 - Should there be any incidents at the club involving my child, I will be informed of the situation.
 - If my child has an accident, then he/she will be treated by a qualified first aider and I will be informed of the situation as soon as possible. If there is a situation where my child needs urgent medical treatment and I am unavailable, a member of staff from Club may sign any consent forms necessary for treatment on my behalf.
 - Any information and details regarding my child will be treated as confidential.
- However, there may be times, for example in cases of child protection concerns, when details of my child may be passed on to other agencies. For example Police, Social Care and Health Care Professionals.
- Where you make a claim to tax credits or Universal Credits for your childcare costs, it is your responsibility to ensure you provide them with the correct hours, charges and details at all times.

Should HMRC contact the club we are legally obliged to give them details of the correct hours used for any claim.

I have read and understood the above terms and conditions and I agree to abide by them.

Full Name of Parent (Printed):

Signature:

Date:

Photograph Permission Form

The use of photographs is an important developmental tool which is widely used in play and educational settings for recording, sharing and displaying activities that your children have undertaken. At Breakfast and After School Club we take the issue of child protection very seriously and we would never knowingly publish an image of your child without your consent.

As the parent or carer of the child named below, I grant permission for images of my son or daughter to be used for the following purposes:

- Electronic and printed information, displays and exhibitions at the club
- Website for club
- Promotional material for the club
- To accompany staff or student coursework
- Observation and assessment
- Club records of my child
- Local newspaper or magazine
- National newspaper or magazine
- Other organisation's website
- Other organisation's promotional material

I understand that personal details or names of any child in a photograph will never be given in such a way that would allow them to be individually identified.

I understand that this image will NOT be used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for the child or their parent or carer.

I understand that there will be no payment for my child's participation.

Child's name Date

Parent/carer name Signature