

Jammie Dodgers session times and costing.

Term Time

Monday to Friday 3pm until 5.45pm £8.50 per child

There is a late collection fee - £1.00 per minute will be charged

Holiday Club

Full day 8.30am – 5.45pm £25.00 per child

Half day 8.30am – 1-pm £13.00 per child

1-pm – 5.45pm £13.00 per child

There is a late collection fee - £1.00 per minute will be charged

Payments

Fee are paid monthly in advance, invoices will be given at the beginning of each new calendar month. Bills must be paid in full by the date stated on the invoice all late payments will incur a £10.00 charge per 2 week period.

Fees may be paid in cash, Debit card or childcare vouchers.

Termination notice

The Club requires one calendar month written notice. Our Payment and Fees policy also states that the notice period **cannot include any retained/ holiday days thus meaning full fees charged for notice period.**

At The managers discretion a half fee retainer maybe granted for a maximum of 10 days during term time. All requests must be in writing and submitted at least two weeks' notice prior to start of retained period.

Your child is not automatically booked into Holiday club it is your responsibility to return the booking forms before the qualifying time expires. With this in mind all holiday club dates requested by the

parent/carer will be charged to your child's monthly bill, even if you fail to use the holiday club

General information

The After School Club only collects children from Clarendon infant and junior school, how ever if your child attends a different school and you wish them to attend our club. You should contact the manager and inform her of your child's travel arrangements .The club will accept no legal responsibility for the care of your child until they reach the club premise.

Sickness

Our policies and procedures are in line with the Health protection agency guidelines for all infection and illnesses. A copy can be viewed in the office or by visiting the Health Protection agencies website.

Sickness and diarrhoea.

The HPA currently states that for Sickness and diarrhoea exclusion is 48hours from the last bout of sickness or diarrhoea. We adhere to this for both children and staff. We ask for your cooperation to help keep both our children and staff free from illness.

Antibiotics

If your child is prescribed antibiotics by your doctor they are not allowed to attend for 48hrs following commencement of treatment. If after this time the course is continuing and needs to be administered we can assist in this providing a medication administration form is completed prior to the child returning.

Safeguarding children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children are protected against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against a member of staff. Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

Esafety – Our website blog page is password protected for security with regards to children’s images/statements, parental or office statements. Our welcome page images are also protected against image coping. Parental consent is obtained prior to images being uploaded onto site. Mobile phones – parents are prohibited from filming or photographing whilst the club is in session.

How Parents are or can be involved within the club

As a club we recognising and acknowledge that parents are the child’s primary carer and that are role is to build strong links with home and club life. We do this by inviting parents to take part in a session by sharing their own interests and skills with the children and staff. Parents have visited the club to teach children how to knit and sew. Another parent’s band has performed for the children and a number of parents have aided the manager with brainstorming ideas for the clubs website. We welcome and encourage parental involvement within the management committee as trustees.

Refreshments

We provide a variety nutritionally balanced snacks .With fresh fruit or vegetables offered daily, the snack list is on display on the parent’s notice board. The children are offered the choice of fresh water or sugar free squash to drink and they are encouraged to serve themselves throughout the session.

As stated on the registration form we need to be informed of any allergies for food intolerances so we can ensure every dietary need is catered for. During holiday club sessions parents are required to provide a packed lunch. With this in mind our setting has a strict “No nuts, fizzy drinks or sweets/ chewing gum” rule. We thank you for your co-operation with this matter

Daily routine

3pm – 3.30pm School pick up

---Walking bus to transport the children safely to the TLC. Please do not distract the staff during this time. If you wish to pass a message or inform us that you have already collected your child then please call the club office before 3pm.

3.30pm-4.30pm Cafe Snack time

-----The café is open for one hour every day and the children choose when they wish to eat their snack, Children who do not wish to eat snack are encouraged to have a drink

3.30pm – 5.30pm Free Play

-We have a varied amount of activities available daily for the children to use. The activities on offer are rotated to ensure the children do not get bored and have an opportunity to try new things. The children are involved in the planning of activities. We try to plan art and craft ideas around themes which again the children help to decide on. The main areas of play are as follows;

- **Role play and dressing up**
- **Construction toys- Lego, knex etc.**
- **Art and craft table(Doddle zone)**
- **Baking**
- **Quiet area (chill zone)**
- **Games area (Games zone) – Pool, table football, air hockey.**
- **Computer games/ Karaoke/wii/ xbox**

We also have a large outdoor play area with climbing equipment and a play park to use when the weather is nice.

We also play team games on the sports field in the leisure centre grounds i.e. rounder or football.

5.30pm-5.45pm - tidy up ready for end of session.

Holiday club routine

8.30am---- start of session

Parents are required to sign their child/ren in on the daily register giving up to date contact numbers.

9am – 10am – Rolling Snack café.

Children can choose when they would like to eat their snack.

Children who do not wish to eat are encouraged to drink.

We provide a variety of nutritionally balance snacks. With fresh fruit or vegetables offered daily, the snack list is on the parent's notice board. The children are offered the choice of fresh water or sugar free squash to drink they are encouraged to serve themselves throughout the day.

8.30 -10.30 Free play – We set the room with different play zones, Art and craft table, role-play, group games, chill zone and computer / TV zone. There are also 32 activities for the children to self select if they wish. If the weather is good outside play will also be offered. The toys and activities are rotated daily to ensure the children do not get bored and have an opportunity to try new things.

10.30 – 12. 30 Planned activity time. --- This activities consist of trips out into the community, swimming, Visits or demonstrations by outside agencies or specific craft / baking opportunities. Parents will be given a programme containing all such activities at the time of booking. If parents then have any concerns please speak to a staff member.

12.30 – 1.30pm – Lunch hour – Children will be able to eat their lunch that has been supplied by parents or carer.

1. pm – End of morning session/ start afternoon session

1pm – 1.30 pm Free play as am (outside play is preferred)

1.30pm – 3.30pm Planned activity time as am

3.30pm – 4.30pm rolling snack café as am

3.30- 5.30pm – Free play as am

5.30 – 5.45pm tidy up ready for end of session

Jammie Dodgers is a child centred club we like to make sure all the children's individual needs are met. With this in mind the daily rota

is offered to you as a loose framework and if changes are made parents and carers will be informed

Jammie Dodgers Golden Club rules

- 1. Be kind and help one another.**
- 2. Always use please and thank you.**
- 3. Show respect for each other and staff members**
- 4. Listen carefully, to what is being asked.**
- 5. Take turns and share the activities**
- 6. Show respect for the club equipment**
- 7. Always tell a staff member if someone is unkind.**
- 8. Always tidy up the toy or activity you have been playing with before you go home.**
- 9. Always wear a visibility vest when walking from school to TLC**
- 10. Always walk sensibly and stay with your partner on the walk to the TLC.**

These are our golden rules. Please help us to ensure your child is aware of the importance of these rules, and the reasons we apply them

Please note that parents can view the clubs policies and procedures at any time, enquires are to be made to the manager.

Thank you for your co-operation

**Louise Chant
Manager.**

