



## THORPE HESLEY PRIMARY SCHOOL "Woodlies" After School Club

### GUIDELINES

- The Club will be open Term time and have 50 places available for children throughout all school.
- The Sessions will run from 3.15 to 5.45pm. Monday to Friday in the Junior Building's Outside Classroom. We also offer sessions 3.15 to 4.30pm
- Access will be through the Junior Playground (outside classroom). All children must be collected from the outside classroom by a parent/guardian listed on the Club's safeguarding sheet.
- No vehicles to come down the schools' drive. Parking is on Upper Wortley Road.
- The After School Club contact person is Mrs Denise Woodcock.
- The children will be taken to the After School Club by 2 members of staff from the Infant building at the end of the school day.
- Children will be offered as standard:-A warm snack which will be changed each day (e.g. Beans on Toast, Cheese on Toast, Pizza), juice, fresh fruit, yoghurt, jelly and other healthy food items will be offered from time to time. A smaller snack of toast, crumpets etc is offered to those staying till 4.30pm.
- The cost of the session will be £11.00 per child per day. It is £5.50 per day for sessions till 4.30pm.
- Parents/Carers will sign a Booking Form (Contract) for each  $\frac{1}{2}$  terms provision. Please say on booking if your child only wants session till 4.30pm. The sessions can be regular days each week or you can book individual dates.
- Payment will be required **in full** by the beginning of each  $\frac{1}{2}$  term as soon as parents have had their booking confirmed. If this isn't paid within the first 7 days a 10% surcharge will be added. (Please speak to Mrs Woodcock if you have a problem)
- All payments are to be made either on **Arbor**, or **childcare vouchers**.
- Refunds cannot be given if your child doesn't attend for any reason, unless school has had to cancel due to bad weather etc. The money will then be deducted from the next month's invoice.
- A Registration form must be completed giving us details of medical information, particularly food allergies, emergency contact phone numbers and the people who can collect the child from After School Club.
- Any child whose behaviour is unacceptable will lose the right to attend the Club.
- For children who have not booked to attend on a regular basis, and parents wish to make an occasional booking, they can phone 0114 2570153 then select the Infant building to check if we have any After School Club places available.
- If you have any queries regarding After School Club please see Mrs Woodcock or contact her on 0114 2570153 then select the Infant building.