

## WUFA - Afterschool Club Timetable 2017

Time	Activity
<b>3:15</b>	Children collected from school by WUFA team
<b>3:30</b>	Register taken at WUFA by a shift Supervisor
<b>3:35</b>	Children's Choice
<b>3:45</b>	Fruit and drink for Afterschool Club children (Children on a 6pm finish have something more substantial at 4.30)
<b>4:00</b>	Children's Choice and Guided Activities
<b>4:20</b>	Children arrive from School Clubs accompanied by School Staff/Course providers
<b>4:30</b>	Small snack and drink for remaining children
<b>4:45</b>	Children's Choice and Guided Activities
<b>6:00</b>	Last collection for remaining children

**Children's Choice:** During our sessions children have access to a variety of drawing, craft materials, water play, sand, outdoor play, role play, board games, table top games, music, books, construction.

**Guided Activities:** This can vary depending on seasons, celebrations and children's interests. Some recent activities have been: A table tennis league, Bingo, Cooking Pizza. If you would like to see our Termly folder 2017 of future ideas please speak to a member of the team.

**Food and Drink:** Water is available at all times, at snack times we will also provide milk. Children that attend until 4.30pm will be offered a piece of fruit. Children that stay until 6 pm will be offered a light healthy snack such as 50:50 bread, bread sticks, Pitta bread, Fruit, Veg. Breakfast Club we offer Juice, cereal, toast.



## General Information, Procedures & Policies

Full Terms and information can be found in our Welcome and Information pack

**Policies** – All policies can be found in WUFA front entrance and on our website: [wufa.co.uk](http://wufa.co.uk)

**Ofsted** – Report can be found on our website; issued April 2017. Rated as “Good”

**Bookings** – Can be made through our office via email. Any permanent changes require one Half Terms Notice in writing or direct with our Admin manager. Please do not make requests to members of staff. If you request a change of session due to personal circumstances we will accommodate if possible.

**Collection – At the end of School day:** All booked children will be collected from the School by the WUFA team, with the exception of children that are attending clubs. Those children will be brought over to WUFA by School or the course provider. (NOTE: It is parent’s responsibility when booking clubs to request their child is taken to WUFA) If you are unable to collect your child or your child is not attending a particular session please notify WUFA by 2pm on the day by email or telephone failure to do so may result in exclusion from the club.

### Fees and session times –

**Breakfast Club:** £5 7.30am – 8.45am

**After School Club Short:** £6 3.15pm – 4.30pm

**After School Club Long** £13.50 3.15pm – 6.00pm

**Late Collection from any session** – Will incur a fee of £5 for every 15 minutes, this will automatically be added to your next bill.

**Fees:** Are emailed out monthly. Fees that are not satisfied within 10 working days of the date of invoice will incur a daily late charge of £5 per day. WUFA reserves the right to remove any child from our Clubs and Pre-School when bills are not satisfied within these terms.

**Allergies & Medications** – Please notify WUFA office of all allergies and medical requirements.

**Contact Details** – It is imperative we have your updated contact details, this includes telephone numbers and email addresses. We send out group messages via email and also post messages on Facebook. Please “Like” our page.

### **Wufa Behaviour Code – (The following Policy is applicable to children Aged over 8 and older)**

WUFA Breakfast Club and After School Club aim to provide an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. However there are times when unacceptable behaviour becomes a problem for the well being of all children and staff at the club, and further action is necessary.

In cases of persistent unacceptable behaviour, WUFA staff in consultation with the Manager or Deputy will adhere to the following guidelines:

- Recurring behaviour problems are tackled by explanation and discussion with all children at the setting, in order to establish an understanding of the cause and offer a solution.
- If unacceptable behaviour persists, parents/carers will be informed by means of a phone call or email. This correspondence will explain that either further unacceptable behaviour will result in a second written warning, coupled with immediate exclusion from the club for a minimum of 2 weeks
- OR with immediate effect, the child has been excluded from the setting for a minimum of 2 weeks.

Subsequent unacceptable behaviour will result in total exclusion for the remainder of the Term and may result in the child losing the place all together. Each case will be dealt with sensitively and fairly, but ultimate the safety and well-being of all children attending will not be compromised because of the behaviour of one child.

Fees paid by parents for an excluded child are not refundable.