



CLUB ALLOCATIONS: SEPTEMBER 2019 BREAKFAST CLUB & AFTERSCHOOL

Thursday, 23 May 2019

Dear Parent/Guardian,

Due to an exceptional and a positive amount of enrolments for WUFA After School Clubs for the coming school year we have decided to extend all our clubs from September 2019. Rather than sending out individual emails we are sending everyone this letter. You have all been allocated your chosen sessions in Breakfast Club and After School Clubs.

As you can imagine we have had to secure staffing and ensure all Safeguarding procedures were satisfied prior to sending out this letter. If you foresee any changes to your sessions, we kindly ask you to let us know as soon as possible because from September we will be officially full in Breakfast Club and After School Club every day.

Our session times and location for each day are as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club in WUFA Building	7.30 to 8.35am All ages	7.30 to 8.35am All ages	7.30 to 8.35am All ages	7.30 to 8.35am All ages	7.30 to 8.35am All ages
After school Club in WUFA Building	3.15 to 6pm Under 8 years old	3.15 to 6pm Under 8 years old	3.15 to 6pm Under 8 years old	3.15 to 6pm Under 8 years old	3.15 to 6pm All ages
After school Club in Youth Club	3.15pm to 5.30pm Over 8 years old	3.15pm to 5.30pm *** Over 8 years old	3.15pm to 5.30pm Over 8 years old	3.15pm to 5.30pm Over 8 years old	

PLEASE NOTE:

***The additional Tuesday session being held over in Youth Club is being run on a trial basis for one term, running from September – December 2019. A half term notice will be given in the event it is not sustainable.

***Youth Club children will return to the main WUFA building at 5.30pm each day, collection after this time will be from the Wufa building.

We hope you find this information helpful and appreciate it involves a bit of reading. Please do contact our office direct for any further clarification.

Best Wishes,

WUFA CIO

Afterschool Club Timetable Updated May 2019

Time	Activity
3:15	Children collected from School/Nursery by WUFA team and taken to their age appropriate WUFA club
3:20	Register taken at WUFA by a shift Supervisor
3:30	Snack/Drinks for all Afterschool Club children
3:45	Children's Choice and Guided Activities
4:20	Children arrive from School Clubs accompanied by School Staff/Course providers, they are offered snack/drink (please see note below)
4:30	End of After School Club – Short Session
4:45	Children's Choice and Guided Activities
5:30	Over 8 children return to the WUFA building in readiness for collection
6:00	End of After School Club long session

Children's Choice: During our session's 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, piano, Wii, PC, rounders, Badminton, table tennis, pool.

Guided Activities: Set up specifically for children with adult support/encouragement. This can vary depending on seasons, celebrations and children's interests. Some recent activities have been: A table tennis league, Bingo, Cooking Pizza.

Food and Drink: All children will be offered a light healthy snack such as 50:50 bread, bread sticks, Pitta bread, Fruit, Veg. At Breakfast Club we offer Juice, cereal, toast for children that arrived before 8am



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

Safeguarding - Safeguarding is our priority at WUFA and as such we request that if your child is due to attend a session but is unwell or you make other arrangements for that day please call or email us to let us know, we want to ensure your child is safe.

Bookings/Termination – 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 the team they are unable to access registers. If you request a change of session due to personal circumstances we will accommodate if possible.

Collection/Absence – At the end of School day: All children will be collected from the School by the WUFA team, except for children that are attending School clubs. If you are unable to collect your child or your child is not attending a session, please notify WUFA by 2pm on the day by email or telephone repeated failure to do so may result in permanent exclusion from the club.

School run Clubs - It is parent/guardians' responsibility when booking clubs to request their child is returned to WUFA after the end of their club.

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. We are a charity, 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 post messages on Facebook. Please "Like" our page.

Fees and session times:

Breakfast Club:	£5.75	7.30am – 8.45am
After School Club Short:	£6.75	3.15pm – 4.30pm
After School Club Long	£14.50	3.15pm – 6.00pm
Late Fee	£5	(for every 15 minutes)
Late Bill Payment	£10	(Added to bill)

Behaviour Policy

Breakfast Club & After School Club

(The following Policy is applicable to children Aged over 8 and older)

WUFA Breakfast Club and After School Club 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 wellbeing 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 altogether.

Each case will be dealt with sensitively and fairly, but ultimately 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.

A copy of all our Policies can be found in WUFA front hall and our website: wufa.co.uk