

Welcome to Adventure Clubs which aims to provide high standard before, after school and pre-school care for your child.

We are based at Woodcocks' Well CE Primary School Mow Cop. At Woodcocks' Well we enjoy the spacious hall, separate class room for the pre-school and access to both the school outdoor area and our own separate outdoor play area.



Our staff are specially trained to look after your children, all holding a child care qualification, they also all hold a First Aid certificate.

Some of our activities are planned in advance and some are planned by the children themselves on a daily basis giving the children the flexibility of what they want to do.

We have an extensive range of equipment and toys and items for craft work at both of the settings. All children will also enjoy outdoor play most days.

The club is open term time for all children aged three years to eleven years.

We aim to provide a high standard Pre-school with a safe, stimulating and homely environment. All children in our care are given kindness, security, encouragement and praise that allow them to progress at their own pace.

The room is equipped with a full range of learning experiences and the children are cared for by qualified, friendly staff. Your child's progress will be carefully monitored and their individual achievements recorded.

As parents, we believe that your child's happiness is one of the most important aspects that affect his or her development. If you have any queries regarding your child's needs throughout his or her stay with us, please contact us on 01260 291155.

Maureen & Susanne

Early Years Foundation Stage

From September 2012, the Government have introduced some changes to The Early Years Foundation Stage. The aim is to ensure that every child is given the opportunity to learn through play to the best of their ability. The areas of Learning and Development have been divided into Prime areas and Specific areas.

Play is vital to children. It helps them understand the world around them and to develop socially and emotionally. It's through play that children learn, develop at their own pace and have fun. All children should be able to play and learn in a fun environment with adults who understand, support and care about them. We want the children we care for to feel secure, not pushed or pressured, and to build on their confidence.

Play in a secure environment with effective adult support allows the children to explore, investigate and enjoy the learning experience.

We help them to practice and develop ideas, concepts and skills by delivering the curriculum in a number of ways including:

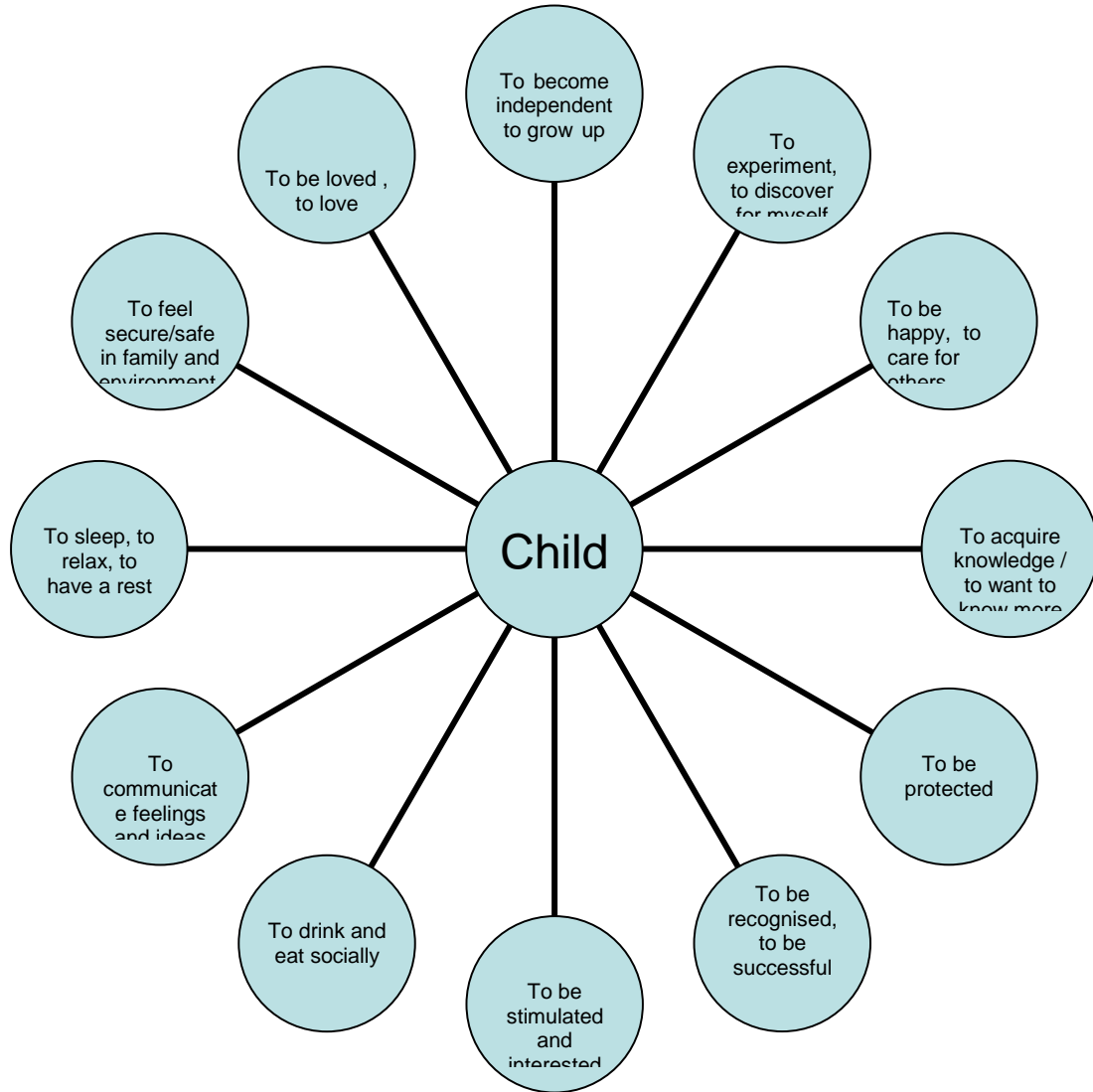
PRIME AREAS

- ❖ **Personal, Social and Emotional Development**
- ❖ **Physical Communication and Language**
- ❖ **Communication and Language**

SPECIFIC AREAS

- ❖ **Literacy**
- ❖ **Mathematics**
- ❖ **Understanding the World**
- ❖ **Expressive Arts and Design**
- ❖ **Dance and Music**
- ❖ **Stories and circle time**

What I Need



General Information

Snacks

Pre-school will be provided with Milk, Water and a snack during the morning and afternoon session.

Breakfast will be served at 8.15am. This will consist of cereal and toast. Please ensure your child is at the club by 8.15am if breakfast is required.

Afterschool will be provided with a snack with milk or water to drink.

We can cater for special dietary needs.

Clothing

Pre-school children will need a complete change of clothes, clearly marked with your child's name, in a named bag. Please ensure your child brings a coat, hat and gloves in the colder months. It is advisable to send your children in older clothes due to the messy activities that we provide. The Pre-School cannot accept responsibility for clothes that are not named.

During the hot weather, high factor or sun block cream will be used. Please put this in your child's spare clothes bag.

Departure of Children

Your child will only be released from the pre-school with a parent, unless other arrangements have been made in advance and staff are made aware who will be collecting your child. Children under sixteen are not allowed to collect children in our care.

Opening Times

Breakfast Club opens at 7:30am

Pre School opens at

9.00am – 12.00pm morning session (with doors open from 8:45am for parents)

12.00pm – 3.00pm Afternoon session

Children are able to attend for extra sessions to cover the lunch period or a full session. These will be charged for.

The Pre-school is not insured to care for your child before and after these times but you are welcome to book them in to Before or Afterschool

Afterschool will start as the children are collected from their classrooms or following a school activity.

Absence

Absence is recorded and if we do not receive a telephone call confirming the reasons for absence, we will contact Parents if 5 sessions are missed. If contact cannot be made we will contact the Safeguarding Access team.

Terms and Conditions

- ❖ Please ensure staff are informed by Friday at the latest if your child will be attending the club the following week. Once booked, these sessions will be charged for, even if your child does not attend school on that day or due to illness.

❖ Payment of Fees

At the end of each month an invoice will be sent. Payment can be made by cash or cheque or bank transfer.

10% will be added for late payments and places booked but not used are still charged for. Your cooperation in this matter is appreciated.

Bank Details for payments are; Barclays Bank
Sort Code – 20-53-77
Account Number – 20956074

If your child is off sick or on holiday, payment is still required.

- ❖ Before School at Woodcocks Well £ 3.50
- ❖ After school until 5.30pm £ 8.00
- ❖ Then after 5.30pm £ 9.00
- ❖ Extra Pre-school sessions (3hours) £13.00
- ❖ Extra ½ hour sessions are £2.25
- ❖ 10% discount will be given for the second child and the third child will be free. Except Pre-school.
- ❖ The club will close at 6pm prompt. Please arrive at 5.55pm at the latest.
- ❖ Late collections will result in a late payment fee of £5.00 per 15 minutes.
- ❖ We are not able to take children who are obviously unwell.
- ❖ Adventure Club does not tolerate unacceptable behavior from any child, Parent or adult.
- ❖ Please telephone the club if your child is booked and unable to attend due to illness or change of plans i.e. child attending a party after school.

ADVENTURE PRE SCHOOL

SICK CHILDREN POLICY

Adventure Pre School cannot accept sick children. It is not fair on the child, other children attending or the staff.

Children cannot be accepted at Pre-school if they are / have:

- ❖ If the child is obviously unwell**
- ❖ If the child has a temperature above 37 degrees**
- ❖ If your child has sickness or diarrhoea**
- ❖ If your child has an unexplained rash and hasn't been seen by a doctor**
- ❖ If your child has conjunctivitis**
- ❖ If your child has any contagious or infectious illness**
- ❖ Your child must be picked up immediately with sickness and diarrhea and cannot return to the Pre-school for 48 hours or until cleared by their GP.**

If your child is recovering from any of the above, please check with the staff before returning.

Nursery can only operate efficiently if the staff are not subjected to sick children who pass infection through the Pre School. Your co-operation is greatly appreciated.

General Routine for Afterschool clubs

3.00pm/4.00pm

All children attending the club are picked up from their classroom and escorted to the club.

Hang up coat/bags etc.

Settle in – free play/structured activity. Children can chose own activity or join in with the structured activity planned for the session.

Monday; Games Galore
Tuesday; Phys Kids
Wednesday; Lets Bake
Thursday; Art Attack
Friday; Chill out, with video or music.

Please note that themed nights can be re-arranged to suit your child and their interests.

4.00pm - Snack

4.15pm – 5.30pm

Free play or out-door play. Some parents may request that their child completes homework at the club and a quiet area is provided for this purpose.

5.30pm

Tidy up. Children are encouraged to help. A choice of activity is offered to the child until the end of the session.

ADVENTURE CLUBS LTD
ENROLMENT FORM

I WISH MY CHILD TO ATTEND

AT (setting)

CHILDS NAME.....

CHILD'S ADDRESS.....

.....

POST CODE

DATE OF BIRTH

GENDER

MOTHERS NAME.....

Does this parent have parental responsibility? Yes/No (delete)

HOME NUMBER.....

MOBILE NUMBER.....

PLACE OF WORK.....

WORK CONTACT NUMBER.....

FATHERS NAME.....

Does this parent have parental responsibility? Yes/No (delete)

MOBILE NUMBER.....

PLACE OF WORK.....

WORK CONTACT NUMBER.....

**EMERGENCY CONTACT NAME.....
(MUST NOT BE PARENTS)**

EMERGENCY CONTACT NUMBER - HOME.....

MOBILE.....

**EMERGENCY CONTACT
ADDRESS.....**

.....

.....

The following people have my permission to collect

(must be over 16 years of age)

1.	2.
3.	4.

DETAILS OF DOCTOR

SURGERY NAME.....

DOCTORS NAME.....

PHONE.....

PLEASE INFORM US OF ANY CHANGES TO THE ABOVE

HEALTH DECLARATION

Allergies/special dietary needs/health problems

Does your child have any special needs or disabilities?

Yes/No (delete)

Details:

Are any of the following in place for your child:

Early Years Action? Yes/No (delete)

Early Years Action Plus? Yes/No (delete)

Statement of special educational need Yes/No (delete)

What special support will he/she require in our setting?

Names of professionals involved with your child

Name Role

Agency Telephone

Name Role

Agency Telephone

Do you have a health visitor? Yes/No (delete)

Name

Based at

Telephone

Does your family have a social care worker for any reason?

Yes/No (delete)

Name

Based at

Telephone

Signed by:Mother

Signed by Father

Signed by Guardian

Date

Days required Pre-School(please tick as appropriate)

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 9am- 12pm					
Afternoon 12pm- 3pm					
Full Day 9am- 3pm					
Extra $\frac{1}{2}$ hour to cover lunch time					

Commencement Date:

Days required Before School/ Afterschool

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
Afterschool Club					

Commencement Date:

ADDITIONAL INFORMATION FOR PRE-SCHOOL CHILDREN

What are your child's interests?

Does your child have specific toys they like to play with?

Are there any areas of learning your child is particularly strong in?

Are there any areas you feel that your child needs extra support?

Is your child fully toilet trained?

Any further information to assist your child's transition into Pre-school

Please tick one of the following boxes. This information is required by the Children and Young Families Team / Childcare Workforce Development Team.

WBRI	White, British	
WIRI	White, Irish	
WIRT	Traveller of Irish Heritage	
WROM	Gypsy / Roma	
WOTH	White, any other background	
MWBC	Mixed, White and Caribbean	
MWBA	Mixed, White and Black African	
MWAS	Mixed, White and Asian	
MOTH	Mixed, any other mixed background	
AIND	Asian or British Asian, Indian	
APKN	Asian or British Asian, Pakistani	
ABAN	Asian or British Asian, Bangladeshi	
AOTH	Asian or British Asian, any other Asian background	
BCRB	Black or Black British, Caribbean	
BAFR	Black or Black British, African	
BOTH	Black or Black British, any other black background	
CHNE	Chinese	
OOOTH	Any other ethnic background	
REFU	Did not wish to be recorded	

How did you hear about Adventure Clubs Ltd

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I / We accept the above fees, terms and conditions and have been made aware of Adventure Clubs Ltd Policies and Procedures.

Signed.....Parent/Guardian Date.....

I / We give permission for Senior Staff at Adventure Clubs Ltd to act on my behalf when dealing with first aid requirements for my child and hospital treatment in my absence and to seek emergency advice as necessary via the telephone or if the child is transported to hospital.

Signed.....Parent/Guardian Date.....

I give / don't give permission for my child to have his / her photograph taken by local newspapers and print his / her name in the paper while they are in attendance at Adventure Clubs Ltd.

Signed.....Parent/Guardian Date.....

I accept that four weeks notice or four weeks fees must be given if my child is leaving Adventure Clubs Ltd.

Signed.....Parent/Guardian Date.....

I accept that I will be charged £5.00 for every 15 minutes or part of that I am late collecting my child From Adventure Clubs Ltd.

SignedParent/Guardian Date