

# Little Hadham's After School Club

Dear Parents and Carer's,

Hopefully by now most of you will know that Night Owls is finishing and from January we will be setting up our very own afterschool club here at Little Hadham.

This letter aims at clarifying some changes which will occur to after school club from January. Please take the time to read through all the changes as some of them may affect you.

## Prices

**Times: 3.00pm – 6.30pm.**

**Days: Monday to Friday.**

**Cost: £12 per session.**

## Meals

Children will be provided with a light meal and a dessert at tea time. We will serve a balance of food children love alongside food which we know is nutritionally balanced for children. Examples of the meals we will serve are; jacket potatoes with various fillings and a healthy fruit salad, cheesy Pasta bakes, toasted sandwiches with salad, fish finger baps, make your own pizza. This menu will rotate every 3 weeks.

## Members of staff

Mrs Askew and Mrs Horton will be running the club and are very excited and enthusiastic about this new project.

## Activities

Daily focused activities will be planned every 3 weeks. A focused activity is one which is adult led. An example of the themes will be:

Monday – Construction/Lego/Crafts

Tuesday – Art/Junk Modelling/Craft

Wednesday – Games/Badminton/indoor hockey

Thursday – Dance/Role Play/Drama

Friday – Chill with a film hot dogs and nachos

Alongside the focus activities there will be lots of other activities going on for your children to freely choose.

## Policies and procedures

Next week you will receive a pack of policies and procedures. You will be able to read through them so you know how the setting will operate and the standards which we follow. These will need to be signed before we accept your child. Below are some points which will be highlighted in the policy pack.

## **Payment**

We would like all payments to be made via The Gateway leaving a residual minimum payment of one day's childcare (£12). This will cover any last minute bookings. **ALL SESSIONS NEED TO BE PAID FOR IN ADVANCE OF BEING USED.**

## **Bookings/Attendance/Cancellations and Collection**

When booking your childcare you will need to book directly through the club's telephone number. You are able to text or call. You will be required to book in advance for the days you need care. This is to ensure we have adequate staff, food and materials to cater for your child. If you need to cancel a booked session, we require **7 days' notice.** If we do not have 7 days' notice you will still be charged for your booked sessions. If your child is absent from school due to sickness for example you will also still be charged.

If for any reason your child is not going to be at the Club on an arranged day, please inform the Club Leaders on the mobile telephone number as soon as possible.

To collect your child, you will need to come to the main entrance. To gain admittance, press the bell and a member of staff will let you in.

Your child is only permitted to leave the club with a 'named contact' (as disclosed by you on the registration form). If an unauthorised person arrives to collect your child, they will not be permitted to leave until we have made contact with you or one of the 'named contacts'. No child under the age of 16 is permitted to collect your child unless we have written permission from you, the parents.

Your child **must** be collected by 6:30 pm when the After School Club closes. A late collection fee of £10 will be payable if your child is collected after 6:30pm and before 7.00pm. This charge reflects the costs incurred to keep the school open and staffed. You will be asked to sign a late collection sheet. This charge will apply even if a phone call notifying the club of late arrival has been made. Persistent lateness may result in your child losing their place at the After School Club. Persistent lateness is deemed as 3 times during a half-term.

If you have not made any contact with the After School Club and your child is not collected within half an hour of closing, i.e. 7:00pm, then the After School Club are required to contact the relevant authority, i.e. Children's Services and Police.

## **Finally**

We hope that these changes are welcomed and that they will help to make the club the best it can be for you and your children.

We always welcome parents input and feedback and want to work in partnership with you. If you have any questions or queries, please feel free to email us at [admin@littlehadham.herts.sch.uk](mailto:admin@littlehadham.herts.sch.uk)

Thank You