

## Charges

3.15pm-4.15pm—£4.50 (inc biscuit & drink)

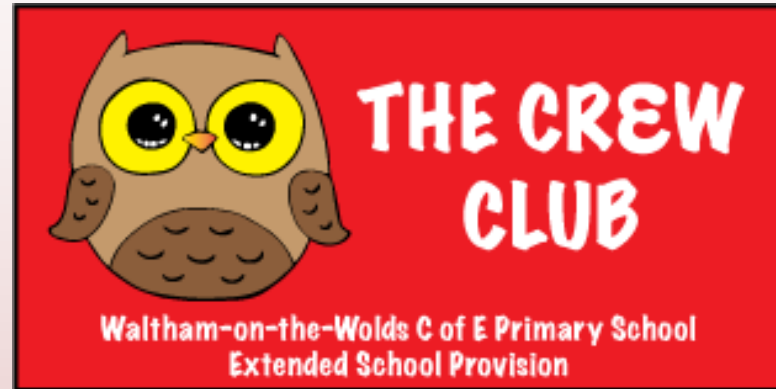
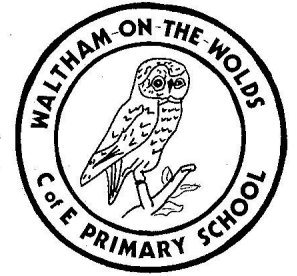
Pre-School 4-4.15 (15mins) - £1

3.15pm- 5.15pm—£9.00

3.15pm-6pm—£12.00

Snack tea £1.50

(As the After School Club is a registered provider, Family Tax Credits can be used to pay for up to 70% of the costs. All employee childcare voucher schemes such as Care4 or Computershare are also accepted.



### About the Club

Waltham After School Club is registered by Ofsted as an After School Care provider. The club was pronounced 'Good' at our last Ofsted inspection.

### Staffing

The After School Club is run by Miss Williamson, who is directly responsible to Mrs Hopkins— Executive Head Teacher. We have one assistant, Mrs Burrows. Both are DBS cleared and hold childcare qualifications, first aid, safeguarding and food hygiene certificates.

There will always be two members of staff on duty, but volunteer helpers are always welcome.

### What we do?

Activities are many and varied—

- ◇ Film nights
- ◇ Cooking club
- ◇ Board games
- ◇ Computer access
- ◇ Craft activities
- ◇ Outdoor discovery
- ◇ Parties
- ◇ Visitors

The club caters for the children in its care and we listen to what they say and like, and (within reason) will arrange activities to suit the children. Activity schedules are displayed on the club notice board each week.

### Registration

Before starting with the club, we ask that you fill out our Registration Form, containing details such as special dietary requirements, emergency contact numbers and password etc.

### Food

We offer juice and biscuit on arrival and a snack tea is served at 4.30pm.

### Visits Off Site

By arrangements with parents, the children are sometimes taken in to the local community for specific visits. You will however, always be given prior notice.



### Bookings

Bookings should be made on a Booking Form at the start of each half term. An invoice will then be raised for that period. Other ad hoc/late bookings can be made via the school office (01664 464269) but are subject to availability. Bookings made after 12noon on the same day that the club is needed will incur a £1.00 administration fee. Monthly invoices will be issued for ad hoc/late bookings. Please phone us if you are going to be late.

### Cancellation Policy

All After School Club places booked at the beginning of half term and ad hoc/late bookings, will be payable, even if they are not taken up. Due to fixed staffing costs we cannot offer refunds under any circumstance. This includes illness.

### Collecting Your Child

Please collect your child/ren from the main school door facing the road. We do ask you to collect your child on (or before) time, if any parent is habitually late collecting his/her child then we may have to review your place.

After School Club closes at 6pm each day.

We operate a password system for security purposes if anyone different is collecting please ensure that they are aware of the password. Parents must sign out their child before leaving.

Please note that After School Club staff cannot deliver children home—it is against the terms of our insurance.

