

Welcome to Woodpeckers After School Club

Woodpeckers is an after-school club for the children of Woodchester Endowed C of E Primary School. We are based at Woodchester Playgroup with additional use of the school hall, playground and playing field. We are able to help parents balance work and family life by providing convenient, affordable and high quality child care after school. We aim to provide a safe, stimulating and enjoyable environment in which all children can play, interact and have fun together.

The club is owned and managed by myself Bev Fowler and I have a Nursery Nursing diploma (NNEB), with over 25 years childcare experience, DBS checked and with first aid, food hygiene, safeguarding certificates and many other training courses attended. I am also the playleader at Woodchester Playgroup. All additional staff Kelly Lusty, Marianne Wilkins and Cherril Wenban have childcare experience/qualifications, DBS checked, safeguarding, first aid and food hygiene and many other training courses attended.

We are registered with Ofsted (Registration number EY433946) as a provider of childcare on the Early Years register, the compulsory and the voluntary part of the register. Our policies, procedures and Ofsted report are available for you to read or refer to.

Opening Times and Prices:

Monday - Thursday Term time only

3.15 - 5.00pm £8.50 a session

3.15 - 6.00pm £12.00 a session

Registration and Booking arrangements

Registration and additional forms must be completed, signed and returned before a child attends. Places can be booked for regular use on one or more days per week or subject to availability you can also book extra or occasional sessions. Payment for extra/occasional sessions should be made at time of booking. You will still be expected to pay for sessions booked even if your child does not attend.

Your child is welcome to join a session after they have attended a school club. However, you must let Woodpeckers staff and the teacher running the club know so arrangements can be made for your child to arrive at Woodpeckers safely. You will still have to pay the relevant session fee.

Please notify staff in advance if anyone different is collecting your child. If your child will be absent from their session please text **07944719625**. Please sign your child out at the end of their session.

After school routine

3.15pm: Children will be met and collected from the wave room inside school by staff from Woodpeckers (younger children will be escorted there). Register checked, children and staff will walk directly from the wave room out of the back door and across the back playground to the playgroup building.

3.30pm: On arrival children are served a drink and snack together and this provides an opportunity to share and discuss our day.

3.40pm: We offer a wide variety of toys, games, art and craft, role play, physical outside play, quiet area, books, music, group games, cooking, themed activities and activities planned and chosen by the children.

5.00pm: Session ends for children booked in until 5.00pm. A light tea will be offered. A selection of crumpets, toast, crackers, wraps, fruit buns, pasta, pizza, hot dogs, jacket potatoes, fruit and vegetables, cheese, water.

5.20pm: Free play continues until collection time.

Contact Details: Mobile Tel No: 07944719625 Email: wood.peckers@hotmail.co.uk

Playgroup Tel No: 01453 873004 (only to be used during club hours in an emergency if mobile unavailable)

Venue: Woodchester Playgroup, Church Road, North Woodchester, Stroud GLOS GL5 5PD

Ofsted Registration Number: EY433946

Woodpeckers After School Club Registration Form

Child's first name: M/F:	Surname:	Date of birth:
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Parent/Guardian details

Title:	First name:	Surname:	Title:	First name:	Surname:
Home address:			Home address (if different):		
Does your child normally live at this address: yes/No			Does your child normally live at this address: yes/No		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No (If yes, please provide details on back)					

Additional Emergency Contact Details (please provide details of two people we can contact if we are unable to get hold of you)

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Child's Doctor

Name of Doctor:	
Surgery Name and Address:	Telephone:

Additional Information

Please let us know of any health, care plans, additional needs, special dietary/religious requirements, Allergies or anything else we should know about your child: (please use back of sheet if more space required)
People authorised by you to collect your child:
Password:
- I hereby give permission for my child to receive BASIC FIRST AID and/or ANAESTHETIC/TREATMENT in hospital in case of a medical emergency during my absence. - I give permission for my child/children to walk from Woodchester School and across the back playground to the Playgroup building with staff from Woodpeckers. - I give permission for my child to play outside and use the outside play facilities fort, tyres etc including scooters, roller skates, street surfing board and own bikes with helmets. - I give permission for my child to take part in food tasting/cooking sessions. Please note any food intolerances or allergies. - I give permission for photographs to be taken of my child. (For use in the Woodpeckers scrap book)
Parent Signature: Please print Name:
Date:

Booking Form

Name of child/children: _____

Start date: _____

I would like to book the following sessions:

	3.15pm - 5.00pm £8.50	3.15pm - 6.00pm £12.00	Occasional Booking
Monday			
Tuesday			
Wednesday			
Thursday			

I agree to the above sessional costs and will pay the invoice amount within 14 days.

Payment Terms and Fees

After school collection, supervision, snacks and drinks

3.15 - 5.00pm: £8.50

After school collection, supervision, snacks, drinks and light tea

3.15 - 6.00pm: £12.00

- You will be invoiced half termly in advance for the sessions you have booked for your child/children.
- Fees must be paid within 14 days of invoice date. Late payments will incur a charge.
- All absences previously booked must be paid for.
- Please notify me if your child will be absent from their session.
- One month's written notice must be given on reduction of hours or cancellation of space.
- If invoices are not paid on time your space will be cancelled and methods sought to redeem outstanding payments.
- The penalty charge for continued late collection is £3.00 for every five minutes.
- If a child has not been collected at the end of their session, we will follow our uncollected children procedure.
- Fees may increase periodically in order to cover running costs. You will be notified of any increases.
- No charge will be made for our closure.
- You will still pay for sessions even if school is closed for exceptional circumstances: weather/snow.
- For occasional bookings payment must be made before the child attends or at the latest on the day of attendance at Woodpeckers.

I have read and agree to the Terms and Conditions of Woodpeckers.

Signed: Date:

Print Name:

Woodpeckers Privacy notice

Could you please sign the statements below to ensure you are happy with the collection, storing and processing of personal data and information.

Name of Child/Children:.....

I am happy for Woodpeckers to request and store required information relating to my child's name, age, health, care and any additional needs, dietary/religious requirements, family details including parent's details and other family/friend's details including address, telephone numbers, doctors etc. I give consent for my e-mail to be used and for my number to be stored on Bev's mobile phone so I can send and receive messages.

SIGN:

DATE:

I am happy for my child's data to be disclosed to authorised recipients relating to childcare vouchers and the administration necessary for Woodpeckers to perform its duties and obligations eg names on attendance registers and invoices. (stored on computer)

SIGN:

DATE:

I am happy for my child's data or information, if necessary to be shared with other relevant professionals in relation to my child's health, safety and welfare eg school teachers, safeguarding, speech and language etc. You will be notified unless it puts your child at risk of significant harm.

SIGN:

DATE:

I am happy to ask for right of access to my child's personal data.

SIGN:

DATE:

I will ensure that the personal data Woodpeckers hold remains accurate and up to date and will let Bev Fowler know of any changes.

SIGN:

DATE:

I understand that my child's personal data will be kept for 3 years after leaving Woodpeckers and disposed of securely when it is no longer required by shredding.

SIGN:

DATE:

I understand that I have the right to restrict processing of my child's personal data and will let Bev Fowler know if I have any concerns.

SIGN:

DATE:

I understand Woodpeckers have an appropriate data protection policy.

SIGN:

DATE:

Woodpeckers Child Protection and safeguarding Responsibilities

Dear parent/carers

As a provider of childcare registered with Ofsted, I am required to follow the child protection procedures agreed with the local safeguarding children board and Ofsted within my responsibility to safeguard children.

As a provider of childcare involved in the care of your child, I will share with you any concerns I may have regarding injury or specific issues of concerns at all times. A confidential record of such incidents will be kept and shared with you.

I do have a duty to refer to social services if I suspect your child is at risk of child abuse. I will inform you if I make a referral to social services unless this would place your child at risk of significant harm. My first concern will always be the welfare of your child.

Yours Faithfully

Bev Fowler

.....
I (Name of person with parental responsibility)

Have read and understood the above statement and agree with the procedures to safeguard my child.

Signature of person with parental responsibility:

Name of child/children:

Date:

.....
It is a requirement by Ofsted to have a record of which parent/carers and other children your child normally lives with.

Please provide names/addresses of all people and on which days this information relates to below:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday