













Pudsey Waterloo



Prospectus



Meet our staff

			
Tacy Breddy Manager	Karen Hudson Play worker (PM)	Kelly Taylor Play worker (PM)	Kelly Rhodes Play worker (PM)
			
Anthony Babij Play Worker (AM/PM)	Helen Bedford Play worker (AM/PM)	Lindsay Bellerby Play worker (PM)	Tuesday Uttley Play worker (PM)
			
Victoria Nessbit Play worker (AM)	Rebecca MacDonald Play worker (AM)	Melanie Ribbons Play worker (AM)	Natasha Walker Casual Play worker
			
Zak Bryan Casual Play worker			

Aims

Our vision: All children enjoy learning in our happy, safe and caring school. We are inclusive for all pupils and provide a broad and balanced range of activities which engages pupils and inspires them to be lifelong learners.

We aim to develop a strong partnership with parents and carers and encourage their involvement with their child's time at Extra Club. Although Extra Club runs before and after school we still strive to keep all the same values as school. We help the children to be **resilient** in the tasks they take part in, whether that be making their own breakfast or completing an activity. We teach them how to **respect** each other as well as all of the toys and equipment, whilst they are playing, tidying up, organising and sharing. The children are expected to be **positive** towards each other and themselves in what they can achieve whilst at Extra Club. Everyone at Extra Club is able to **reflect** on what challenges they have come across and how to overcome them. By supporting all of these values, both staff and children work 100% as a **team** to make the experience at Extra Club an enjoyable and safe one.

Breakfast Club

Extra club runs before school from 7:30am – 8:50am for a charge of £4.50. (This includes a basic continental breakfast)

The children can arrive at any point during this time. Breakfast is laid out ready for when the children arrive. We have a selection of breakfast choices: cereals, fruit, yoghurt and toast along with various toppings; fruit juice and water are available throughout the morning. Due to the varied arrival times of pupils and the serving of breakfast there are limited focused activity sessions for the children. There are some craft and art activities, lots of toys/games and when the weather is good, the children can play outside .



After School Club

Extra Club runs after school from 3:15-6:00pm for a charge of £8. The children can be picked up at any point during this time. We provide a snack after school which is laid out for the children to access for the first hour and a half of Extra Club. (We have a wide choice of snacks) Each evening, there is a selection of fruit and vegetables on offer as well as a main snack which changes, such as wraps, noodles and pasta. Activities after school vary. Each night there is a craft activity for the children to take part in and some nights contain baking for the children to bring home and enjoy. When the weather is good we take equipment outside for things such as mini Olympics and den building.

Please see the menu on the website for more details regarding snack and breakfast.



Where to find us

We are located in the atrium. Drop off and pick up is done through nursery, left through the middle gates to the far end of the Early years playground.



Holiday Club

We strive to open as many holidays as possible. Dates will be released in September and we commit to open on the days we offer. We offer a selection of three sessions through the holidays.

Am session - 8:00am - 1:00pm for a cost of £15.

PM session - 12:30pm - 5:30pm for a cost of £15

Full day session- 8:00am - 5:30pm for a cost of £26


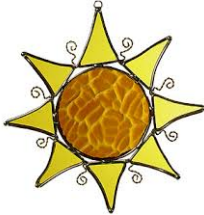






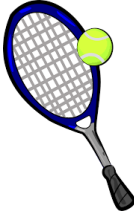

School session - 8:40am - 3:15pm for a cost of £20

(Times may vary)

Breakfast is provided each day as well as an afternoon snack. Children must bring a packed lunch.

During the day we offer a selection of activities as well as regular trips to the local park. Our fun filled days which are jam packed with activities ensure the children don't feel like they are at school in the holidays.

Please see below an example of a holiday club timetable.

Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Pop bottle firefly 	Make your own suncatcher 	Banana Pancakes 	Make your own Sock puppets  <small>shutterstock.com • 685751653</small>	Making mosaics 
Outside play	Outside play	Outside play	Outside play	Outside play
Packed Lunch	Packed Lunch	Packed Lunch	Packed Lunch	Packed Lunch
Football coaching 	Splatter painting 	Bee craft 	Terrific tennis afternoon 	Movie afternoon 
Outside play/Snack	Outside play/Snack	Outside play/Snack	Outside play/Snack	Outside play/Snack

Registration and booking

To reserve your child's place at Extra Club please fill in the booking form attached/online and send to extraclub@waterloo.owlcotesmat.org or see the office staff. Any queries please contact Tacy Breddy on the email above.

Fees

Fees are issued at the end of each week and can be paid via school money using your assigned individual password. You will be notified of these fees via *school money*. All fees must be paid upon receipt. Alternatively fees can be paid via *childcare vouchers*. We have a "No fee – No place policy". Fees can also be paid via various childcare vouchers. Please notify the office each time you pay your vouchers. office@waterloo.owlcotesmat.org. If your child is in Nursery you can include Extra Club as part of your 30 hours funded place.

Behaviour

Extra Club aims to encourage an ethos of positive behaviour and ensure that children, parents and staff contribute to and take ownership of ground rules relating to acceptable standards of behaviour; and that all parties understand the actions the group will need to take to resolve situations of negative behaviour. ***We follow the same behaviour policy as the main school.*** Positive behaviour is always noticed and praised either verbally or by a small reward such as a sticker. Continued negative behaviour which endangers others and happens frequently, needs to be addressed. In this instance, parents/carers would be contacted to discuss their child's behaviour and individual rewards and sanctions set. On very rare occasions, if the problem is not resolved, the final action will be the exclusion of the child from Extra Club for the benefit of the other children.

Feedback

We welcome feedback, so if you have any comments that would improve the service we provide, then do not hesitate to contact us. We will use your ideas to improve the service in any way we can. If you have concerns about any aspect of the service, please discuss this with the Extra Club manager or Extra Club staff immediately so that we can take any necessary action straight away. If you want to discuss anything further or make a complaint then please phone the school office and ask to speak to Tacy Breddy (Extra Club manager) or Mr White (Headteacher). If you would prefer to email then please contact us through extraclub@waterloo.owlcotesmat.org

Shift Workers

An irregular pattern of attendance can be accommodated if we have the pattern 2 weeks in advance. This is to enable us to ensure that staffing is of the required level.

Extra Club Booking form

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School 7:30am - 8:50am					
After school 3:15pm - 6:00pm					
Shift Worker					
Requested start date -					

Nursery children only - Please state in each session box with timings if you are using Extra Club as part of your '30 free hours'.

Child's name	
D.O.B	
Address of child	
Medical information	
Doctor's name	
Tel no	
Practice address	
Medical conditions	
<p>Permission for emergency treatment In order for your child to receive the best and most appropriate care, attention and treatment, should there be an accident either while in the provision or on an authorized outing, please sign or date the statement below.</p>	
Child full name-	
Date of Birth -	
Name of Parent/Guardian -	

Please complete, sign and date the following declaration

Declaration for emergencies

I agree to the registered provision senior member of staff to take the necessary steps to ensure that my child receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the provision. I understand that the senior member of staff of the registered provision will make every effort to inform me of any emergency or accident as soon as possible after the event but that they may have to accompany my child to hospital in case of serious accidents in my absence. I give permission for the senior member of staff to authorise hospital staff to administer essential treatment until my arrival.

Name of Parent or Guardian	
Signature	
Date	

I confirm that I would like to book the sessions indicated and agree to pay monthly. All fees must be paid upon receipt of the bill. Please note we cannot allow arrears to build up and our no fee - no place policy applies.	
I confirm that I have read and understood all policies on the Extra Club website page.	
I confirm that all contact information is the same of that which the school holds.	
I can confirm if my child is on a shift rota I can provide dates required 2 weeks in advance.	
I give permission for my child's picture to be used on Extra Club Social media pages.	

Please note -

- **Two weeks notice** is required in writing if you no longer require our services. We also provide two weeks notice if we are no longer able to provide a service for your child unless it is due to behavioural issues.
- Each child is required to be signed in/out of Extra Club by an adult or sibling aged 16 or above. (unless agreed otherwise in writing)

Parent/Guardian Signature		Date	
---------------------------	--	------	--