

## DUNCHURCH WOOSH CLUB GUIDELINES

The Dunchurch Woosh Club is a business run by Dunchurch Boughton Junior School and will operate under these guidelines, which may be subject to alteration at the discretion of the Governing Body. The Club will provide safe and pleasant facilities for all the children in its care.

Refreshments will be provided during the afternoon session. Any child booked into the club after 4.30 pm may bring in a snack, i.e. fruit, a roll, or a sandwich (not sweets, crisps, chocolate bars or food containing nuts).

1. The Governing Body and Headteacher will oversee the running of the club and decide on policy and practice.
  - a) The Club will be run on a day to day basis by the Club Co-Ordinator.
  - b) Parents may view the Woosh Club policies and statements at any time.
  - c) If a parent has a complaint about the Club or a member of staff, a letter may be forwarded to the Dunchurch Junior School Governing Body, you also have the right to contact Ofsted on 08456 404040, or by writing to Ofsted Early Years, Building C, Cumberland Place, Park Row, Nottingham, NG1 6HJ for all queries and complaints.
  
2. Any child between the ages of 5 (currently attending Infant School) and 11 years (attending Junior School) will be eligible to use the Club. The Club will be open from 8.00 am until 8.45 am and 3.30 until 6.00 pm, Monday to Friday, during school term only.
  - a) Allocation of places will be in accordance with the admissions policy.
  - b) A registration form must be completed for each child before their first attendance and the annual registration fee paid.
  - c) In case of misbehaviour etc, a child's continued attendance at the Club will be at the discretion of the Head teacher and Club Co-Ordinator.
  - d) Parents must give the Woosh Club 6 weeks notice when they no longer need to use the Club.
  - e) Bookings can be made either on a weekly, monthly or termly basis. When a school holiday occurs bookings should be made in the week before the holiday occurs.
  - f) Parents will be invoiced on a weekly basis, one week in arrears. However, payments may be made in advance if preferred.
  - g) Under normal circumstances once a place is booked, you will be charged for that session. The exceptions to this are:
    - i. **If the Club is notified that your child is unable to attend a session due to illness, you will be charged 50% of the cost.** If payment has been made in advance, a 50% credit will be given.
    - ii. If your child is on a school residential visit or returns from a school trip after their booked collection time, no charge will be made for these sessions.
    - iii. If your child is absent from school due to family holiday, full charges apply.
    - iv. If your child does not attend Woosh because they are going to play at a friend's house, full charges apply.

Please notify us by using the Woosh Club Mobile No. on **07970 974807**, or by telephoning the school and leaving a message.

3. Children must sign-in on entering the Club and be signed-out by a parent/guardian when leaving.
  - a) Children attending before school hours remain their parent's responsibility until they arrive at the Club (signed in).
  - b) Children attending after school hours will come straight to the allocated room at 3.30 pm from the classroom.
  - c) Children from Dunchurch Infants School will be collected at 3.15 pm. If your child/children attend Dunchurch Infants School, please inform the School that they are to be collected by a Woosh Club Play leader.
  - d) Children must be collected by a parent/guardian. Children will not be released to another adult unless the Play leader has been previously notified by the parent/guardian.
    - i. Children may be collected by a brother or sister only if they are aged 18 or over. Children aged 16 to 18 can only collect with a parent's letter accepting full responsibility.
    - ii. No one under the age of 16 will be allowed to collect children from the Club.
  - e) Children attending any other school activity are not the responsibility of Woosh Club until they arrive and sign-in. If you are booking your child/children into Woosh Club after attending an after school activity at Dunchurch Infants School, you must make arrangements for the child/children to be escorted to Woosh Club.
4. Charges are made per half hour, with a minimum charge for the first hour. There will be an additional fixed penalty charge of £5.00 for each child not collected by 6.00 pm.
5. The Club and Staff are not responsible for any valuables (e.g. money, letters, musical instruments, sweatshirts, coats, shoes, trainers, lunch boxes, book bags, backpacks, sports bags etc.).
6. Following guidelines issued by Warwickshire County Council and the Area Health Authority, staff will neither administer nor supervise medication within the Club.
  - a) In general, parents should arrange treatment so that it is not necessary for medication to come into the Club. Most medication can be managed by doses timed to be outside the School/Club day.
    - i. The only exception to these arrangements would be children who suffer from chronic illness or disability, which requires constant medication. In which case detailed written prescription arrangements must be provided to the Club by parents.
  - b) If in the opinion of the Club, a child is not felt to be well enough to attend, the parent/guardian will be contacted in order that the child is removed until such time as he/she has fully recovered.

<b><u>Annual Registration fee</u></b> To be paid before the first attendance whenever this may occur throughout the academic year	<b>£8.00 per family</b>
<b><u>Before school</u></b> 8.00 am - 8.45 am	<b>£2.00 per child, per session</b>
<b><u>After school</u></b> 3.15/3.30 pm - 6.00 pm	<b>£2.80 or the first hour (or any part thereof) £1.40 for each additional half hour</b>
<b><u>Any child who is not collected by 6.00 pm there will be a fixed penalty charge of</u></b>	<b>£5.00 per child</b>
<b><u>Teacher Training Days</u></b> (Subject to demand) 8.00 am - 6.00 pm	<b>£1.40 per ½ hour per child</b>
<b><u>Or half a Teacher Training Day</u></b> 8.00 am - 1.00 pm 1.00 pm - 6.00 pm	<b>£1.40 per ½ hour per child</b>

**Payment is preferable by cheque made payable to “Warwickshire County Council”**

**Further information may be obtained from the Dunchurch Junior School office on 01788 811028 or via the Woosh Club Mobile after 3.30 pm on 07970 974807**