

Fees:

Please email Sarah squittenton@thomasestley.org.uk for details of current fees.

You may be able to claim tax credits against the cost of this care – more details at: <https://www.gov.uk/browse/benefits/manage-your-benefit>

Where invoices are unpaid after a reminder, we reserve the right not to admit children to the club.

Attendance:

Please inform the primary school that your child will be attending the club, and which evenings, to ensure that we are able to collect them.

Please notify us if your child does not require collection from school or will not be attending the club, due to illness or other reasons.

Feedback

We welcome feedback from parents and carers through our regular surveys, by email, letter or phone. The safety and happiness of your child is of paramount importance to us.

Thomas Estley Out of School Club

Welcome Pack



Expectations:

We speak politely to children and adults.

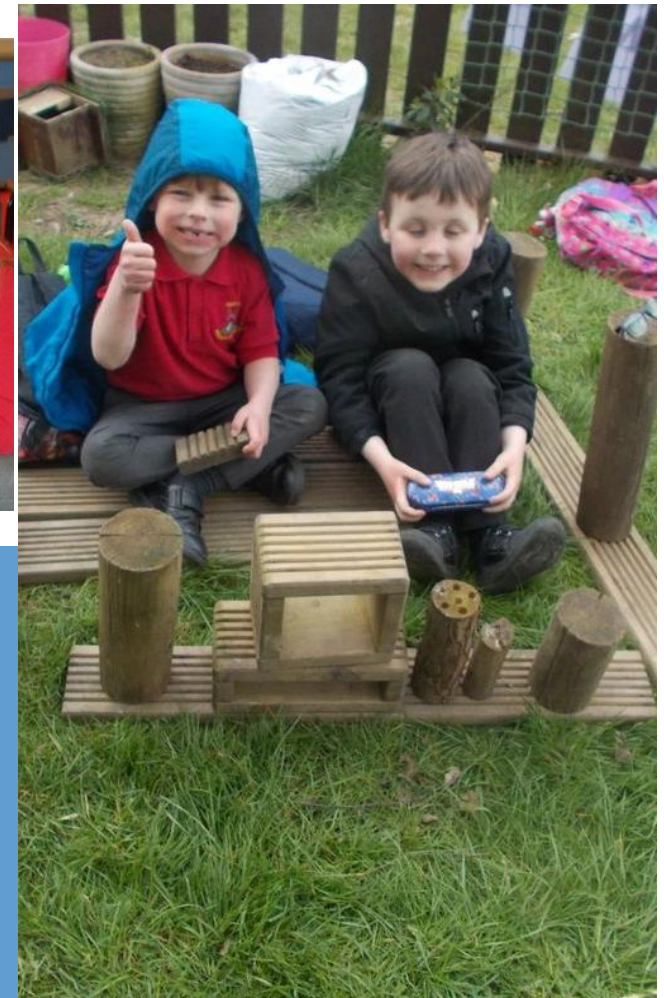
We play fairly and share with others.

We treat equipment and the environment with respect and help tidy away.

We stay inside the supervised areas at all times.

We eat and drink while sitting at a table.

We look and listen at adults when they are talking to us.



Thomas Estley Preschool and Out of School Club

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Thomas Estley Community
College, Station Road,
Broughton Astley, LE9 6PT

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01455 283263

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squittenton@thomasestley.org.uk
<https://thomasestley.org.uk/out-of-school-club>



Opening hours

Breakfast Club

7:30am until start of school
Light breakfast included

After School Club

End of school until 6:00pm
Hot snack included

Children are escorted to and from Old Mill Primary School at the start and end of the school day.

Typical activities

Activities follow children's interests but typically include:

Crafts, drawing, painting, colouring, 3-D

Sports and team games

Cooking

Indoor board games, puzzles and reading

Supervised access to the college field, tennis courts, gym, for individual and group activities

Sarah and the care team aim to encourage children to express their own ideas through play and interaction. They are treated as individuals, shown respect and expected to respect each other and the environment. The age and stage of a child will always be taken into consideration if sanctions need to be applied, they will be relevant and appropriate, and explained to your child. We will use positive behaviour management strategies to engage children, and review ground rules together throughout the year.

In rare, extreme cases, we would contact you to discuss your child's behaviour, with exclusion from the club a very last resort.



We aim to provide a safe, caring and stimulating environment for children, meeting the needs of their working parents/ carers.

Up to three staff will be on duty at each session, depending on numbers. Two of our staff have NVQ level 3 Childcare qualifications, with all staff having up to date training in paediatric first aid, food hygiene and safeguarding.



The admission form is an important document and any updates to information must be notified to us straightway. We will never allow an unauthorized adult to collect your child from the club.

One month's notice is required for cancellation of booked places and sessions are charged at the start of the month – invoices must be paid in full to ensure that we can arrange staffing levels to care for children.



All accidents, however minor, are logged in our accident book and notified to parents. We have a fully stocked first aid box. If your child becomes ill, you will be informed and asked to collect them from the club as soon as you can.

If your child uses inhalers or other medication, you must provide a detailed signed letter, stating name, medication, dosage, frequency of dose.

