



2022-2023

Maple Club Handbook for Parents

BEFORE AND AFTER SCHOOL PROVISION NASCOT WOOD JUNIOR SCHOOL

ABOUT THE CLUB

Nascot Wood Junior School is delighted to offer Maple Club, our before and after school care, which reflects the outstanding provision in the school.

The club is open from 7.30am until 8.30am in the mornings and 3.30pm until 6.00pm in the afternoons/ evenings. It is based in Maple classroom within the school building and has access to the school playground for outdoor play.

AIMS

At Maple Club we aim to provide a safe, secure and relaxed environment, offering a range of activities, both educational and practical, to reflect the interests of the children in our school.

WHAT WE OFFER

We will offer a variety of craft-based activities, board games, outdoor games/sports and a homework club (reading opportunities, etc).

WHAT WE PROVIDE

Breakfast and Afternoon Tea are available and can be selected at the time of booking. Breakfast consists of cereals and toast and Afternoon Tea is provided by our school caterers, The Pantry. A menu can be found on the school website.

STAFFING

Maple Club is staffed by a manager, Clare Horwood, assisted by a Care Assistant, Kaneez Lilani. Our aim is to provide a smooth transition between school and the club, hence we have predominantly used staff who are already known to the children.

All our staff are high quality practitioners and have significant experience of working with children. They undertake regular professional development training and are all subject to enhanced DBS checks as part of the school's safer recruitment processes. They also hold certificates in food hygiene.

We maintain a staff/child ratio of 1:15, as a minimum.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact the manager (contact details are at the back of this Handbook).

POLICIES AND PROCEDURES

The Club has clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are kept at the Club and are available for parents to consult at all times.

TERMS AND CONDITIONS

Admission

Admission to the club is organised by the Manager and there is a limit of 30 places per session. These places can be booked and paid for via School Gateway, half a term in advance. In the case of oversubscription, a waiting list will be operated on a first come–first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending.

The latest a session can be booked is the day before.

Payment of fees

The current fees are as follows:

Price Per Child	Without Food	With Food
Breakfast Club	£5	£6
After School Club	£10	£12

This is payable for all booked sessions, including when your child is sick (regardless of the amount of notice given).

We do not charge for bank holidays and professional training days.

We currently accept the following childcare vouchers as payment: Edenred, Tax-free Childcare, Care-4 & Kiddivouchers.

Changes to days and cancelling your place

Changes to bookings must be made at least 24 hours before the booked session. If this is not possible, please contact the school office. If your child does not attend but the place is not cancelled, no refund will be made, other than in exceptional circumstances.

Temporary changes

Please remember that we need to know if your child will not be attending the Club for any reason. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this Handbook.

Arrivals and departures

The children attending our breakfast club should arrive at the Nascot Wood Road main entrance to the school, and enter through the pedestrian gate and then through the blue gates on your right. Please note that there will be no parking onsite.

The children attending our after school club will be taken from their classroom to Maple classroom if they are in Year 3 or 4 or will make their own way there if they are in Year 5 or 6. A register is taken when children arrive in our care, and you must sign out your child each day when you collect them.

We expect that your child will normally be collected by the first or second contact given to the school. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

The club finishes at 6.00pm, if you are delayed for any reason please telephone the Club to let us know. A late payment fee may be charged for extra staff wages and transport costs incurred.

If your child remains uncollected after 6.30pm [30 minutes after your club closes] and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will contact the Social Care team.

Child protection

We share our safeguarding policy with that of Nascot Wood Junior School and it is available to view on the school's website.

Equal opportunities

We share our equal opportunities policy with that of Nascot Wood Junior School and it is available to view on the school's website.

GENERAL INFORMATION

Behaviour (children)

Parents and children are expected to adhere to the school's Behaviour Policy which is available to read on the school's website.

Behaviour (adults)

Staff are expected to adhere to the school's code of conduct policy

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him or her to the Club for 48 hours after the illness has ceased.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and the Club is covered by the school's insurance. Our staff are trained in first aid and a first aid kit is kept on the premises. We will contact you if your child has an accident whilst in our care, as we would do whilst they are at school.

Medication

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a **Permission to administer medication form** in advance.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Manager, or any other member of staff.

A full copy of our **Complaints Policy** is available on request.

Privacy notice

Please refer to our Privacy notice for children attending Nascot Wood Junior School which can be found on the school's website.

CONTACT INFORMATION

Maple Club
Nascot Wood Junior School,
Nascot Wood Road,
Watford
WD17 4YS

School contact number: 01923 238784 (Please leave a voice message if there is no reply.)

Club Staff

Manager: Clare Horwood
Care Assistant: Kaneez Lilani