

## 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, the procedure regarding complaints is set out in the school complaints policy, available on the school website or from the school office.
  
2. Any child between the ages of 7 and 11 years (attending Dunchurch Junior School) will be eligible to use the Club. The Club will be open from 8.00 am until 8.40 am and 3.30 until 6.00 pm, Monday to Friday, during school term only.
  - a) Bookings must be made in advance, usually at the end of the school year, for the following September. Bookings may also be made, subject to availability, on a termly or occasional basis.
  - b) Regular bookings take priority over termly and occasional bookings, and places are allocated on a first-come, first-served basis.
  - c) A registration form must be completed for each child before their first attendance and the annual registration fee paid.
  - d) Parents must give the Woosh Club 6 weeks' notice when they wish to cancel a place at the Club.
  - e) 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.
  - f) Invoices will be issued on a termly basis and should be paid within 2 weeks. Payments may be made on ParentPay (preferred), as well as by cheque, cash and childcare vouchers. A payment plan can be issued to parents who may need to pay monthly (please speak to Miss Fairbrother, in confidence, if you would prefer to pay by this method). Childcare vouchers can be used.
  - g) There is a 48 hour notice period for (occasional) cancellation of Woosh sessions, though there is a 6 week notice period for permanent cancellation of bookings. Unless 48 hours notice is given, 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.**
    - 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.

If your child is on any occasion not attending Woosh, 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 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.
  - d) Children attending any other school activity are not the responsibility of Woosh Club until they arrive and sign-in.
4. Charges are made as per the attached fee structure. If a child is not collected by 6.00pm, there will be an additional penalty charge of £10.00 per child for every fifteen minutes after 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 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.

## **DUNCHURCH WOOSH CLUB FEE STRUCTURE**

<b><u>Annual Registration fee</u></b>	
To be paid before the first attendance whenever this may occur throughout the academic year	£8.00 per family
8.00 am - 8.40 am	£2.55 per child, per session
3.30 pm – 4.30 pm	£3.65
4.30pm to 6.00pm*	£5.50
<b><u>Any child who is not collected by 6.00 pm there will be a penalty charge of</u></b>	£10.00 per child per fifteen minutes
*If your child attends a club which finishes at 4.15pm, the charge will be for the 4.30-6.00pm session.	

**Payment can be made by ParentPay, cheque (made payable to “WCC Dunchurch Junior School” or childcare vouchers)**

**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**