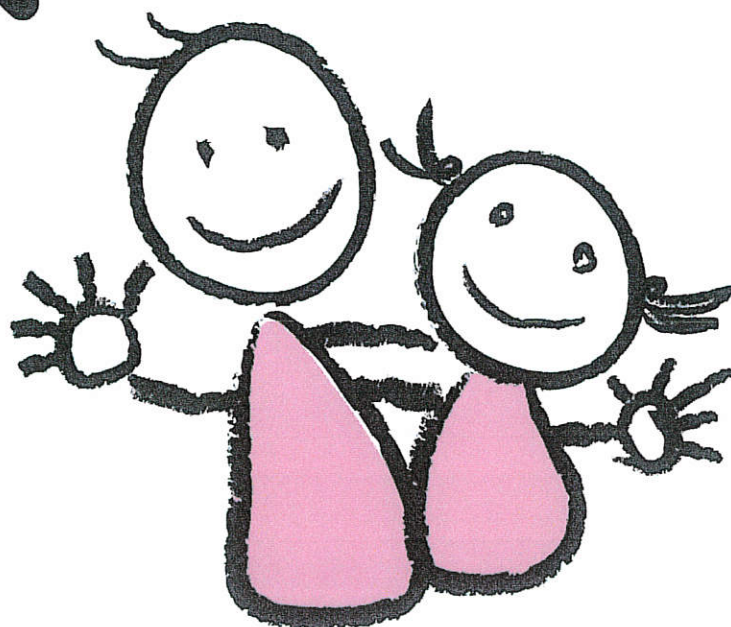


# Tommy Thumbs



## at Cledford

### FUN CLUB WELCOME PACK

Cledford Primary School  
George VI Avenue  
Middlewich  
CW10 0DD

Tel: 07973 842808

Registered Charity No. 1022430

PLA No. 15240

Ofsted Registration No. EY446797

## **About Us**

Tommy Thumbs at Cledford is an independent, registered charity organisation. We have a history in Middlewich stretching back over 25 years: firstly operating from the Scout Hut on Brooks Lane, followed by over 12 years in the Wych Centre, more recently moving to Cledford Primary School.

We are a Pre-School, supporting over 80 children from the ages of 2-5 years, and a Before, After School and Holiday Club for primary aged children.

## **Fun Club**

Our Club offers a wide range of planned, supervised activities:

- Arts & Crafts: painting, model making; collaging are some examples
- A large outdoor play area which incorporates a playing field, wooden equipment and a modern, well stocked sports hall
- Construction toys
- IT equipment
- Supervised gaming equipment – Wii and DVDs
- Quiet reading & homework areas
- Baking & food preparation area

During Holiday periods we invite many visiting professionals into the setting to introduce the children to a whole host of new experiences – group art projects; football coaching; introduction to martial arts; mini beast hunts with Ranger Dan are some examples.

## **Breakfast Club**

We offer a before school Breakfast Club daily from 0730 – 0850 during term time. Children are offered a selection of food and drink to support healthy eating options for breakfast. This session is held in the main Nursery Room, offering space to relax, enjoy activities or simply chat with friends before the start of the school day. Our Fun Club Supervisor is Lisa Foley.

Children must be attending Primary School to join our sessions. Transport onto primary school, other than Cledford Primary School, is currently not available.

Currently fees are	£5.00	daily per child for arrival 0730-0815
	£2.50	daily per child for arrival 0815 onwards

## **After School Club**

We offer an After School Club daily from 1515 – 1800 during term time. Children are offered a snack mid way through the session, a selection of food and drink to support healthy eating options is available. This session is held in the Nursery Room, offering space to relax, enjoy craft or outdoor activities or simply chat with friends at the end of the school day. An allocated time immediately after snack is set aside for homework completion or quiet reading aided by Tommy Thumbs staff. Our Fun Club Supervisor is Lisa Foley.

Children must be attending Primary School to join our sessions. Transport from primary schools, other than Cledford Primary School, is currently not available.

Currently fees are	£7.50	daily per child for the session
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### Holiday Club

We offer daily sessions throughout the school holidays from 0730 – 1800 subject to demand. Booking forms for each period of holiday are available 4 weeks in advance, either from Club staff, Cledford Primary School Reception or via the School Newsletter.

Sessions are available subject to assessed demand, it is therefore essential that you pre-book your child's place as short notice booking may not always be possible.

Currently fees are           £3.00 per hour per child           A packed lunch is required

### **Policies & Procedures**

A full set of Tommy Thumbs at Cledford Policies & Procedures are available in the entrance hall to the Nursery Room. A summary of some of the information is listed below:

#### Fees & Payments

Invoices are issued half termly, at the beginning of that term. Payment dates are clearly marked. If you have any difficulties meeting payment, please speak to Debbie Brain (07973 842808) BEFORE the date marked. Failure to pay in full by the stated date, without prior arrangement, will result in your child's place being cancelled with immediate effect.

Fees can be paid by cash, cheque, childcare voucher or by direct transfer into our bank (please ask for details).

No remission of fees will be given for sickness, holidays or cancellation.

Due to ever increasing demand for places at Club, we require a period of two weeks notice in writing (or two weeks fees in lieu) of your intention to cancel your child's place.

#### Safeguarding

Tommy Thumbs has adopted the recommended Safeguarding Policy of Cheshire East Council. The full policy is available on request from Debbie Brain. Two qualified Designated Safeguarding Leads (DSLs) are employed at Tommy Thumbs.

#### Equal Opportunities

Tommy Thumbs promotes a policy of respect and understanding whilst acknowledging individuality, gender, religion, ethnic and cultural origin, age and ability.

#### Additional Needs

All children and adults within the setting who have any degree or type of additional need will be supported to access all activities, facilities and equipment within the setting, within the limits of the building. Tommy Thumbs will work in partnership with parents and professionals to accommodate the needs of the children.

#### Illness

Any child suffering from or believed to be suffering from any type of infectious illness should not attend Fun Club. Parents will be contacted if a child arrives from within school ill or falls ill whilst at Club. Please ensure all emergency contact details are kept up to date. Parents should not bring their child to Club for a minimum of 48 hours after all symptoms of any sickness or diarrhoea bout have ceased. If your child is prescribed antibiotics, we would ask that your child does not attend Club for a clear 48 hours after the first dose.

#### Administration of Medication

Tommy Thumbs can only administer medication that has been prescribed by a doctor. Written permission is required. The medication should be clearly labelled with the child's name. A medication form should be completed with a member of Tommy Thumbs staff.

#### Child Collection

Tommy Thumbs requires that all those nominated to collect a child from club must have their details clearly stated on the registration form. A password system is in operation if any person arriving to collect a child is not known to the Club staff. Prior notification should be given, whenever possible, of a change to the usual collecting adult. We will not release children to anyone who is, or appears to be, under the age of 16.

Late collection of children should be avoided. A late collection charge will be applicable.

#### Discipline

Tommy Thumbs has a positive approach to behaviour management. Club rules are clearly displayed at the setting and are discussed with the children at regular intervals. The traffic light system of discipline is used at Club. Staff may discuss any behaviour issues with parents at the end of a session if it is deemed necessary.

#### Health & Safety

In the unlikely event of a minor accident or incident occurring whilst your child is attending Club, you will be informed of the details as you collect your child. A countersignature will be required on the accident/incident record. In more serious circumstances, parents will be notified immediately via telephone. An extensive Health & Safety Policy is available from Club staff if required.

#### Personal Possessions

Children should avoid bringing toys, sweets, jewellery, money, phones or electronic items into Club. Tommy Thumbs cannot be held responsible for any items brought into the setting.

#### Suitable Clothing

Children should arrive at Club in suitable clothing and footwear for the session. This includes coats, gloves, hats etc for the cold weather and sun hats, sun cream for the warmer months. All personal items should be clearly marked with your child's name.

#### Car Parking

Parents should not use the car park facilities at Cledford Primary School at any time. Please park with regard to all legal guidelines and be aware of pedestrians.

#### Complaints

If you wish to raise any queries or have any concerns regarding any element of Fun Club operation, please speak, in the first instance, with Lisa Foley (Supervisor) or Debbie Brain (Manager). All complaints will be dealt with in confidence and will receive our complete attention. The outcomes of any complaints will be discussed with all parties involved.

Fun Club is operated by Tommy Thumbs at Cledford and as such is registered with Ofsted. If you should wish to contact them, their contact number is 0300 123 1231.

Tommy Thumbs would be most grateful if you could acknowledge receipt and understanding of this document by signing, dating and returning this page:

I acknowledge that I have received and read the document 'Fun Club Handbook'.

I agree to all abide by all stated Policies & Procedures listed within. A full copy of all Policies & Procedures is available at the setting if required.

Signed \_\_\_\_\_

Dated \_\_\_\_\_



## Tommy Thumbs at Cledford

Cledford Primary School, George VI Avenue, Middlewich, Cheshire. CW10 0DD  
Tel 07933 368738 ; 07973 842808

### Registration Form - Fun Club

Child's Full Name -----

Date of Birth -----

Address -----  
-----

Email Address -----

Home Telephone Number -----

Parents Names -----

Please indicate who holds legal parental responsibility -----

Parent(s) Address (if different to above) -----  
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Parents Place of Work -----  
-----

Parents Contact Numbers -----  
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Other Emergency Contact Numbers -----  
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Email Address -----

### Details of Other Childcare Arrangements

Please could you advise any other childcare & education arrangements that you have for your child ie which Primary School does he/she attend/ any childminders used. This information enables us to adhere to current EYFS requirements, promoting the exchange of information between settings.

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### Medical Details

Dr & Practice 

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Health Visitor 

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Allergies or Health Problems 

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Immunisations ( OFSTED require all details) 

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Special Dietary Requirements 

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Any Other Relevant Information 

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Child To Be Collected By 

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In the event of your child being collected by a person other than that named above, please provide a password that can be used by the nominated person to verify collection

Password 

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