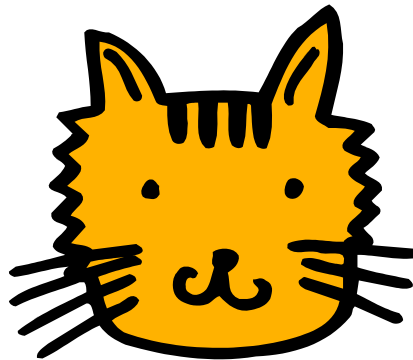


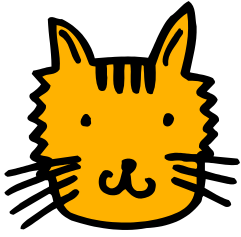
*Welcome to*



# Ashbrook Tigers Information Pack

*Ashbrook Tigers  
Breakfast, After School and Holiday Clubs  
C/o Ashbrook Infant and Nursery School  
Victoria Avenue  
Borrowash  
Derby*

*Tel - 07502 002 949*



**Ashbrook Tigers  
Extended Provision at Ashbrook Infant  
and Nursery  
and Ashbrook Junior Schools**

Ashbrook Tigers Breakfast and After School Clubs offer quality child care to support our parents' working day. Ashbrook Tigers Holiday Club is open to the local community.

We offer child care for children aged 3 - 11 years old.

During the sessions we aim to provide varied and exciting activities for your children to enjoy in a safe and friendly surroundings.

The clubs are registered with Ofsted.

The Infant and Nursery children have their own room and the Junior children use another room within Ashbrook Infant and Nursery School.

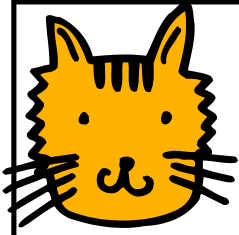
**Opening Times**

Breakfast club opens at 7:30am

After School Club closes at 6:00pm

Holiday Club opens at 7.30am and closes at 6:00pm





## **Staff**

Most of our staff are trained to NVQ level 3, depending on their position. We encourage ongoing training to enhance the care we provide.

An appropriate number of staff are also trained in First Aid, Safeguarding and Food Hygiene.

## **Voluntary Management Committee (VMC)**

The clubs are run by a Voluntary Management Committee. The committee consists of parents and the Headteachers from Ashbrook Infants and Ashbrook Juniors.

The committee members meet regularly and ensure the club is adhering to the clubs policies and procedures. There is an Annual General Meeting held every March, committee members are voted on the VMC. All members have to have a DBS check.

## **Safeguarding**

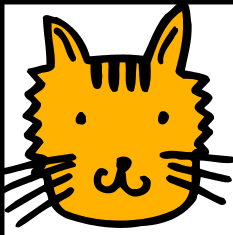
All staff are DBS checked and a DSL (Designated Safeguarding Lead or Deputy will always be on site).

## **Safety**

All external doors have thumb locks on them, these are high up so no child can reach them. In order to gain access everybody needs to ring the doorbell and wait for a member of staff to let them in. Please sign your child in / out of the register and on leaving the building please ensure that you are let out by a staff member.



Our aim is to keep your child / children safe whilst encouraging healthy independence. Tigers has access to the Infant School playground and during the summer months they play on the school field.



## **Ethos**

The ethos of the setting is to create a warm and friendly environment where children can relax and enjoy spending time with their friends. We have a strong emphasis on developing appropriate social skills and actively promote positive behaviour. Parents / Carers are asked to actively support and encourage appropriate behaviour within the setting.

## **Registration**

All interested parents / carers and their child or children are invited to visit us prior to registration. Please telephone 07502 002 949 and speak to the manager to arrange a date for an informal visit during a normal session. During the visit a start date and number of sessions required can be arranged.

A registration form for each child also needs completing before your child / children join Tigers.

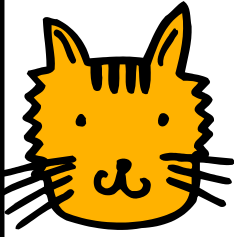
## **Fees**

Fees for Breakfast, After School and Holiday clubs are payable in advance, on a weekly, half-termly or monthly basis. You will be asked to sign an agreement stating when you will make your payments. Please note that no arrears are allowed to accumulate.

## **Method of payment**

Cash or cheques (made payable to Ashbrook Tigers). We cannot accept payment by credit or debit cards, but we do accept electronic methods of payments such as BACS and we also accept Childcare vouchers.





### **The Breakfast Club**

Doors open at 7:30am to start of school on all school days.

To allow children time to enjoy breakfast please make sure they arrive no later than 8:15am.

Following a choice of healthy breakfasts - cereals, toast, fruit, yoghurts - children are free to read, have a little quiet time or take part in our wide range of play activities. They are taken to Acorns Nursery, Infants or Juniors before the start of the school day.

### **The After School Club**

This is available from 3.00pm to 6.00pm on all school days. We collect children from Acorns Nursery, Ashbrook Infants and Ashbrook Juniors at the close of the school day.

Children are free to enjoy our range of activities which includes craft projects, games and outdoor activities and a comfortable corner in which to read or rest. Tea is provided for all the children who stay until 6pm.

### **Holiday Club**

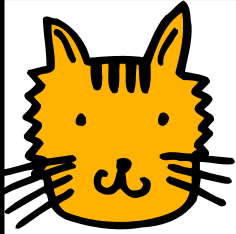
We open our doors at 7:30am and close at 6:00pm.

We offer various sessions throughout holiday club, please see the orange flyer inside this pack for more details. Breakfast and tea is included, just provide a packed lunch for your child / children.

During holiday clubs we have theme days, the children help organise these days, they can be PJ Days, cooking days, summer fun to name a few. We encourage the children to suggest theme days especially during the long summer holidays.

\* Tigers is a **Allergy Friendly** environment





## Arrival and Departure

Anybody collecting a child must be listed on the registration form and under no circumstances will we allow a child to leave the premises with an unauthorised person. If you cannot collect your child yourself, please let us know who will be coming instead of you. For your child's safety, we cannot let them go unless we know of the arrangement. Where possible, please introduce this person to the manager so that he / she will be recognised.

It is very important that when you collect your child at the end of the session, you sign your child out, and include the time too please.

For safety of your child / children all outer doors will be kept locking during sessions, please use the door bell on arrival.

After School Club can be booked until either 4pm or 5pm; if you are running late please ring Tigers. A late fee of £ 5 per 10 minutes per child will be invoiced if you are late.

## Absence

If you have booked your child in to After School Club, but your child is absent from school on their usual Breakfast or After School Club day, **Tigers** need to be notified. Call us on 07502 002 949 to let us know.

