WASPS Out of School Club

A warm and safe environment where children aged 3 to 13 learn, grow and have fun!

NEWSLETTER – OCTOBER 2022

We are so proud of all the children settling in this term. New classes or schools and some attending childcare for the very first time and they have done so admirably adapting to their new routines.

With the change in the weather can we please remind parents to ensure that children have appropriate clothing and footwear for the walk to and from school. We very often have children coming to us with no coats and it is raining on collection time, so they walk back to the hall and get extremely wet.

**REMINDERS**

Can we remind you that children should have a named water bottle with them each day. Whatever the weather children need to remain hydrated and if they do not have a water bottle with them, they can often go all day without being offered a drink elsewhere. To remain healthy please ensure they always have a water bottle with them. We do offer children a drink whilst they are at WASPS, but we have no way in controlling what they drink whilst not with us.

Please can children not bring in toys from home to WASPS. We have had various occasions where toys from home have been broken or other children have played with them, and this has upset the child that has brought the toys in. We have plenty of toys for children to play with and WASPS toys the children know are for everyone to play with not just for the child that brought the toy in. Thank you.

If any children have allergies that we are not aware of, can you please inform me. We have had a couple of occasions where we have been informed by school that a child has an allergy and parents have not informed staff of this allergy. We can only keep your child safe if you provide us with this information correctly.

**NEW ADMIN SYSTEM**

As of 5th December 2022, we will be going live with our new admin system called Magicbooking. You should already have received a brief note on this and will soon receive another one with details on how to create your account and a date by which you will need to add your children’s details to ensure a smooth transition onto the system.

You will be able to make or cancel bookings, access past booking details and payment history 24/7. You will have full control of yours and your children information and you will be able to book online instead of filling out forms, sending emails or text messages. You will see in real time if there is availability, and the extra bookings will go directly onto your account.

Payments will be equal every month which will make it easier for you to budget your expenses. The only difference will be if you make additional bookings. Reminders will be sent for invoices unpaid and all correspondence between yourself and WASPS will be in one place so this will be easier to check on responses.

This new system will also be able to report accidents and incidents instead of using the current CPOMS system that we currently use so everything will be in the one place for you to view making you life and ours easier. Moving over to this new system will cost the same as the annual subscription to CPOMS which will be cancelled so is worth the time and effort as it will save admin time for Nicola and reduce the need to employ another member of staff which is currently a cost that we are unable to afford.

**INCREASE IN FEES FOR JANUARY 2023**

Due to the cost-of-living increase and the increased cost of everything from food, petrol, replacement of toys and resources and increase in staff wages, it will be necessary to slightly increase the fees by 50p per session from 1st January 2023. It would never be a suitable time to do this, and I appreciate that we are all worried about money at present but having reviewed everything that we provide and looking at prices in the area, we still provide a service which is value for money and not the most expensive in the area.

**STAFF NEWS**

Staff are busily updating their safeguarding and food hygiene training. Both Gemma and Laraine have completed their probationary period and are now a permanent member of our team.

Nicola has been given training in Magicbooking and is busy setting up the system so that all the information you need will be on your home page once you login for the first time.

**FACEBOOK/INSTAGRAM**

Please visit our pages and have a look at posts which let you know what your children are doing whilst attending WASPS and gives you a little insight into what they enjoy and the demanding work that staff put into ensuring your children have an enjoyable time whilst in our care. Please feel free to share also.

**INVOICES**

As you will now be aware, we have all details on our database and are able to generate invoices from there. On the invoices it has the sessions that you are being charged for so if there are any changes, please make sure you inform us. Also, with regards to invoices please be aware that in your contract it does say that invoices are due to be paid by the first of that month at the latest. As per your contract you will be charged £1 per day until you pay that invoice. Those that continue to pay their invoices late or refuse to pay late fees may incur a temporary suspension of their child’s place as a last resort.

Also please remember that if you go over your contracted time for After School Club or bring children in before their contracted time for Breakfast Club, then you will be charged the higher fee which is less than 1 weeks’ notice as per your contract.

**PLAY SCHEME**

We still have some spaces available for October Play Scheme so please feel free to ask for a booking form. We are already taking bookings for next year’s play schemes so if you need to book in advance to secure your holidays with work, please ask for a booking form.

Remember we do not serve food at play scheme to keep the costs down. Ensure your children come equipped for all weathers so waterproofs and wellies to sun lotion in a named bottle and a sun hat. Please also ensure that children do not have items in their lunchboxes that contains nuts due to allergies.

**BREAKFAST CLUB**

Please could we remind parents that children are not allowed to bring in their own food from home to eat at breakfast club. Also, we have children arriving after 8.10am and requesting breakfast. After this time, we do not serve breakfast as we need to wash up and pack all the toys into the cupboard, get the children ready and be out of the hall at 8.30am due to SPINS nursery being in the hall to set up each morning. If your child requires breakfast, they need to be in before this time otherwise we will not be able to offer them any breakfast.

**PLEASE REMEMBER TO INFORM US**

We are having lots of occasions where parents are not informing us that their child or children are not attending a session with us. This is the reason we have on our contracts a £2 charge for not informing us.

In the afternoons we always need to wait to get the school secretary to ring a parent or Teacher and ask where a child is and why WASPS have not been informed. On a couple of occasions, we have been close to ringing the Police as the child has not been accounted for. Please ensure you let us know if your child or children are going to be absent from a session by text or email, please so that we have something in writing. Sometimes the school asks us to show them proof that a child is not with us when they are supposed to be. The safety of your child is always our main priority. Where we drive to School to collect children this can also mean that we can sometimes send two vehicles when it is just not needed so again just a text, email or phone call will help to deploy staff where they are needed. Thank you in advance.

**RESOURCES NEEDED**

Thank you so much for the resources that you give us when your children no longer play with them. Our toys are forever being broken or simply worn out so anything that you give us is always appreciated.

Please remember us when you are looking at taking toys to the charity shop or throwing away. Children love new toys, and they are so expensive to replace.

We are always looking for paper, pens, and craft items as well as toys. We could do with replacing barbie’s accessories and clothes, Polly pocket clothes, baby dolls, toot toot, shimmer and shine, toy cars and transformers, monster high dolls and accessories and role play food which are just some of the items needed at present.

We are also in need of boy’s socks (all ages), boys jogging bottoms up to age 6, boys long sleeve tops up to age 6 and girls leggings up to age 6. If anyone has any of these, please let us know.

Children have been asked what resources they would like to play with, and we have a rather lengthy list of items they would like so therefore we signed up for EASYFUNDRAISING. This can be used when you buy things, and a donation is then sent to WASPS to buy resources. So far with the help of those that have already signed up, we have brought a dolls house, two boxes of snap circuits, some barbie clothes, moshi monsters, monster high dolls, baby doll clothes and gravitrax. It is easy to sign up for and once signed up it is easy to use. Please click on the link and the name of the cause is WASPS Out of School Club. <https://www.easyfundraising.org.uk/>

**IDEAS AND SUGGESTIONS**

We are constantly looking at new ways for WASPS to ensure we cater for what parents changing needs are going forwards. Please feel free to email me or call me with ideas and suggestions for changes to suit your needs. If we have enough of you asking for the same thing, then we will look at it and decide as a team if we can accommodate these ideas and suggestions.

**TERM DATE REMINDERS**

We close on Friday 21st October (normal time 6.15pm) and will reopen on Monday 5th November (normal time 07.30am).

We are open for play scheme on Monday 24th October to Friday 28th October 8am to 6pm.

Please remember we are closed on Friday 2nd December for an Inset Day.

OPENING AND CLOSING DATES

**2022**

***PLAY SCHEME – Monday 24th October – Friday 28th October (08.00am-6.00pm)***

Monday 31st October – Thursday 1st December

Monday 5th December – Wednesday 21st December (1.15pm Collection RC, 1.30pm RS/ ST close 1.30 20th December and J close 12.15 on Friday 16th December)

**2023**

Wednesday 4th January – Friday 10th February

***PLAY SCHEME Monday 13th February – Friday 17th February (08.00am-6.00pm)***

Monday 20th February – Friday 31st March (1.15pm Collection RC/1.30pm ST/1.30pm RS/12.15 J)

***PLAY SCHEME Monday 3rd April – Thursday 6th April (08.00am-6.00pm)***

***PLAY SCHEME – Tuesday 11th April – Friday 14th April (08.00am-6.00pm)***

Tuesday 18th April – Friday 28th April

Tuesday 2nd May – Wednesday 3rd May

Friday 5th May – Friday 26th May

Monday 5th June – Friday 21st July (1.15pm Collection RC/1.30pm ST/1.30pm RS/12.15 J)

***PLAY SCHEME – Monday 14th August – Friday 18th August (08.00am-6.00pm)***

***PLAY SCHEME – Monday 21st August – Friday 25th August (08.00am-6.00pm)***

***PLAY SCHEME – Tuesday 29th August – Friday 1st September (08.00am-6.00pm)***

We will be **closed** on the following dates

**2022**

Friday 2nd December (Inset Day J, RS, RC)

Thursday 22nd December – Friday 30th December

**2023**

Monday 2nd - Tuesday 3rd January (Bank Holiday)

Friday 7th April (Good Friday)

Monday 10th April (Easter Monday)

Monday 17th April (RS, ST Inset Day)

Monday 1st May (May Day)

Thursday 4th May (Hall Closed for Elections)

Monday 29th May – Friday 2nd June (Whitsun)

Monday 24th July – Friday 11th August (Summer Holidays)

Monday 28th August (Bank Holiday)

PLEASE NOTE THAT THESE DATES MAY ALTER SLIGHTLY IF SCHOOLS INTRODUCE MORE INSET OR OCCASIONAL DATES FOR 2022/2023

CONTACT INFORMATION

Main Mobile: 07904 391133 (Nicola keeps), 2nd Mobile: 07500 665439 (Kept at hall)

Email: nicola@waspsclub.com

Website: [www.waspsclub.com](http://www.waspsclub.com)

Facebook: WASPS Out of School Club

Instagram: WASPS Out of School Club