



After School Club @ Madley Brook CP School

INFORMATION LEAFLET

Introduction

Little Treasures Academy aims to provide excellent childcare in a fun, safe and loving environment to children who attend Madley Brook CP School. We also offer all year childcare provision for children aged birth-14 at our main site at Thorney Leys Park, Witney.

Activities

Many planned activities will be on offer at the after-school club. These will vary from day to day and week to week. Activities may include:

- Opportunity to complete homework
- Reading and use of the school library
- Games and activities in the drama studio
- Art & craft
- Painting & drawing
- Board games
- Use of playground
- Music & dance
- Sewing, knitting and many more....

Children will be asked to help plan the activities.

Session Times

The afterschool club runs from 3pm until 6pm Monday to Friday. Children will be collected from their classrooms, at the end of the school day by LTA team to the

afterschool club in the Drama School. Children will need to take their coat, bag, lunch box and any other belongings with them to the club that they need to take home.

Afterschool club operates OCC term time only and will be closed on INSET (staff training) days. During the INSET days, we will be delighted to offer childcare services at LTA's Thorney Leys Site.

Picking up children

Parents can pick up their children from the Drama Studio at the end of their session.

Cost

Registration Fee is £20

LTA runs 3 sessions for afterschool club:

Session 1: 3-4pm - £10

Session 2: 3-5pm - £12 (With high tea)

Session 3: 3-6pm - £14 (With high tea)

Holiday Club (@ Thorney Leys Site):

Full day: 8m-6pm - £43

Half Day: 9am-1pm/2pm-6pm - £23

Additional Hour: £6

High Tea & Drinks

Around 4pm children are served high tea. This meal is not intended to be the last meal of the day. A variety of light snacks for example selection of sandwiches, mini

ploughman, sausage rolls, wraps, hot dogs, crackers & cheese followed by selection of fruits, cakes or yogurts are included in the menu.

Registration Form

All parents are required to complete LTA's Registration form. Parents must inform LTA (in addition to the school office) of any changes such as contact or medical information.

Completing the Registration Form does not guarantee a place in the afterschool club. Acknowledgement letters will be sent out with details including sessions offered and start date.

Booking

Sessions can be booked as follows:

1. **Regular Sessions:** Once the sessions are confirmed by LTA, they are permanently allocated to your child. One calendar month (first to last day of month) notice is required to cancel or amend sessions. Please note, charges will apply even if your child does not attend due to illness or absences.
2. **Casual Sessions:** If you require casual sessions, requirements must be emailed to admin@ltawitney.co.uk by **20th of every month**. Once these sessions are booked, charges will apply even if your child does not attend due to illness or absences. Places will be allocated subject to availability.
3. Please note sessions are allocated on a first come first served basis. Siblings will be given preference where appropriate.

Payment

Invoices will be sent out on the 20th of every month. Payments must be made

by the 1st day of every month in advance. We accept payments via childcare vouchers and internet transfers.

Contacting the After-School Club

Between 3pm and 6pm, staff at the club can be contacted on **Telephone No: 07440 653453 or main number 01993 700123.**

Policies

LTA has several policies which the club will adhere to. These are always available on request.

Staff

Children will be under supervision of staff always. Children will not be allowed to wander around the school on their own. All staff undergo enhanced DBS checks.

Code of Conduct

LTA has a strict code of conduct as follows:

Children must:

- Respect staff and other children
- Look after the properties of school and club property
- Keep to ALL rules and expectations of Madley Brook CP School

Suggestions and complaints

Any suggestions or complaints relating to Little Treasures Academy can be raised at the first instance with the Club Leader/Person in charge. If the matter cannot be resolved, please refer to the Nursery Manager and should follow the Compliments and Complaints Policy. This is displayed on the notice board.

Other information

If you have any questions, queries or would like to speak with us, please contact:

Email: Info@ltawitney.co.uk

Telephone: 01993 700123/700456

Afterschool Club Mobile: 07440 653453

Website: www.ltawitney.co.uk

