WASPS Out of School Club

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

NEWSLETTER – MARCH 2020

APOLOGIES

Apologies for the length of time between newsletters as things have been a little manic staff wise since November 2019! Although I have tried to update you of things as they happen by email during the last couple of months, so I am hoping that there are not too many things that you have missed.

STAFF NEWS

Since the last newsletter, Urszula Jakubczyk decided to leave in January and go back into caring for the elderly and Sarah Barnes unfortunately did not make it through her probationary period so also had to leave us in January. After much advertising and interviewing (still ongoing), we have now taken on Rebecca Plumb who will be covering 4 mornings, and 3 afternoon sessions and we wish her luck in her new position. Chloe Congrave will be joining us at the end of the month to cover 2 mornings and 2 afternoon sessions and again we look forward to working with her. Some of you may recognise her as she currently works at Highfields Nursery.

We are still advertising and interviewing for another member of staff so that this will ensure we have more than enough cover for staff sickness and holidays and extra bookings.

Sarah Congrave and Rebecca Plumb will be completing their First Aid next month and Rebecca will also be completing her Safeguarding course.

THE MIND WALK

Sarah has asked that I share with you that she will be walking to raise money for Mental Health Awareness at the MIND Walk on 4th April 2020. I have shared a link to this on the WASPS Out of School Club Facebook page. Mental Health is something that may affect many of us sometimes in our lives and by raising awareness of this wonderful cause we are showing others that we are not afraid to talk about this illness and support those that need help by doing something positive.

CORONAVIRUS UPDATE/INFORMATION

We are receiving daily advice from Hertfordshire County Council regarding what to do if a parent/child or member of staff are either in contact with someone who has tested positive or if someone who has entered the building has tested positive. We have draft letters ready to send to you if we need to with instructions for us on steps to take and who to contact should any of this happen. Obviously, we trust that should any of you test positive then we expect you to inform us in writing so that we can take precautions.

We currently have one family who have been advised to self-isolate by their doctor as one of them has a respiratory illness. Currently as they do not fall into any of the risk factors their doctor does not see the need to test for coronavirus.

As we are a small business and cannot remain closed for some time without income, we have received advice that we needed to change our policy on emergency closures to include wording that informs parents they will still need to pay as normal. Our insurance company (along with others for out of school provisions) do not pay out for loss of earnings should we be forced to shut down for any length of time due to illness/disease. Therefore, we have been advised to still charge parents during an emergency closure but at a reduced rate of 50%. I know that this seems unfair but to be honest we have also been told staff need to be given full pay and we cannot do this and remain a viable business for any amount of time.

The change in wording has been added to our Admissions and Fees Policy and to our Health, Illness and Emergency Policy. If you would like an updated policy, please ask Nicola to email to you.

INVOICING

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. Due to the fact parents are not paying their invoices on time or sometimes not at all (yes some parents decide to ignore invoices), any invoices that are not paid within a week of 1st of the month will be contacted to say that there will be a suspension of your account and WASPS will suspend collecting your child until your account has been paid up to date.

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

Bookings are now being taken for both Easter and Summer Play Schemes. A list of activities for the week have already been sent to you for the Easter Play Scheme.

Booking Forms for these can be found on the welcome desk, on our website or you can email Nicola for one.

PLEASE REMEMBER TO INFORM US

Please remember that we stop serving breakfast at 8.15am. Any children that arrive after this time will not be offered breakfast. This is simply because all children need to be in the foyer at 8.30am to get ready for School and everything in the hall and kitchen must be put away and locked up to allow SPINS Nursery to set up for their session.

Also, 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 £2 charge for not informing us. After breakfast we take children to School, if a child has not come with us then some Teachers/Schools query staff where they are. This causes delays in getting other children to their respective class or School. Sometimes this will also mean that a member of staff has been called in to cover when they are not needed.

In the afternoons we nearly always need to wait to get the School secretary to ring the 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 we are asked by the School 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. Thank you in advance.

AFTER SCHOOL CLUBS

We encourage children to take part in clubs after school but unless they are on site (starlight, street dance, tennis, beavers, cubs) we are unable to collect them to bring them back to the hall. Most clubs are very accommodating and can deliver the children back to us after they have finished so please ask at the School for details.

Also, can parents please remember to inform us when their child is attending clubs so that we are not looking for them at the School at collection times. Thank you.

LOST PROPERTY

Please remember to actively look in the lost property box near the front door in the foyer for items your child/children may have lost. If items have names on, we give them to your child but most of the lost property currently does not have any names on.

SAFEGUARDING

Please remember that you are not allowed to use your mobile phone whilst in the building due to safeguarding. Please ensure your phone is always in your pocket or coat whilst in the building. Staff have been reminded to challenge parents that come into the building talking on their mobile phones. Also please remember that we do not allow you to take photographs within the building of yours or anybody else’s children. Again, this is for safeguarding purposes and permission needs to be sought from Nicola beforehand as she is the Designated Safeguarding Lead.

Please also can parents ask a member of staff to unlock the front door and let them out and not let themselves out as this will mean the door is unlocked and again is a safeguarding issue.

ACCIDENT NOTIFICATIONS

Please be aware that if your child has an accident or if we have issues with behaviour, we will send out a PDF document with the details on to you by email. We have been using this system for a year now and is being used to cut down on the amount of paper that is used and to make generating reports and keeping an eye on behaviour between children much easier to monitor. As this will be sent by email as it happens, please ensure that the email address we hold on file is always correct. By sending these electronically, we have a timestamp, so we can see when these are sent to parents and let them know the time should you not receive a notification in your inbox. If for some reason the internet is not working, then you will be asked to sign a paper copy of the accident when you collect your child.

BUSINESS CARDS

We now have a small black book on the welcome desk which will be used for those of you that would like to put your business cards in for others to have a look at. We have had various requests from parents and staff asking if they could advertise their services such as party entertainers, counsellors and selling items for the home, so we thought it would be a good idea to have a business card book where you can actively display your card and look for cards that may interest you. In other words, a type of networking for parents and staff. Please feel free to place a business card in the book anytime.

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.

END OF TERM

Last day of this half term will be Friday 3rd April 2020. We will collect children from Schools at the earlier times as follows:

Roger de Clare School – 1.15pm

Ralph Sadleir School – 1.30pm

St Thomas of Canterbury School – 1.30pm

Jenyns School – 1.15pm – Parents please inform me if this has changed!

If you do not need your child collected at the earlier time on Friday 3rd April 2020 could you, please inform us as soon as you can. We will close at normal time of 6.15pm that day.

OPENING AND CLOSING DATES

**2020**

Monday 24th February – Friday 3rd April (1.15pm Collection RC/1.30pm ST/1.30pm RS/1.15 J)

***PLAY SCHEME Monday 6th April – Thursday 9th April (08.00am-6.00pm)***

***PLAY SCHEME – Tuesday 14th April – Friday 17th April (08.00am-6.00pm)***

Monday 20th April – Wednesday 6th May

Monday 11th May – Thursday 21st May

Monday 1st June – Friday 17th July (1.15pm Collection RC/1.30pm ST/1.30pm RS/12.15 J)

***PLAY SCHEME – Monday 10th August – Friday 14th August (08.00am-6.00pm)***

***PLAY SCHEME – Monday 17th August – Friday 21st August (08.00am-6.00pm)***

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

Thursday 3rd September – Friday 23rd October

***PLAY SCHEME – Monday 26th October – Friday 30th October (08.00am-6.00pm)***

Monday 2nd November – Thursday 3rd December

Monday 7th December - Friday 18th December (1.15pm Collection RC/1.30pm ST/1.30pm RS/12.15 J)

**2021**

Monday 4th January – Friday 12th February

***PLAY SCHEME – Monday 15th February – Friday 19th February (08.00am-6.00pm)***

Monday 22nd February – Friday 26th March (1.15pm Collection RC/1.30pm ST/1.30pm RS/12.15 J)

***PLAY SCHEME Monday 29th March – Thursday 1st April (08.00am-6.00pm)***

***PLAY SCHEME – Tuesday 6th April – Friday 9th April (08.00am-6.00pm)***

Monday 12th April – Friday 30th April

Tuesday 4th May – Wednesday 5th May

Friday 7th May - Friday 28th May

Monday 7th June – Wednesday 21st July (1.15pm Collection RC/1.30pm ST/1.30pm RS/12.15 J)

***PLAY SCHEME – Monday 9th August – Friday 13th August (08.00am-6.00pm)***

***PLAY SCHEME – Monday 16th August – Friday 20th August (08.00am-6.00pm)***

***PLAY SCHEME – Monday 23rd August – Friday 27th August (08.00am-6.00pm)***

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

**2020**

Friday 10th April (Good Friday)

Monday 13th April (Easter Monday)

Thursday 7th May (Hall Closed for Elections)

Friday 8th May (May Day/VE Day)

Friday 22nd May (RC and RS Inset Day)

Monday 25th May (Bank Holiday)

Tuesday 26th May – Friday 29th May (Whitsun)

Monday 20th July – Friday 7th August (Summer Holidays)

Monday 31st August (Bank Holiday)

Tuesday 1st September – Wednesday 2nd September (RC, RS, ST Inset Day)

Friday 4th December (RC, RS Occasional Day)

Monday 21st December – Friday 1st January (Christmas Holidays)

**2021**

Friday 2nd April (Good Friday)

Monday 5th April (Easter Monday)

Monday 3rd May (May Day)

Thursday 6th May (Hall Closed for Elections)

Friday 8th May (May Day/VE Day)

Monday 31st May – Friday 4th June (Whitsun)

Friday 23rd July – Friday 6th August (Summer Holidays)

Monday 30th August (Bank Holiday)

PLEASE NOTE THAT THESE DATES MAY ALTER SLIGHTLY IF SCHOOLS INTRODUCE MORE INSET OR OCCASIONAL DATES FOR 2020/2021

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