



If you require any further information please feel free to drop in at the club or call between the hours of 3pm-6pm

We look forward to hearing from you.



**Zigzag Wrap Around Care**

# Zigzag Wrap Around Care



**Boothville Primary School**  
**Booth Lane North**  
**Northampton**  
**NN3 6JG**  
**Tel: 01604 491545**  
[boothville.zigzag@outlook.com](mailto:boothville.zigzag@outlook.com)

**Ofsted Registration number 121931**



**Zigzag Early Birds Breakfast Club**  
**&**  
**Zigzag After School Club**

We offer wrap around care to the children

## of Boothville Primary School.

Our staff ratio is 1 adult to 8 children aged 4-8

1 adult to 12 children aged 9-11

The purpose of the clubs is to provide, in partnership with parents/carers quality out of school care in a pleasant, safe and controlled environment.

### Our Values

- Safety is paramount
- Differences are valued (gender, religion, colour, disability and ethnic origin are all equally valued)
- Needs are recognized
- Children should always benefit

(all activities will be beneficial to the child's development)

### Current members of staff

Sarah Wright-

Senior Wrap around care Manager

Designated person for behaviour management & special needs

Becky Lee-

Deputy Manager

Kelly Doble

Breakfast Supervisor and

After school club

Play worker

Coralie Kiloh-Munns & Maggie Stocker & Esa Gjinaj

After school club Play workers

Carole Matthews, Terry Roberts, Nina Corbishley,

Breakfast Club Play workers

Liam Fox/Joanna Patching /Ashley Deeney

Sports coaches from Prestige Sports

## Late Collection

The club closes promptly at 6 o'clock. We are required to vacate the hall promptly.



If you are late to collect your child we charge a late collection fee. This is £3.00 per 5 minutes of lateness and 50p per minute after. This fine must be paid at your child's next attended session.

## General Information -

### Zigzag Early Birds Breakfast Club—

Opens at 7.45am

Parents and children are not permitted to be on the school site before this time.

Breakfast is provided and served until 8.30am

#### Provided daily -

- A variety of healthy cereals is These are generally: Rice Crispies, Shreddies, Cheerios, Weetabix
- Toast and a variety of spreads are also offered daily
  - A daily 'special'

(These are scrambled and boiled eggs, crumpets, pancakes and muffins and a chocolate cereal once per week)

A fruit bowl (subject to availability)

Orange/Blackcurrant squash, Milk & Water

Hot drinks - Hot chocolate in the winter

Children are provided with quiet activities

At 8.35am years Reception- year 2 are taken to their classrooms

Years 3-6 are escorted to the playground to be escorted to class by a teacher/teaching assistant

## General Information - Zigzag After School Club—3.15pm-6pm

We are based in the unit at the front of the school, accessible through the gates on the main road.

Children are collected after school from the school hall nearest to their year group. Reception children are delivered to us by a member of school staff.

On arrival at the club your child will be offered a small snack, such as a piece of fruit, biscuit, or yogurt & a drink

We offer a variety of things to do such as:

board games      Wii    Play station

children's tv/dvd's    comfy area    arts and crafts

Karaoke and cds      dressing up

role play    outdoor play

Cookery

Internet - We have use of the school computer suite

We employ a sports coach to facilitate physical activities with the children daily

An overall opportunity to make friends and play with children from different year groups.

Activities are free choice and children are not forced to participate in anything they do not want to do.

Homework can be encouraged although we cannot always guarantee that staff will be available for 1.1 support with children's homework

## Collection of your child

The collection of your child must preferably be made by the persons named on your child's registration form. You are required to sign and time your child out of our care each evening. It is important that you remember to do this.

We can, however appreciate that from time to time you may have to send someone different to collect your child. In this case we require you to telephone and inform us that you are sending an alternative collector. You must also give the person you are sending the password that you are required to note on your child's registration form. This reassures us that you have spoken to this person and given us permission to release your child to them.

If a password is not given we will not let your child leave until we have been able to contact you to confirm the collectors identity. This is for your child's safety!

It can be very embarrassing for us and the person you have sent if we need to take this step so please remember this procedure.

Thank you

## Booking and payment information

### Fees

Our costs are:

£3.00 per session - Breakfast Club

£6.00 per session - After School Club

### Payment options

Payment can be made via:

#### Cash

Cheque - Payable to Boothville Primary School

#### BACS transfer/Internet banking -

Boothville Primary School

Account 'no - 51792868

Sort code - 30-96-09

#### Debit/Credit card

#### Parentmail +Pay

(Please see Sarah for

details on registering for Parentmail)

Payment made by cash or cheque is required for 1 week in advance and is due on the last day of the week that your child attends for the following week.

Alternatively you are welcome to pay per month, per half term or per term.

**Should you fall into arrears your child's place is not guaranteed and can be withdrawn without notice**

### Snacks

Children are offered a substantial snack between 4:30pm and 4:45pm.

We follow a 4 week healthy eating menu

Snacks can be adjusted for children with special dietary requirements or if preferred you may send your own snack for your child.

	Week 1
Monday	Beans on toast
Tuesday	Cheese/Tuna sandwiches with cucumber
Wednesday	French stick bread with a variety of spreads (Butter, jam, marmite & cheese spread. Chocolate spread on treat occasions)
Thursday	Cereal & Milk (Cheerios, Shreddies, Rice Crispies)
Friday	Toast with a variety of spreads ( Butter, jam, marmite, chocolate spread)
	Week 2
Monday	Rolls with a variety of spreads (Butter, jam, marmite & cheese spread)
Tuesday	Cheese/Ham Toasties
Wednesday	Pork or vegetarian sausage and beans
Thursday	Crackers & Cheesy Triangles
Friday	Spaghetti on toast

Week 3	
Monday	Beans on toast
Tuesday	Cereal & Milk (Cheerios, Shreddies, Rice Crispies)
Wednesday	French stick bread with a variety of spreads (Butter, jam, marmite & cheese spread. Chocolate spread on treat occasions)
Thursday	Chicken/Cheese Sandwiches (With cucumber, salad cream)
Friday	Cheese and crackers
Week 4	
Monday	Boiled Egg and toast
Tuesday	Sandwiches with a variety of spreads (Butter, jam, marmite & cheese spread. Chocolate spread on treat occasions)
Wednesday	Hot dogs (Pork or vegetarian sausages)
Thursday	Cheese/Ham Toasties
Friday	Cereal & Milk (Cheerios, Shreddies, Rice Crispies)

### Bookings

If your child is booked into the club you are required to pay for the place even in the event of absence. This is due to having to comply with staff ratios and snack supplies.

If your child does not have a whole week booking additional days may be available for one off occasions. This is only possible if there are spaces and cannot be guaranteed. Please see Co-ordinator for availability.

### Absence

Please take the time to let us know if your child is going to be absent. Failure to do this results in staff having to look for your child. This keeps the other

children waiting and can be worrying for staff

01604 491545

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Notice required if you wish to withdraw your child from the club

A period of 2 school calendar weeks notice is required if you wish to withdraw your child from the club. Your child does not have to attend these weeks if it is inconvenient but you will be invoiced for these sessions.

### Pre attendance visit/settling in policy

Visits can be arranged to allow you and your child to come and see us prior to joining. Please call the club to arrange a mutual time and date.

Children will be introduced to staff and given important information on joining the club such as where the toilets are, security procedures and what to do in the case of a fire.

We then use a 'buddy system' and pair your child up with a child who we encourage to show them the everyday routine and introduce them to other children.