

# Wasps Link Club

Parent Handbook



A guide to your child's after school and day care

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## About Us

Wasps Link Clubs and Nurseries is a community based business providing nursery, pre-school, breakfast, after school and holiday care for children of all ages on a part-time or full-time basis. We aim to encourage children to build and develop social skills while our activities promote non-discriminatory attitudes.

Our programme and resources reflect an equal opportunity ethos. Link Clubs and Nursery venues are OFSTED registered and operate within their guidelines. We always adhere to staff/child ratios and provide ongoing training and support for our staff.

## Registration

Upon joining a Wasps Link Club, you will be asked to complete a registration form. We will require the names of people who will be collecting your child, medical information, dietary requirements and a guide to your child's likes and dislikes. It is very important that we are kept informed of new contact numbers, change of collectors and circumstances, any health issues or special needs concerning their child.



## Communication

We maintain a good relationship with parents and work as each child's development partner. Each parent receives regular, informal updates on their child's activities at collection time. We can also arrange times for you to chat to us in private if ever necessary.

Our Parent Information Board displays activities taking place during each month, parent notices, the monthly newsletter and menus so you can see what's on offer during that week.



## Staff

Our dedicated childcare team are committed to the task of looking after your child. All senior members of staff hold childcare qualifications, while other staff are working towards gaining a qualification. We are proud of our Childcare Team who endeavour to make each child's time and learning experience important and fun with their enthusiasm and positive attitude.



## Parents and Guardians

We want every parent and guardian to discuss any concerns or issues they may have with us.

In order for our facilities and services to improve and develop further, it is important we receive comments and suggestions from those who use our facility.

Every parent and guardian is welcome to occasionally spend time within the Link Club to observe the children and their displays of work. Every child enjoys praise and acknowledgement of their achievements. Our staff work hard to make the different settings welcoming and the children's creative work features highly at every venue.



## Health and Welfare

It is very important that you do not send your child to Link Club if they are unwell to safeguard the welfare of the staff and other children. If necessary, we can administer prescribed medication provided parents complete a medicine form, which can be supplied upon request. Please inform us if you require assurance or advice.

## Holiday Club

Wasps Link Club currently operates three separate holiday club venues at the following locations:

- Bruche
- Latchford St James'
- Stockton Heath

Holiday clubs operate from 8:00am - 6:00pm Monday to Friday; however Latchford St James' opens at 7:30am to accommodate the Nursery children.

During school holiday's, the children get out and about at least once a week. Public transport is utilised wherever possible to keep additional costs to a minimum. The children visit locations such as local museums, art galleries and parks. We also have educational visits from the police and fire brigade, demonstrations by birds of prey, guide dogs and entertainment by magicians to name a few.

Parents are asked to provide a nutritional packed lunch to accompany their child, whilst we will provide breakfast and afternoon snacks.

Holiday forms can be obtained through the clubs when the school holidays are approaching or alternatively if you contact Head Office we can send one out to you by post or email.



## Food

All food is cooked at each Wasps Link Club by an experienced staff member, who will hold a current food safety standards training certificate. We use organic and fresh seasonal produce whenever possible. A breakfast or afternoon snack is provided depending on the session your child attends. Water is available to drink throughout the session. Water or milk is served with breakfast with the addition of juice with the afternoon snack. Sample menus are displayed on the notice boards. All venues operate a three week rotating menu, which is altered seasonally.

Breakfast and snack time is an important social occasion for the children where they are encouraged to experience different foods. All venues have themed food weeks which often link in to cultural celebrations such as Chinese New Year.



## Sample Menu

All menus feature a diverse selection of tastes, colours and textures.

Breakfast:

- Cereal, toast, yoghurt or fruit

Afternoon snack:

- Pitta pockets filled with cheese, tuna or ham with salads
- Fresh fruit, sugar free jelly or ice cream

The children play a major role in the creation of the breakfast and snack menus. We find this activity creates an ideal opportunity to investigate and discuss their views on healthy and unhealthy options.



## Fees

One month's fees are required in advance to secure each child's place. A bill will be issued showing a breakdown of childcare requested at the beginning of every month which must be paid in full within 5 working days of receipt. We can also offer weekly payments options.

## Terms and Conditions

To terminate a booking, four weeks' notice must be given in writing. There are no refunds for cancellation or non attendance of a booked session including Holiday Club bookings.



## How to Join

Contact the Wasps Link Clubs directly during opening hours to discuss availability and arrange a visit with the manager. Registration forms and Terms and Conditions will be provided during the visit. Please note that all children using our facility must be registered by completing and returning the form prior to the start date. Parents must sign to say they adhere to all our Terms and Conditions. Individual contact numbers can be obtained by contacting the Head Office.



## Outdoor Play

We love to take the children outside and go for walks to the local park or on nature trails. It is important that each child is dressed appropriately for the weather, which means warm coats and hats on cold days; wellington boots on rainy days and a sun hat and sunscreen when the weather is good.

We must have written permission from you to enable us to apply sunscreen to your children.



## Contact

Wasps Nurseries and Pre-school for children (0-4 years) are located at:

- Birchwood
- Latchford
- Padgate
- Sankey

Wasps Link Clubs (3-14 years) Breakfast & Afterschool are located at:

- Birchwood\*
- Croft
- Gorse Covert
- Hollins Green
- St Anns Orford
- Stockton Heath
- St Monicas
- Bruche
- St James'\*
- Our Ladys
- Latchford
- Evelyn Street
- Woolston
- Padgate
- Sacred Heart
- Sankey

\*Holiday Clubs at these venues

For more information contact the Head Office on:

T: 01925 818689

E: [info@waspschildcare.co.uk](mailto:info@waspschildcare.co.uk)

[www.waspslinkclub.com](http://www.waspslinkclub.com)

