



# Wigwam



*Ensuring the future is brighter & healthier for our kids*

**AUTUMN**



**A few words from the Editor!**

Thank you to everyone at Wigwam for making me feel so welcome and part of our wonderful Club. I have had a very successful start to my role as Club Co-ordinator and have relished the opportunity to get to know the children in the club and their families. I am very excited about the opportunity to develop our lovely Club with the input of the children and support of the parents to a very bright future. I welcome you all to take an active role within the Club & should you wish to speak to me about anything my door is always open. Alternatively, I am available on the phone or by email. I am pleased to introduce our new Deputy Club Co-ordinator — Amanda Fenton...

"Hello everyone and thank you all for making me feel very welcome in my first few weeks at Bright Kids Wigwam. I have worked with children for the past seven years and in this time I have gained an NVQ level 3 in Playwork. I have two children of my own aged 1 and 3. I look forward to building new relationships with all parents, carers and children. My vision is to support children in a fun, stimulating and safe environment and thereby supporting parents".



**OCTOBER HOLIDAY CLUB**

This half term the theme is the Jungle! We have some exciting activities planned such as jungle jumble, a bug hunt and jungle mania.

We will also be making the most of the season by carving pumpkins, creating our very own scarecrow, and having a ghostly Halloween party.

Please make sure you complete a Holiday Club Booking Form to secure your child's place this half term. Without Booking Form we cannot guarantee that a place will be available as we arrange our staffing rotas around the bookings that we have. We would also politely remind you that any bookings made will be charged even if you do not attend, again because we will have staffed for this. Many thanks.

**PARENT FORUM**



We had a very successful Parent Forum meeting on 13 July 2011 and were able to discuss the results of the Annual Questionnaire, children's feedback as well as parents suggestions for improvements. We are pleased to have purchased a lunch trolley as suggested and are working on a "Settling In" booklet for new starters. We were able to share valuable information about our planning and delivery of the Play work Principles and Early Years Foundation Stage which is crucial to us meeting the needs of the children and our welfare obligations. Another meeting will take place this term—see overleaf for details.

**CLUB IDEAS**



We are always looking at ways to do things better at Bright Kids Wigwam and of course the children have been expressing their opinion about their Club and we have listened! They have come up with the very best ideas which I would like to share with you...

*We want to help make our own snacks*

*We want to play outside straight after school*

*We want to be helpers in clearing up*

*We want to do more cooking*

*We want more games and activities*

We are very proud of their voice and contributions and have been incorporating these suggestions into the daily routine.

**GRANT FUNDING**



We are delighted to announce to all parents that, in conjunction with the school, we successfully applied for £10,000 worth of capital grant funding to improve the facilities at Bright Kids Wigwam. The funding will be used to improve the outdoor space, create an accessibility ramp for easier access and to refurbish the toilets. Bright Kids is adding £1000 to this to get all the work that we want done. Additionally the school have agreed to put up an outside light in the car park for the safety of the children when the nights start to draw in. We await Governor approval but hope to commence works by half-term and will keep you informed.

September 2011

ISSUE:2

Editor: Maggie

Words from Editor	1
Holiday Club	1
Parent Forum	1
Club Ideas	1
Grant Funding	1
Staff Training	1
Collection Procedure	2
Staff News	2
2011 Diary Dates	2
Bits & Pieces	2
Daily Details	2
Parent Referral	2
School News	2

**STAFF TRAINING**

Maggie and Amanda have met with our local authority development worker and identified training that they will be undertaking as part of their Continued Professional Development. We will also be completing the Quality Together framework as provided by the council which we do in consultation with staff, parents and children.

In addition, we have our own in-house training that will include our Out of School Club Planning scheme, something unique to Bright Kids and with which Birmingham City Council were very impressed and have asked us to share with other settings!



## Bright Kids at Wigwam Edition

Wychall Primary School  
Middlefield Road, Northfield  
Birmingham, B31 3EH

Phone: 01214643974/07932086311

Email: [brightkidswigwam@supanet.com](mailto:brightkidswigwam@supanet.com)

### Head Office Details

The Millennium Suite,  
The Grange, 37 Alcester Road  
Studley, Warwickshire B80 7LL  
Telephone: 01527 452430  
Fax: 01527 855419  
Email: [brightkids@supanet.com](mailto:brightkids@supanet.com)

# BOOKINGS

At Bright Kids Wigwam we have 3 options available for booking your child's attendance:

**NB:** All bookings must be made direct with us and not via the school, unless in an emergency.

**PERMANENT** – A place is reserved every week for specific days throughout term-time and an invoice will be produced in advance. One month's notice is required if you wish to stop attending although you may book extra sessions if needed. You will be asked to return a Booking Confirmation each June for the following academic year.

**FLEXIBLE** – A place is pre-booked with varying dates being given to us from 4-6 weeks in advance. There is a small chance that some dates can not be accommodated and it depends on current levels of occupation, but we will always do our best for you and let you know of any difficult dates. We aim to invoice in advance where dates are known beforehand. You can also book extra sessions but these may not be invoiced in advance.

**OCCASIONAL/ADDITIONAL** – A place can be requested up to 48 hours before but no guarantee can be given and fees are charged if a place has been given but then not taken up. You should send these requests in writing (unless in an emergency) at least 48 hours beforehand and pay when you book (or on collection if an emergency pick up). Invoices cannot be created in advance but will be created at the end of the month.

We have worked very hard through August and September to obtain information on your requirements and booked sessions, but still have an exceptionally high number of children turning up on days without bookings or parents phoning the school to add children to the Club pick up list. This is very difficult to plan for staffing ratios as well as snack provisions, resources and equipment. We require parents to give us 1 week's notice in advance of the rota

for Flexi bookings and 48 hours notice of Occasional bookings at our current pricing structure. Without this notice we may need to look at charging higher rates for everyone. Although initially we will only introduce these higher rates for the occasional bookings not giving 48hrs notice (genuine emergencies excepted). These rates would be: **£5.00 Breakfast Club, £9.25 After School Club, £22.00 Holiday Club**



### 2011 DIARY DATES

23rd September 2011 - Teacher Training Day & Holiday Club  
7:30am - 6:00pm

13 October 2011 - Parents Forum 6:00pm. Crèche available

24th-28th October 2011 - Half Term Holiday Club  
7:30am - 6:00pm

9th December 2011 - Christmas Party & Raffle draw

16th December 2011 - Club closes at 6:00pm till January 2012



You can now find our Newsletters and many other forms on our website:  
[www.bright-kids.co.uk](http://www.bright-kids.co.uk)

## Daily Details

### FEES

We would remind parents that we invoice in advance for payment prior to the start of the month. Any cancelled days will still be charged for. This same rule also applies to Holiday Club bookings. It has been difficult to do this for September as not all the information had been provided for us for bookings from this Term. However invoices are now being done.

### PARENTS AS PARTNERS



We appreciate parents letting us know when their child is not in school or does not need collecting. It is important for us to have this information to avoid unnecessary concern in locating the whereabouts of a child and prevent delays in getting all the children into club safely. Please call Maggie on the Club mobile number: 07932086311 if there are any changes to your booked sessions.

### OUR SUGGESTION BOX



We welcome your input to our Club and have created a Suggestion Box for you to give us feedback, ideas and suggestions. This is located on the signing in desk for easy access. Please keep your great ideas coming...

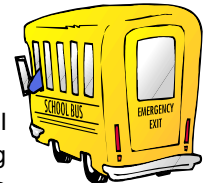


## School News

As newly appointed Club Co-ordinator I have been developing working relationships with the school and have met Mrs Allen as well as new Deputy Head Teacher Angela Lowrie, who we understand is our School contact and liaison.

I have been welcomed by the Children's Centre team and have had an initial meeting with Dawn Haughton to foster harmonious working relationships here at Wychall Primary School.

The after school activities have now started at school and Bright Kids Wigwam is able to collect your children from the activities and bring them back to the Club.



# Thank You