



# Dovedale@Moulsham

## Out of School Clubs

Dovedale@Moulsham is situated across two sites at Moulsham Infants School and Moulsham Junior school. The children are cared for in their respective school halls with access to the large outdoor spaces. The club operates under the Dovedale Nursery umbrella and is owned by Chelmsford College. All admin is undertaken at Dovedale Nursery main office outside of club opening hours.

We provide out of school care for two sessions a day, before and after school. We understand that children work hard during their school day so we provide a professionally supervised and well-equipped environment for children to choose how to spend their free time as they might at home. A range of activities will be set up each session to inspire and engage the children although they are welcome to choose different activities whenever they feel like it. The children have full access to the playgrounds outside of registration and mealtimes where they can play sports, run around or take part in active group games. We like to get outside in all weathers so please ensure your child is appropriately dressed.

At Dovedale@Moulsham the children are encouraged to take responsibility for their choices and actions and communicate with others when conflicts occur. We pride ourselves on not relying on technology for entertainment which provides children with the opportunity to play, imagine and explore.

We operate a Key Person system for all Reception age children, children with SEN, children with severe allergies or those who may need some additional support on a more temporary basis. The child's needs are reviewed annually or sooner. They Key Person is responsible for communication with parents and teachers, attending meetings for the child when necessary and ensuring their needs are met throughout the session. If you think your child would benefit from a key person and you haven't been automatically assigned someone, please get in touch with Flossie.

We offer spaces indiscriminately dependent on session availability. Where children have severe allergies, medical or SEN needs we work in partnership with the parents and school to ensure we can best support the child. We do not offer hourly rates, but you are welcome to drop off or collect your child any time within our opening times.

### How to find us

**Dovedale@Moulsham Infants** – you can only access the club through the infants school playground. At the back corner of the staff car park there is a button on the black gate which calls directly to us.

**Dovedale@Moulsham Juniors, Monday to Thursday & Friday morning.** You can access the club through the Year 5/6 gates located next to the turning circle. The doors to the hall will remain locked so please knock on the door. On Friday afternoon the club moves to the other hall and you can gain access through the Year 3 / 4 gate located next to the high school and calling us on the Juniors number below and a member of staff will come out, (change in location due to long-standing commitments the Junior school has).



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## The application and registration process

Please contact the club at the email below for an application form, on this form you register your interest and request what sessions you'd like. The manager of the club processes the application form, allocates sessions based on availability then will contact you. Once sessions are offered we ask for a non-refundable deposit which secures your spaces. You'll be sent a registration pack with documents to read and complete. The registration form, contract and deposit must all be received before your child is able to start.

### Breakfast club 7.15am – 8.35am £7.50 per session

Children can arrive from 7.15am onwards where a breakfast bar will be available offering a range of sugar free cereals and toast with various toppings. Milk and milk alternatives to drink will be available until 8.15am when the breakfast bar closes, drinking water is always available. Junior age children are encouraged to make their own breakfast under supervision and Infants age children will be given some additional support. The children have free play indoors and outdoors until the start of school. All children will go to their classrooms from inside their school. Please be aware that the last call for breakfast is 8.15am to ensure the children have enough time to eat before the end of the session.

### After school club 3.15pm – 6.00pm £16.70 per session

The children make their way to their respective halls inside the school, Reception children will be brought to the hall by their teacher or LSA. On arrival the children are offered a snack of biscuits and fruit and are encouraged to have a drink. The children are free to play indoors and outdoors until tea is served.

A light tea is served between 4.30pm and 5pm to all children, the purpose of this meal is to tide them over until they come home but is not a full dinner. We offer a cold tea, the menu typically includes foods such as sandwiches, pitta breads, wraps, crackers, crumpets etc. with a variety of fillings. A selection of salad and fresh fruit are always offered and we alternate crisps or yoghurt on the side. During tea time the children have the choice of sugar-free squash or water, drinking water is always available outside of mealtimes. Although the children are encouraged to try new foods we can offer alternatives when necessary.

The weekly menu is displayed on the noticeboard and will be the same at both clubs. The children can then free play until they are collected indoors or outdoors.

## For further information, please contact:

**Deputy Manager:** Flossie Brown  
**Telephone:** Moulsham Juniors: 07725 494947  
**Telephone:** Moulsham Infants: 07706 363998  
**Email:** DovedaleMoulsham@chelmsford.ac.uk

**Main Nursery office:**  
**Telephone:** 01245 293045  
**Email:** DovedaleNursery@chelmsford.ac.uk  
**Website:** www.dovedale-nursery.co.uk

