

The Ambleside Centre The Meadows

4.00 pm (Collecting)

Once the gate has been opened, children should be collected from their Keyworker in the base room. Keyworkers will mark children out of the register. Children take their namecards down and place them in the basket near the trolley.

Children staying for Tea Club

Parents/carers collecting children between 4.05 and 6.00 pm will be responsible for signing their child out of the register. Registers will be out on the table in the Big Room. Please remember to look for any letters/invoices in the register pockets. Children will place any art work under their pegs. Please remember to collect empty lunch boxes from the trolley.



Tea

Tea is served between 4.20 and 4.50 pm. You may prefer not to collect your child during these times.



The Ambleside Centre The Meadows



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Everything you need to
know about bringing and
collecting your child
from The Meadows



The Ambleside Centre The Meadows

8.00 am (Breakfast Club)

Children can arrive in Breakfast Club at any time between 8.00 and 9.00 am., although breakfast is only served until 8.30am. After hanging their coats up they should be taken to the breakfast area where staff will greet and register them. Children will either help themselves to breakfast in the snack area or go to the Dining Room where they can make their first plan if they do not need to eat.



Messages for Keyworkers can be left with the staff on duty and they will pass them on.

9.00 am (Morning Session)

Please wait with your child behind the corridor gate until a member of staff opens it and greets everyone. Children should hang coats on their named peg and then be taken to their Keyworker's trolley (this will be in the room that the Keyworker is based in for that week). Children find their namecard, which will be on the floor, and hang them up on the trolley. The Keyworker will mark your child into the register. Parents/carers now leave and children will plan their first activity with their Keyworker.



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12.00 pm (Collecting)

Parents/carers collecting children at 12.00 pm should wait behind the corridor gate until a member of staff opens it and welcomes them in. Children should be collected from their base room. The Keyworker will mark them out of the register. Children take their namecards down and place them in the basket near the trolley.



12.00 pm (Bringing children for lunch)

Parents/carers bringing children for lunch should take them to their Keyworker in the base room where they will mark them into the register.

1.00 pm (Collecting children from lunch)

When the gate opens, parents/carers collecting children from lunch should go straight to the Dining Room where they will be responsible for marking their child out of the register. They should remember to look for any named letters/invoices which have been placed in the pocket of the register. Empty lunchboxes should be collected from the trolley.



1.00 pm (Afternoon Session)

Children should hang coats on their named peg and then be taken to their Keyworker's trolley (this will be in the room that the Keyworker is based in for that week). Children find their namecard, which will be on the floor, and hang them up on the trolley. The Keyworker will mark your child into the register. Parents/carers now leave and children will plan their first activity with their Keyworker.