

Statement of Purpose & Function of The Elbowroom Policy

(Why Are We Here & how do we do things?)



Why Are we here?

We are here to provide services for children after school until their parents/guardians can collect them. We provide a happy & safe place where children can play, do homework, eat meals and snacks and have fun with other children.

What we think you might like to know about The Elbowroom

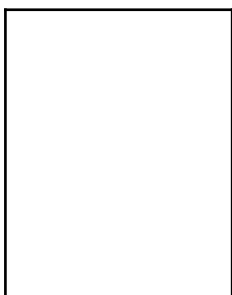
When are we open: During school term times Monday to Friday 1pm to 6pm

How Many children come here: A maximum of 44 children attend

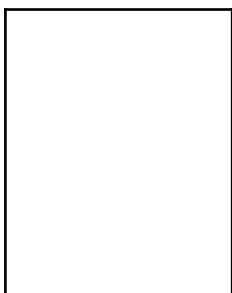
What ages are children: Children range in age from 5-10 years

Who works here?

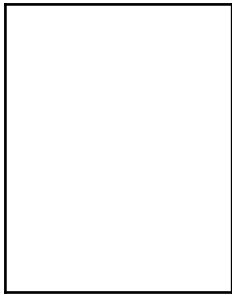
(Insert an individual picture of each staff member with name underneath each picture as below)



(Insert staff name)



(Insert staff name)



(Insert staff name)

What Activities do we do?



Help with Homework

Indoor & outdoor play

Camps (Summer/Easter/Midterm)

Extracurricular activities which include gymnastics, Karate, Ballet,
Yoga & Dancing

What are Policies?



Policies are rules and plans about what happens in The Elbowroom to make sure you are happy, safe and know what to expect.



When you come to The Elbowroom your room staff will explain the following policies to you which will include:

- ✓ **Complaints** - what to do if you or your parents/guardians are not happy about something that happens in The Elbowroom
- ✓ **Dropping off & Collection Policy** - who can and cannot drop & collect you from The Elbowroom

- ✓ **Fire Safety** - the important rules of staying safe in case there was a fire & how to practice for this.

- ✓ **Medication Policy** - How your room staff will give you medicine if you need it.

- ✓ **Infection Control** - How to make sure everyone stays as healthy as possible and doesn't get sick.