

## **Welcome to Higher Lane Out of School Club**

This information booklet will hopefully answer any questions you need to know regarding the running of the club, however, if we have missed anything, please do not hesitate to ask one of the managers, who will be pleased to help you.

### **Mission Statement**

This statement outlines the services that children and their parents/carers can expect from our club, and the values that inform our work:

#### **Our club aims to:**

- Provide quality care for pupils aged 4-11 years enabling parent/carers to work or study beyond the statutory school hours.
- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children in the school.
- Undergo regular monitoring and evaluation of our services to ensure that the club continues to meet the needs of children and parents/carers.

#### **Our club is committed to meeting the needs of parents and carers by:**

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

#### **Our club is committed to providing:**

- Care and activities that put the needs and safety of children first.
- A programme of activities that is interesting, educational, stimulating and fun.
- Activities that promote each child's **social, physical, moral, intellectual, creative and emotional** development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained and properly supported.
- Services that meet the conditions of the Children's Act 2006 and all other relevant childcare legislation, wherever they apply.
- An environment where no child is bullied or suffers discrimination in any form.

## **Opening Times**

Before School 7.45am – 8.45am

After School 3.30pm – 6.00pm

**Please ensure when arriving to collect children from the afternoon session that you arrive no later than 5.55pm to enable you to gather your children's belongings and leave the premises by 6.00pm**

**There will be a charge at the rate of £10.00 per 15 minutes per child for children collected after 6.00 pm**

## **Fees**

### **Breakfast Club**

First child £5.50

Second child £4.50

Third child £4.00

### **After School**

One- hour session £5.50 (Children collected after 4.30pm will be charged for a full session)

### **Full Session**

First child £8.00

Second child £6.50

Third child £6.00

Fees must be paid on a Monday or the first day of the week school opens. Fees must always be at least one week in advance.

### **PAYMENT METHODS**

We have a Worldpay machine for debit/credit payments that issues a receipt unless you choose to pay contactless. We cannot take payments over the phone.

The club accepts all Childcare Vouchers, paper and electronic.

You can pay directly into our bank using your on-line banking or set up a standing order.

Please ask for our bank details.

**Late payment of fees will incur a £3.00 administration charge.**

## **Childcare Agreement**

To secure your child's place you will be given a childcare agreement form to sign.

This will secure your place until your child leaves school. To terminate the contract you must give two weeks notice in writing.

We will inform you in writing, if the **One Week In Advance** payment has lapsed. Your child's place will be suspended unless your account is brought up to date immediately, and the place will only remain available for a period of two weeks.

Failure to make payment or respond to correspondence within five school days will automatically result in your contract being terminated and the place withdrawn.

## **Admissions**

### **The criteria for admissions are as follows:**

- The availability of places taking into account the adult/child ratios
- The siblings of children who already attend the Out of School Club
- The date of application- preference is given to those who have been on the list the longest
- The ability to provide appropriate facilities for the welfare of the child
- The effect on existing children and staff for the admission of that child
- Application for full time places will normally have preference over those applying for part time places
- Any extenuating circumstances affecting the child's welfare or his/her family

### **Transfer from class to club and club to class.**

Once you have been given a starting date your child will be entered onto all our relevant records and registers. Their class teacher has a list of all the children who attend the club. At the end of the school day if your child is in EYFS the class teacher will call out their names and they will be escorted to the club. If your child is in Year 1 to Year 6 the teacher will call out their names and they will then make their own way to the club. Juniors can check for themselves if they are unsure which day they come on the list on their classroom wall/door. Breakfast Club children will be taken to their class at 8.45am.

### **Parent/Carers Notice Board**

We will try to keep you up to date with information you may find useful and display any notices we would like you to read.

### **KEEPING US INFORMED**

Please remember to up-date any information we have on your child. This is extremely important in case your child has any dietary/medical conditions we need to be made aware of or in case we need to contact you in an emergency.

Under the 1988 Data Protection Act, all information with regards to your child will be kept and stored for reference only. Any information given will be treated in confidence and complies with the requirement of the act.

You can contact us by email if you have any general enquiries.

Any urgent messages, i.e. with regards to collection of your child from the club, must always be in person or you can leave a message on our answer machine up to 3.00pm on the day. After 3.00pm we will be unable to change our registers and you will have to collect from the club.

Our email address is [higherlaneosc@gmail.com](mailto:higherlaneosc@gmail.com)

### **Family Tax Credits**

Parents claiming family tax credits will need our URN number when making a claim. Our number is 105302

### **Breakfast Club**

All children will be offered a light breakfast on arrival.

Toast, jam, syrup, yoghurts, fresh fruit, dried fruit, sugar free juice or water are on the menu. If you want your child to have cereals you can bring in enough cereal each day in a small sandwich bag. The bag must be clearly labelled with your child's name and the exact name of the cereals. Please do not send in any other food items.

Children must not enter the club eating food.

Please note we are a NUT FREE School.

Breakfast is served from 7.45am-8.20am.

Please do not arrive too early as we do not open the doors until 7.45am.

Children must arrive before 8.40am.

### **After School Snacks**

The children will be offered a light healthy snack on arrival to the club from school.

Our menu is quite varied – sandwiches with a choice of fillings, crackers, salad, fresh and dried fruit, yoghurts, and fruit juice.

Please note this is a light snack to keep children going until their evening meal.

### **Complaints**

We hope that this will not be necessary, however if you have a complaint and feel you cannot speak personally to one of the managers please contact the school Business Manager Donna Cartwright.

### **Behaviour Management**

The club encourages positive behaviour and has a zero tolerance to any form of bullying/racial behaviour. All children and adults will be made aware of the club rules and parents will be immediately informed of any such behaviour.

### **Illness**

Parents will be asked to keep their children at home if they have any infection and inform the club as to the nature of the infection.

Parents are asked not to bring in their child for 24 hours if they have had sickness or diarrhoea. If they have had both they must stay off school for 48 hours. The time starts from the last symptom.

Any child who becomes ill whilst in the club will be made comfortable away from all the other children to avoid spreading infection and the parent will be immediately contacted. Working parents should arrange back up support incase they are unable to leave work to collect their child.

## **Medication**

If your child needs any medication during club hours you will need to fill in a medication form.

We will only give medication prescribed by a doctor that has to be administered four times daily.

Staff will not administer non-prescribed medicine such as calpol, paracetamol, or cough medicines etc.

If your child takes inhalers in school the club will need spares to keep in the medical cupboard for easy access. You **must** also fill in a form and keep us updated with dosage and any changes.

## **Policies/procedures**

For the children's safety and the smooth running of the club we adhere to all school policies and procedures.

## **Collection of children**

Children can only be collected by a named person on your child's personal record. If you send someone else then prior notice must be given. We will not release children if we have not had your permission.

We recommend that you set up a unique password. This can be done on your child's personal record form when you fill it in. This can and should be changed periodically. If your child is not attending the club for any reason you must let us know by phone, in person or in writing. Messages from your child will not be accepted.

If your child is collected by anyone other than those named on your child's records we will need prior confirmation from you. Any unauthorised person who comes to collect will not be allowed to take your child until we have been able to contact you.

## **Staffing Levels**

The club is conscious of the importance of maintaining adequate staff to child ratios, ensuring the children are cared for safely and given adequate attention and support.

# Out of School Staffing Information



Name	Session	Childcare Qualification
<b>Jane Collins</b> Manager	Full Time am/pm	CACHE NVQ Level 3 Childcare & Education
<b>Liz Roberts</b> Manager	Full Time am/pm	CACHE NVQ Level 3 Childcare & Education
<b>Carol Reynolds</b> Deputy Manager	Full Time am/pm	NVQ Level 3 Children's Care Learning & Development
<b>Karen Oss</b> EYFS Co-ordinator	Weds/ Thurs pm	NNEB
<b>Joanna Williams</b>	Full Time am/pm	
<b>Helen Porter</b>	Mon to Fri am	NNEB
<b>Jane Prax</b>	Mon/Tues/Weds pm	NNEB
<b>Yasmin Jamil</b>	Mon/Wed/ Thurs/ Fri pm	
<b>Yvonne Howarth</b>	Mon/ Tues/ Weds/Fri pm Mon to Fri am	
<b>Andrea Carlile</b>	Mon to Fri am Mon to Fri pm	<b>CACHE Level 3 Children and Young Peoples Workforce (QCF)</b>
<b>Fiqerete Koka</b>	Mon to Fri pm	
<b>Janet Robertson</b>	Mon to Fri am	<b>N.N.E.B.</b>

## **Activities Available**

### **Outdoor Play/ Indoor Play**

Ipads  
Interactive White Board (TV-DVD's-Music-Films and Games)  
Giant Connect Four  
Table Tennis  
Football Table  
Pool Table  
Outdoor Activity Frame  
Football  
Basketball / Netball  
Hoops  
Quoits  
Balls  
Skipping Ropes  
Short Tennis  
Large Floor Games  
Television  
Karaoke  
Sewing  
Knitting  
Books  
Magazines  
Puzzles  
Role Play  
Dressing Up  
Small World Play  
Sand/water trays  
Colouring  
Drawing  
Painting  
Cutting Out/ Glueing  
Model Making  
Hama Beads  
Table Top Toys  
Floor Toys  
Construction  
Jigsaws  
PS 1 & PS 3  
Nintendo Wii  
Laptops/Ipads  
Board Games  
Bead Patterns  
Mosaics  
Threading  
Lacing

**AND MUCH MORE!**