

## **Welcome!**

We welcome your interest and are pleased to introduce our club. We are an extension of Thurstonland First School, employing fully qualified staff to ensure the safety and care of your child out of school hours. The OoSC is based in the school barn. However on occasions, particularly after school, it may be necessary to move to other areas within school.

## **Contacts**

Address :-

Thurstonland Out of School Club  
Thurstonland Endowed (VC) School  
Marsh Hall Lane  
Thurstonland  
HD4 6XD

Telephone No :-

8:00am - 9:10am and 3:30 - 5:45 only - 07799 781146

At other times (School landline) - 01484 666480

E-mail: [thurstonlandoosc@gmail.com](mailto:thurstonlandoosc@gmail.com)

## **Staff:-**

Club Manager - Linda Oldham

Senior Activity Support

Workers- Julie Parker  
Helen Carpenter

Activity Support Workers- Janet Holmes  
Liz Wood

## **Additional Key personnel:-**

Safe-Guarding Officers - Claire Minogue  
Kate Norris

School Bursar - Edwina Hirst

## **Aims**

We aim to provide:

- Affordable quality childcare in a safe, secure, caring and happy environment for children between the ages of 4 and 10 (Reception - Year 5).
- The opportunity for children to enhance their social skills and to encourage learning through play.
- Equal access to this environment for all children.

## **Activities**

We offer a range of indoor and outdoor activities for your child to enjoy, planned to provide the choice of relaxing, creating, developing social skills or simply learning through play.

In addition we welcome parental input concerning activities they would like their child to be involved in and regularly consult children on their preferences of activities offered.

## **Food**

As part of our commitment to healthy eating, nutritional snacks are provided during all of our sessions. Specific dietary requirements will be catered for upon request.

## Fees

### Pre-booked regular sessions:

- Morning sessions, 8am - 9.10am           £4.00 per child
- Afternoon sessions, 3.30pm - 5.45pm   £7.50 per child

Ad hoc sessions are also available at the same rate.

An additional fee of £5.00 per quarter of an hour, or part thereof, is chargeable for caring for children outside of OoSC hours.

## Billing Procedures

Fees are payable half termly in advance. Fees are charged in full for all regular pre-booked sessions. Refunds are not given for absence due to illness, holidays or attendance at after school clubs. Permanent pre -booked sessions cannot be cancelled in advance unless a minimum of four week's notice is given in writing or by email. Invoices will be emailed and payment can be made via ParentPay or child care voucher.

## Admissions

Places within the club are given on 'first come, first served' basis. In the event of more than one application being submitted at the same time, priority will be given in the following order:

- Siblings of children already attending the Club, and attending Thurstonland First School.
- Children already attending the Club, and wanting to increase number of sessions
- Children attending Thurstonland First School.

We aim to be as flexible as possible to accommodate the needs of individual children and their families. If a place is not available immediately, your child will be placed on a waiting list, following the above criteria for admission.

New starters to school are requested to contact the Club in the half term prior to commencement so that the availability of a place can be confirmed (i.e. July for September starters).

## **Safeguarding**

The prime concern of the Out of School Club is the safety and wellbeing of all children. Children will only be allowed to leave the premises with a recognised or designated adult. We would therefore ask you to maintain regular contact with staff to inform us of any changes concerning your child.

## **Accidents & Incidents**

Our staff are fully trained in paediatric first aid procedures and we have policies and procedures to cope with;

- Your child becoming ill during a session
- Incident/accident treatment, recording, reporting and investigation
- Administering medicines

Any accidents or incidents involving your child will be recorded in our accident / incident register. You will be asked to sign the written account informing you of the treatment administered or action taken and given a copy for your own records.

## **Health and Safety**

A health and safety inspection is carried out at the beginning of each session, to check fire safety, emergency exits, first aid equipment, windows, doors and floors etc.

- Any problems will be reported to the appropriate person for rectifying.
- The ratio of staff to children is not more than 1:8, and children are supervised at all times.
- All staff are DBS/police checked and all references followed up
- At least one member of staff on each session holds a Paediatric First Aid qualification.
- Fire drills are practised and recorded regularly.

## **Further Information**

If you require further information, please contact Linda Oldham or Edwina Hirst at Thurstonland School on 01484 666480.