

SchoolsOut

Out of school club

Parent Pack

15 Old Farm Road East, Sidcup DA15 8AE

Holy Trinity Breakfast direct line 07598 514495

Holy Trinity After School direct line: 07913 740106

linda@schoolsouth.co.uk

Holy Trinity Ofsted registration no.: EY297256

www.schoolsoutsouth.co.uk

Sept 2018

SchoolsOut

Out of School Clubs

Welcome to *SchoolsOut* out of school clubs. The club serves the children of Holy Trinity school during term time and is situated in Holy Trinity School.

Breakfast Club runs from 7.30 am to the start of the school day and the After School Club begins at the end of the school day until 6pm

Please find enclosed the Parent / Carer Pack for your information. Please complete the forms at the back of the pack and return them to us before your child begins, so that we can prepare for their first day. You can return them to the address on the front of the pack, into the clubs, or to the school office. If you need more than one set of forms, please request another pack. **Please keep one copy of the Provider / Client Agreement for reference.**

If your details change – new address or new emergency contact number – please write to us or inform a member of staff. This is important for your child's safety.

You may wish to read our policies to allow you to raise any issues you may have regarding our protocols, before your child starts. Please contact us if you would like copies forwarded to you. Please be advised there is a copy of the policies available at each club for parent/carer use.

Please contact the direct lines if you wish to use the clubs on an ad hoc basis.

Please be advised that once you have secured a place at the club you do not have to re-apply for each school year. Your place will be held for you until you give the required notice that you no longer require it.

Mission Statement

SchoolsOut out of school clubs are committed to providing a safe, caring and nurturing environment that children will love and their parents will trust.

Play Workers

- All staff meet OFSTED qualification requirements.
- All staff will have the relevant police recommended checks for working with children.
- Ratio of staff to children complies with OFSTED requirements – one member of staff to eight children.

Activities

Children have a varied choice of activities which the play workers will organise based in either adjoining classrooms, school hall or on the outside areas depending on type of activity and the weather.

Routine

Breakfast Club:

Breakfast drinks and food served as children arrive.
Board games / arts and crafts during session

After School Club:

Drink and fruit on arrival.
Varied activities outside / inside.
Children' snacks – served approx 4.30pm
Activities continued until pick-up.

Refreshments and Snacks

The club will provide drinks and nutritious cold snacks at each session, in line with the School Food Trust regulations for healthy eating. We are able to accommodate individual dietary needs.

Policies and Procedures

- *Mission Statement*
- *Health and Safety*
- *Partnership with parents / Carers*
- *Arrivals and Departures*
- *Settling in*
- *Uncollected Children*
- *Missing Children*
- *Learning and Play*
- *Involving & Consulting Children*
- *Physical Environment*
- *Equipment*
- *Food and Drink*
- *Equal Opportunities*
- *Special Needs*
- *Behaviour Management*
- *Suspensions & Exclusions*

- *Complaints*
- *Complaint Form*
- *Complaint Action Form*
- *Safeguarding and Promoting Welfare*
- *Documentation & Information*
- *Admissions and Fees*

Forms

- *Booking Form*
- *Registration*
- *Child Profile*
- *Visits and Outings*
- *Emergency Medical Treatment*
- *Administering Medication*
- *Consent to Photography*
- *Provider / Client Agreement x2*

Missing Children Procedures

If for any reason a member of staff cannot account for a child's whereabouts during a session at the club, the following procedure will be activated:

- Two members of staff will search the area surrounding the premises. If after 15 minutes of thorough searching the child is still missing, the Supervisor will inform the police and then the child's parent/carer.
- All incidents of children going missing from the club will be recorded in the Incident Record Book, and in cases where either the police or social services have been informed, Ofsted will also be informed.

Please note, **the school do not inform us if your child is absent** – please leave a message on the *SchoolsOut* direct line phone to prevent unnecessary searches or police calls

Uncollected Children Procedures

In the After School Clubs, if a child is not collected at the end of a session, the following procedures will be activated:

- More than 15 minutes late in collecting their child, The Supervisor will call designated adult, or emergency contact. The child will be supervised by at least two members of staff.
- If no contact is made and a further period of 30 minutes has elapsed, the Supervisor will call the local social services.
- The child will remain in the care of *SchoolsOut* until they are collected by the designated adult, or social services and a fee for the extra hours will be levied.

Complaints Procedure

The Supervisor will be responsible for managing complaints. If a complaint is made against the Supervisor, the Company Directors will conduct the investigation and all complaints will be logged. Child safeguarding issues will be reported to social services department.

Stage One Initially, parents/carers are encouraged to speak directly to the relevant member of staff, if appropriate. If not, the Supervisor will try to resolve the problem. If a satisfactory resolution cannot be found, then Stage Two will follow. **Stage Two** Details of the complaint are made in writing to the Supervisor (a form is included in this Pack). Relevant names, dates, evidence and any other important information on the nature of the complaint should be included. Receipt of the complaint will be made and the matter fully investigated within 15 working days

Making a Complaint to Ofsted

Any parent/carer can, at any time, submit a complaint to Ofsted 0300 123 4666 8am – 6pm about any aspect of registered childcare provision. Ofsted will consider and investigate all complaints received.

Illness protocols (Health and Safety Policy)

Minimum Exclusion Periods for Illness and Disease

<u>Disease</u>	<u>Period of Exclusion</u>
Antibiotics prescribed	First 24 hours
Chicken Pox	7 days from when the rash first appeared
Conjunctivitis	24 hours or until the eyes have stopped
Diarrhoea	48 hours
Diphtheria	2-5 days
Gastro-enteritis, food poisoning, Salmonella and Dysentery	24 hours or until advised by the doctor
Glandular Fever	Until certified well
Hand, Foot and Mouth disease	During acute phase/ rash and ulcers are present
Hepatitis A	7 days from onset of jaundice & when recovered
Hepatitis B	Until clinically well
High temperature	24 hours
Impetigo	Until the skin has healed
Infective hepatitis	7 days from the onset
Measles	7 days from when the rash first appeared
Meningitis	Until certified well
Mumps	7 days minimum or until the swelling has
Pediculosis (lice)	Until treatment has been given
Pertussis (Whooping cough)	21 days from the onset
Plantar warts	Should be treated and covered
Poliomyelitis	Until certified well
Ringworm of scalp	Until cured
Ringworm of the body	Until treatment has been given
Rubella (German Measles)	4 days from onset of rash
Scabies	Until treatment has been given
Scarlet fever /streptococcal throat infection	3 days from the start of the treatment
Tuberculosis	Until declared free from infection by doctor
Typhoid fever	Until declared free from infection by doctor
Warts (including Verrucae)	Exclusion not necessary, keep feet covered

Parents are also advised to follow any instructions regarding exclusion given by their school.

School Closures

The out of school clubs do not operate when the school is closed. In the event of a school closure due to poor weather, the clubs will also close. The head teacher will make the decision to close and post the information on www.bexley.gov.uk and display a notice on the school gates.

School PTA Events

If you wish your child to attend an event arranged by the PTA, please inform the *SchoolsOut* staff in advance. We cannot release your child to an event (even if you had purchased a ticket) without your **written** permission and we will not be responsible for supervising your child while they attend the event.

Ofsted Inspection

Copies of the ofsted reports for Holy Trinity After School Club are available on request and at the club.

Early Years Foundation Stage (EYFS)

SchoolsOut clubs plan their care of your child within the framework of the Early Years Foundation Stage, where it is recognized that children need to be 'stretched' not 'pushed'. This is a framework for learning, development and care specifically for children from birth to five but elements of the scheme are utilised by *SchoolsOut* for all children in their clubs.

Every child within the framework is assigned a Key Worker and while your child will continue to maintain the valuable relationships with all members of staff, the Key Worker will support your child's development and be your point of contact. If your child is five or under, the Key Worker will also liaise with your child's teacher to ensure continuity of their development. We realize that all children are unique and that our greatest source of information about your child is you. Thus we welcome your input and advice on how best to meet your child's needs and the most effective way to help them to achieve their full potential, by complementing the education and development provided by the school. The school is the 'primary' setting of the EYFS framework and as an out of school provider, we complement the school as the 'secondary' setting.

SchoolsOut will implement the requirements of the EYFS for children to develop within the six learning goals of personal, social and emotional development; communication, language and literacy; problem solving, reasoning and numeracy; knowledge and understanding of the world; physical development and creative development by:

- Planning activities that children enjoy and that meet the EYFS learning goals
- Giving each child within the EYFS a folder to keep their own work in
- Observing the play of children five and under and sharing the observation with their teacher
- Sharing information with parents through contact with Key Worker / accessing work in the personal folders / newsletters
- Assessing the effectiveness of the activities through on-going discussion with parents / teachers / children and *SchoolsOut* self-evaluation strategies
- Receiving external assessment by ofsted against the EYFS requirements

We look forward to working in partnership with you to achieve the best possible care outcome for your child and welcome your feedback.

SchoolsOut Booking Form

CHILD DETAILS

Name
Date of Birth
Mornings required (please circle) Mon Tues Wed Thurs Fri
Evenings required (please circle) Mon Tues Wed Thurs Fri
Commencing
School

SECOND CHILD DETAILS

Name
Date of Birth
Mornings required (please circle) Mon Tues Wed Thurs Fri
Evenings required (please circle) Mon Tues Wed Thurs Fri
Commencing
School

PARENT/CARER DETAILS

Name
Relationship to Child
Address
.....
E mail address
Home Phone Mobile Phone.....
Signature
Date

Please note we require a cheque deposit of £50 to reserve a place for regular (not ad hoc) provision. This payment will be refunded when your child starts attending the club.

Please contact the Club Supervisor.

(Please note the payment will not be refunded if your child does not attend)

SchoolsOut

Registration Form (confidential)

CHILD DETAILS

Full Name: _____
Preferred Name: _____
Date of Birth: _____
Gender: (circle) male female
Ethnic Origin: _____ Language(s) Spoken: _____
Mornings attending: (ring) Mon Tue Wed Thur Fri **Evenings:** Mon Tue Wed Thur Fri
Commencing _____
Password: _____
Collection time: _____
Access Details (if relevant): _____
Religion: _____
Allergies: _____
Dietary Requirements _____
Medical Conditions: _____
Dr Address: _____
Dr. Phone Number: _____
School Attended: _____ Class: _____
School clubs Day: _____ Drop: _____ Collect: _____

PARENT/CARER DETAILS (those with parental responsibility / who child resides with)

Name: _____
Relationship to Child: _____
Others with legal contact: _____
Address: _____
Home Phone: _____ Mobile Phone: _____
Email: _____

EMERGENCY CONTACTS:

Name: _____	Name: _____
Relationship: _____	Relationship: _____
Home Phone: _____	Home Phone: _____
Mobile Phone: _____	Mobile Phone: _____
Work Phone: _____	Work Phone: _____

Sun cream Application Consent: _____ Change of Clothes Consent _____
Parent/Carer Signature: _____
Date: _____

SchoolsOut Child Profile

CHILD DETAILS

Full Name: _____

Preferred Name: _____

Age: _____

Food Likes: _____

Food Dislikes: _____

Favourite Games: _____

Favourite Activities: _____

Enjoys (please tick):

sports _____

reading _____

drawing _____

crafts _____

We are able to assist your child with their homework assignments at the club:

do you wish us to encourage this yes

no

Attends clubs after school:

Club	Day	Time- From / To

Please share with us any thing else you deem relevant to the care and development of your child at *SchoolsOut* out of school clubs.

Date: _____

SchoolsOut

Emergency Medical Treatment Form

Child's Name: _____

Date of Birth: _____

Dr's Name: _____

Dr's Address: _____

Dr's Telephone Number: _____

Any other relevant medical information:(ie: Allergies, family medical history etc):

Parents/Carers Name: _____

Address: _____

Emergency Contact Number: _____

Child's Medical Number: _____

In the event that my child is involved in a serious incident while at the club, I expect the Supervisor, or a delegated member of staff, to contact me immediately on the above emergency contact number. In the event that my child requires immediate medical treatment before I will be able to get to the Hospital, I hereby authorise the Supervisor, or a delegated member of staff, to consent to emergency medical treatment on my behalf.

I understand that this authorisation will remain valid unless I contact the Supervisor to withdraw it.

Signature of Parent/Carer: _____

Date: _____

SchoolsOut

Administering Medication Form

Child's Name: _____

Date of Birth: _____

Name/Type of Medication: _____

Dosage: _____

When Last Dose Given _____

Reason for Medication _____

Start of Prescription: _____

End of Prescription: _____

Is drug self-administered? _____

Dr's Name: _____

Dr's Address: _____

Dr's Telephone Number: _____

Any other relevant medical information (ie: Allergies, family medical history etc):

Parents/Carers Name: _____

Address: _____

Emergency Contact Number: _____

Child's Medical Number: _____

Inhalers, epipens etc are stored as per school protocol.

I hereby consent to the Manager, or a delegated member of staff, administering the above medication according to the details given here and any other relevant medical advice.

Signature of Parent/Carer: _____

Date: _____

If you have any questions or comments please get in touch with the Supervisor. Members of staff at *SchoolsOut* will not be able to administer medication to your child if you do not complete and return this form. Under no circumstances will members of staff administer medication against the will of a child.

Please note we do not administer antibiotic therapy, as per school protocol.

SchoolsOut

Consent to Photography Form

We may take photographs of the children at special events, such as Christmas, or on their birthdays. We will not post any photo on our web site, or use a child's image in promotional material, unless express permission is given by the parent / carer.

You may decline to give consent for any photographs to be taken, if you wish.

Child's Name: _____

Date of Birth: _____

Parents/Carers Name: _____

Address: _____

I hereby consent to *SchoolsOut* staff taking photographs of the my child(still images only).

Signature of Parent/Carer: _____

Date: _____

Provider/Client Agreement

AD HOC PROVISION

We are very happy to offer ad hoc single days, depending on place availability and staff ratios. Please contact the Supervisor to book. We would appreciate as much notice as possible and are able to accept cash payment only for this facility (see below).

PHOTOGRAPHY POLICY

Parents/carers are asked on registration to sign a form, agreeing or disagreeing to photographs being taken of their children, e.g. Christmas, special events. We may display photographs, however we will not publish photographs on our web site, nor will we make the images available to anyone else.

CHILD SAFEGUARDING AND PROMOTING WELFARE

The interests of the child are paramount. All staff will have CRB clearance and procedures for child collection will be strictly adhered to. We have a responsibility to follow council procedure and report any suspected cases of abuse.

BEHAVIOUR

SchoolsOut encourages positive and respectful behaviour. Aggression, violence or bullying will not be tolerated. *SchoolsOut* reserve the right to terminate a child care provision contract if unacceptable behaviour persists. On the rare occasions that persistent behaviour is, or becomes a safeguarding concern for the child, their peers or staff members a place may be withdrawn with immediate effect.

HOLIDAY / INSET DAY DATES

SchoolsOut's provision complements Holy Trinity holiday schedule.

FEES

Fees must be paid by standing order or childcare vouchers one month in advance for a four week child care provision (see fees sheet). "We require payment to terms. Payment must be made on time, in full, and without any deduction, set off or counterclaim. In the event that an account is outstanding, we will refer the matter to our debt collection agents, Daniels Silverman Limited, which will incur costs, any costs incurred to collect the debt will be added to the debt, plus VAT at the prevailing rate. You agree that you will be legally liable to pay us that surcharge, and that payment of the same can be enforced against you in court."

Late payment will incur an administration fee of £5 for every reminder and repeated late payment may result in your child's place at the club being forfeited. Ad hoc fees must be paid in cash on the day of attendance. Fee payment is your responsibility and you will not be issued statements or reminded on a monthly basis. The club undertakes periodical fee checks, at which point you will be contacted.

CANCELLATION OF PROVISION

Clients are requested to give one month's written notice of cancellation of child care provision

CHILD COLLECTION

Late collection will be charged (see fees sheet). Persistent lateness may result in termination of contract. If a child remains uncollected following repeated attempts to contact all designated adults, we will contact social services. Unreported absence may incur a charge (see fees sheet).

COMPLAINTS AND CONCERNS

Please discuss any concerns with *SchoolsOut* management immediately so that we can address the problem as soon as possible. Complaints forms will be available and complaints procedure displayed.

POLICIES AND PROCEDURES

A comprehensive guide to *SchoolsOut* policies and procedures is available on site at all times or on request, to be sent to your home address. Please ensure you are aware of all our regulations relating to your child / children.

Child / Children's Name/s: _____

I agree to adhere to the rules and regulations in *SchoolsOut* policies and procedures:

Parent / Carer Name/s _____ Date _____

Provider/Client Agreement (parent copy)

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Child / Children's Name/s: _____

I agree to adhere to the rules and regulations in *SchoolsOut* policies and procedures:

Parent/ / Carer Name/s _____ Date _____

SchoolsOut

Fee Payment Agreement and Information

No.of Sessions/Days	Breakfast Club (1 st child)	Breakfast Club (Sibling)	After School Club (1 st child)	After School Club (Sibling)
1	£24.54	£23.75	£40.38	£39.58
2	£49.08	£47.50	£80.75	£79.17
3	£73.63	£71.25	£121.13	£118.75
4	£98.16	£95	£161.50	£158.33
5	£122.71	£118.75	£201.86	£197.92

Monthly fees are calculated as follows;

Number of mornings and/or evenings x daily rate x 38 (weeks in a school year) divided into 12 equal monthly payments.



Parent's Name.....

Child's Name.....

Please indicate which method of fee payment you will be using.

Monthly Standing Order for 12 equal monthly payments (See below for monthly costs, standing order form attached)

Company Voucher Scheme in 12 equal monthly payments (SchoolsOut reference as below)

ComputerShare –User I.D. No 0008060155

Edenred/Accor – Account No. P20038358

Sodexo – Account No. 161020

Kiddivouchers – Quote DA15 9DB or EY297256

Busy Bees – Account No. 00024599

Care-4 – Account No. 62135180

Fideliti – Account No. SCH011C

Ad-Hoc payments by bank transfer to: Barclays Bank PLC, Gravesend.

Sorting Code 20-25-42

Account No. 80917567

SchoolsOut at Holy Trinity

Fees and Payment Methods

<u>Session Fee</u>	Mornings - £7.75 first child per session / £7.50 siblings Evenings - £12.75 first child per session / £12.50 siblings
<u>Payment Methods</u> All payment methods require monthly payment over 12 months, please see fee chart for exact amounts	By standing order: <ul style="list-style-type: none"> • Cost spread over 12 equal monthly payments • Paid 1st of every month, over 12 months Company Voucher Schemes as listed below Bank Transfer payment required for ad hoc days to be paid on day of attendance
<u>Late Collection Fee</u>	£7.50 for every 5 minutes late, or part thereof starting at 6pm prompt. Parents must collect their children and be ready to leave the site by 6pm
<u>Late Payment Fee</u>	Continuous late payment will incur an administration fee of £5 for every reminder. Repeated late payment may result in cancellation of provision
<u>Unreported Non-Attendance</u>	If you do not report absence to the club, you may be charged an administration fee of £5. This is because we assume your child is 'missing' and instigate procedures which may include calling in extra staff
<u>Ad Hoc Provision</u>	Mornings - £7.75 per session (depending on availability) Evenings - £12.75 per session (depending on availability)

Please be advised that once you have secured a place at the club you do not have to re-apply for each school year. Your place will be held for you until you give the required notice that you no longer require it.

March 2013

SchoolsOut

Out of school club

Kids Info

Welcome to your club!

Before You Start

Before you start coming to us before or after school, you can visit us if you want to, and meet the people looking after you. Fill in your Fun Things form so that we know what you like to do. This helps us plan fun activities.

The Day You Start

We will take you around the classroom and hall and show you where everything is.

You will meet the staff and all the other children (you may know them from school!). One of the children will look after you and be your “buddy” for the first week.

We will tell you what games we will be playing and when we will be having snacks and drinks. You can choose what activities you want to do.

We will also tell you what time you are being picked up.

Playing and Tidying

We want you to have lots of things to play with, so we have to care for all of the club’s stuff. This means looking after things and tidying up! Please help when the staff ask you to.

Playing With Others

We know that you play nicely with other children most of the time, but we also know that disagreements can happen.

Please try and think about everyone when in the club and remember the “Golden Rules”

- Do **be gentle**, don’t hurt anybody
- Do **be kind and helpful**, don’t hurt people’s feelings
- Do **be honest**, don’t cover up the truth
- Do **look after property**, don’t waste or damage things
- Do **listen to people**, don’t interrupt

Welcome From the Staff

SchoolsOut staff will be looking after you. If there’s anything you want to know about the club, anything you would like to do (or just anything!) then please ask us.

Once again, welcome to *SchoolsOut*

Remember – it’s your club!

Fun Things Form

Name:

Nickname?:

Age:

Favourite games:

Favourite music:

Things you like to do:

SchoolsOut Standing Order Request

TO

Your Bank
details
Name &
Address

	Sorting Code
SchoolsOut	

Account holder Name

Account Number

Reference

Please Pay

Barclays Bank Plc, 76A New Road, Gravesend, Kent DA11 0AF	
SchoolsOut (South) Ltd	
80917567	20-25-42
	First payment date <small>!st mm yyyy</small>
£	Thereafter 1st MONTHLY U.F.N.
Customer Signature	

Reference

Customer Name

Monthly Amount

insert month
& year