Out of School Club
Handbook and Agreement
PARK VIEW OUT OF SCHOOL CLUB

MISSION STATEMENT

At our club we provide high quality childcare in a fun, happy, caring, safe, respectful, diverse and inclusive environment.

OUR CLUB AIMS TO:

- Provide high quality care for pupils aged Reception to Year 6 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:

- Regularly listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges, and planned 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, including the development of Modern British Values.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained and effectively supported.
- Services that meet the conditions of the Children’s Act 2006 and all other relevant childcare legislation.
- An environment where no child is subjected to bullying or suffers discrimination in any form.
OPENING TIMES

Breakfast Club: 8.00am – 9.00am

After School Club 3.15pm – 6.00pm Monday to Thursday and 3.15pm – 5.30pm on Fridays.

Please ensure when arriving to collect children from After School club that you arrive no later than 5.55pm to enable you to gather your child/s belongings and leave the premises by 6.00pm. Please note that this will be 5:25pm on Friday evenings.

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

BOOKING A PLACE IN THE CLUB

During the Summer Term parents will be invited to book their child’s place in the Club for the following academic year, (September). All bookings must be made by completing a booking form. The completed form must be returned to school as soon as possible in order to secure a place as per our admissions criteria below. Once all applications are received parents will be notified of a place via email or letter. Places will be confirmed at the beginning of July.

All new booking requests after September must be made by speaking to the Club Leader, in person or by telephone.

PAYMENT AND FEES

School Money System

Park View School offers the facility for parents to make payments online for Out of School Club fees. This affords parents and carer’s a streamlined, cost-effective and efficient payment collection system in a secure and safe environment.

Once a place has been offered an account will be set up for your child on the online payment system,. We will notify you by text and email on how to access the website along with your personal login details.

Once logged in you will be able to see your child/s balance and be able to start making payments immediately. We appreciate that some parents may not have access to the online payment system; however, payments can be made by cash or card at various local stores via Pay Point. Please speak to the school office for further information on how to access Pay Point. We would appreciate your support in the system and would ask that payments are not made by cash or cheque.

To ensure that we all experience maximum benefit from this service, we would ask all parents to notify us if you have recently changed your mobile number and/or email address.

Payment of Fees

Parents can choose how frequently they make payments to their account; however, it must be in advance of bookings in order that a debt is not incurred.
**Fees**

After School Club: £7.00 per session  
Breakfast Club: £4.00 per session

Please note that Out of School Club Fees are reviewed each year and changes implemented in the following September. Parents will be notified in writing of any changes.

Payment is required for all days booked even if the child does not attend, the exceptions being when school is closed or a child is on a residential trip.

Should a child no longer require a place the parent/carer is to advise the club leader, in writing, giving one week’s notice. If your child does not attend a booked session without the notice period a fee will still be charged.

**Childcare Vouchers**

School accepts Childcare Vouchers as payment; please quote our Ofsted Number: 105307 when registering with the Childcare Voucher Company. Once a parent has submitted a voucher payment the funds will be deposited directly into the school’s bank account and the amount credited to your child’s account. Please note that this process may take up to 7 days before you will see the credit on your child’s account. Voucher payments must total the amount owing weekly or a multiple of that amount if paying more than one amount in advance.

**Late payments**

Fees must be paid in advance and a credit balance maintained at all times. As a school we cannot allow for arrears to accumulate as when this happens the debt has to be paid for out of the school budget. This means that money which should be spent on pupils’ education is used to pay for debts incurred by individual parents/carers.

School accepts that on occasion arrears may arise for various reasons, e.g. parents or carers may forget to make payments or have difficulty accessing the school’s online payment system. Park View School has a structured approach in cases of debts arising when parents or carers are late in paying or fail to pay fees as follows:

1. If a child’s account is in arrears of one week a text message will be sent to parents or carers as a gentle reminder to make a payment as soon as possible. This reminder is automatically generated by the online payment system.

2. If a payment is not received within a further week a second message via text, email or letter will be sent asking for immediate payment including a request for the parent/carer to contact the school. This provides an opportunity for parents or carers to discuss the matter in more detail with a member of the office team who will be able to assist with any issues or difficulties that a parent or carer may be experiencing in making payments.

3. If necessary, parents or carers are able to set up a payment plan to bring the arrears up-to-date by contacting the School Business Manager. If payments agreed in the Payment Plan (sufficient enough to cover the ongoing weekly costs and pay off the
debts for all services) are made on time, the Out of School Club provision will continue.

4. If regular payments are not made, the child’s place will be withdrawn and the debt will be passed onto the debt recovery team at Bury Metropolitan Council where legal proceeding may begin.

ADMISSIONS

The Out of School Club aims to be accessible to children and families from the community of Park View Primary School. Admission to the club is organised by the Club Leader who will use a waiting list system when the need arises. The waiting list will be operated on a first come, first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending.

A registration form for your child must be completed before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Admission criteria

- The child is attending Park View Reception Class and upwards
- The availability of places taking into account the adult/child ratios.
- Children who are SEND or Looked After.
- The siblings of children who already attend the Out of School Club.
- Any extenuating circumstances affecting the child’s welfare or his/her family.
- The date of application- preference is given to those who have been on the list the longest.

Children starting in Reception class will not start in the club until they are attending school for the full day, unless previously arranged with the Leader and Line Managers.

STARTING AT THE CLUB

During your child’s first week at the club please feel welcome to help settle your child in and become familiar with the daily routine. Staff will be on hand to help answer any questions or assist in settling your child in.

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. Class teacher’s have a list of all the children who attend club. At the end of the school day if your child is in Reception the class teacher will call out their name and ask them to sit on the carpet until the out of school club staff come to collect them.

If your child is in Years 1 - 6 the teacher will instruct OSC children to make their way to the school hall. They can check for themselves if they are unsure which day they come by looking at the list in their classroom.

Year 3 - 6 children who attend Breakfast Club will be escorted through the main gate at 8.50am. Year 1 - 2 children will line up with their class on the front playground at 8.55am,
supervised by breakfast club staff and the teachers on duty. Reception children will be escorted to their class through school at 8.55am.

**CONTACT**

If you would like to contact school via telephone regarding Out of School Club, Mrs Gilbert, the Club Leader will be available between 7:45am and 9:15am each morning and Mrs Brunsden (School Business Manager - incorporating Out of School Club Finance) will be available between 4pm and 5pm each afternoon. Mrs Gilbert will continue to be available to speak to face to face at the club both mornings and afternoons.

The telephone number for the Out of School Club Leader is: **07746554684**

For all financial matters contact Mrs Brunsden on **0161 798 7632**

If you wish to speak to someone about an urgent matter regarding your child in Out of School Club, please telephone school during school business hours where you will be directed to either Mrs Udall or Mrs Brunsden (Out of School Line Managers). Please note that Mrs Gilbert will be unable to take telephone calls during the afternoon Out of School Club sessions, during the evening, at weekends and during school holidays.

**FOOD AT THE CLUB**

Staff hold up to date food hygiene qualifications to prepare and serve food. Any dietary requirements will be careful monitored. Please make sure you inform club staff of any significant changes to your child’s diet.

**BREAKFAST CLUB**

All children will be offered a light breakfast on arrival.

Toast, pancakes, cereals, jam, yoghurts, fresh fruit, sugar free juice or water are on the menu.

Breakfast is served from 8.00am-8.30am.

**Children must arrive before 8.30am if they require breakfast.**

Please do not arrive too early as we do not open the doors until 8.00am.

**AFTER SCHOOL CLUB**

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

Wraps, ham, cheese, quorn, fruits and salads are on the menu. Sugar free juice is provided however, please ensure your child has a water bottle with them.

Please note this is a light snack to keep children going until their evening meal at home.
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 play workers or the Leader, please contact Mrs Udall or Mrs Brunsden - OSC Line Managers.

BEHAVIOUR MANAGEMENT

The club encourages positive behaviour and has a zero tolerance to any form of bullying. All children and adults will be made aware of the club rules and parents will be immediately informed of any such behaviour. Children follow the same behaviour expectations in club as they do in school.

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.

MEDICATION

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

We will only give medication prescribed by a doctor that has to be administered more than twice a day.

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 safe and effective running of the club we have a number of policies and procedures we adhere to. Policies are available upon request via the school office, or key policies are on the school website. Please see a member of staff if you have any questions regarding this.

CHILDREN’S RECORDS
Please ensure any change of address, telephone numbers or health issues are updated with the school office.

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 with the strictest confidence and complies with the requirement of the act.

**COLLECTION OF CHILDREN**

Children can only be collected by a named person on your child’s registration form. If you send someone else then prior notice must be given. We will not release children if we have not had your permission. If your child is not attending the club for any reason you must let us know by phone, in person or in writing. **Messages via children will not be accepted.**

**STAFFING LEVELS**

The club is rigorous on the importance of maintaining adequate staff / child ratios, ensuring the children are cared for safely and given adequate attention and support in line with safeguarding procedures.

Our staffing ratio for in Reception – Y2 is 1:8 and children Y3 – Y6 is 1:15.

**SAFEGUARDING**

Park View Out of School Club recognise the important responsibility for Safeguarding and Promoting the Welfare of children:

- Staff recruitment and selection follows the Safe Recruitment Procedures
- By raising awareness of safeguarding issues and equipping children with the skills needed to keep them safe
- By developing and implementing procedures for identifying and reporting cases, or suspected cases of abuse
- By establishing a safe and nurturing environment free from discrimination or bullying, where children can learn and develop happily
- During Out of School Club sessions all exterior gates and parameters are secured and locked
- Access for parents regarding Out of School club is via the main school gate operated by a secure access system. On registering a child in the club parents will be provided by text or verbally with the code for the gate and required to sign a confidentiality agreement
- If the code changes for any reason parents will be informed

**Safeguarding Responsibility**

- OSC Line Managers: Mrs Udall and Mrs Brunsden
- Designated Person for Safeguarding Children/Child Protection: Mrs McClean and Mr Stephens – Mrs Gilbert (Leader) will reports any incidents to them.
- Designated Person for Allegations Made Against Staff: Mrs McClean and Mr Stephens
- Designated Person for SEN – Mrs Parkinson-Wood
- Fire Marshal - Mr Halstead
• Designated Person for overall responsibility for Behaviour: Mrs Gilbert/ Mrs Udall
• Designated Persons for overall responsibility for Risk Assessment/Site Management: Mrs Gilbert / Mr Halstead/ Mrs Brunsden.
• First Aiders: Mrs Gilbert, Ms Hamblett

CLUB ACTIVITIES

Outdoor Play/ Indoor Play:
Face painting
Cheerleading, Street dance, Dodgeball
Dens, Snooker, Table Tennis
Football, Hoops
Kinects , Skipping Ropes
X Box, Nintendo Wii
DVD’S, Music CD’S
Karaoke
Sewing
Knitting
Books
Magazines
Puzzles

Role Play
Dressing Up
Small World Play
Water trays
Colouring
Drawing
Painting
Cutting Out/ Gluing
Model Making

Hama Beads
Table Top Toys
Floor Toys
Construction
Jigsaws
Netbooks
Board Games

Security - access for parents

The safety and security of children attending our club is a very important matter and everyone concerned has a part to play.

Gaining access to the school building to drop off or collect your child is via the main school gate only. The gate is operated by a secure access pad that requires a four digit code. The code will be provided to parents either verbally or by text.

The code details are the responsibility of the parent under the following terms:
The code is not to be shared with any other person/s. This includes children, family or other parents.

Parents must not ask children or other parents/carers to let them in.

The access code is only to be used whilst the club is operating.

If a parent becomes aware that any other person or child has access to the code this must be reported immediately to the school office or Club Leader.

Parents will be asked to sign a confidentiality agreement on receiving the code.

Further Policies and Procedures

Our Handbook has been created to provide you with the information you need to understand how Park View Out of School Club operates, and has touched upon a number of topics which are explained in greater depth by the school’s formal policies and procedures. These policies and procedures are the foundation upon which our club operates. All policies are available to view on request. Please ask a member of Out of School Club staff if you wish to read any of our policies.