

PARENT INFORMATION PACK

GREENS NORTON AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme



Calvert Road
Greens Norton
Towcester
Northants
NN12 8DD

Tel: 07712 460741
Email T.A.S.C@live.com

General Information

The After School Club and Play Scheme are a non-profit making organisation and a member of the national "Kids Club Network". The group is managed by a Voluntary Committee comprising of parents of children who are members or individuals who wish to support the initiative.

We aim to provide a flexible, varied and exciting programme of activities for your children to enjoy in safe and friendly surroundings. Attempts are made to provide a balance of both physically and mentally stimulating activities.

The club is Ofsted registered and inspected regularly.

Staff at the club are experienced in child care and have satisfied all legislative requirements laid down by the registering body. In addition, all of the staff are qualified in first aid and all are supervised regularly throughout their employment. An Emergency staff cover system exists in the event of a member of staff having to be called away. All those on the list have been screened accordingly.

The club is located within the village Primary School, and has occasional use of the school hall for some activities. There is a relaxing area where children can play quietly, draw or read, and also a games room and access to the school playing field. We have separate toilet facilities along with access to the school kitchen.

The club is fully insured as appropriate to its purpose. There are times when we aim to take your children on visits to the park or other places of interest outside of the school premises but within the village. Your written permission is requested on these occasions, and is detailed on the official registration forms.

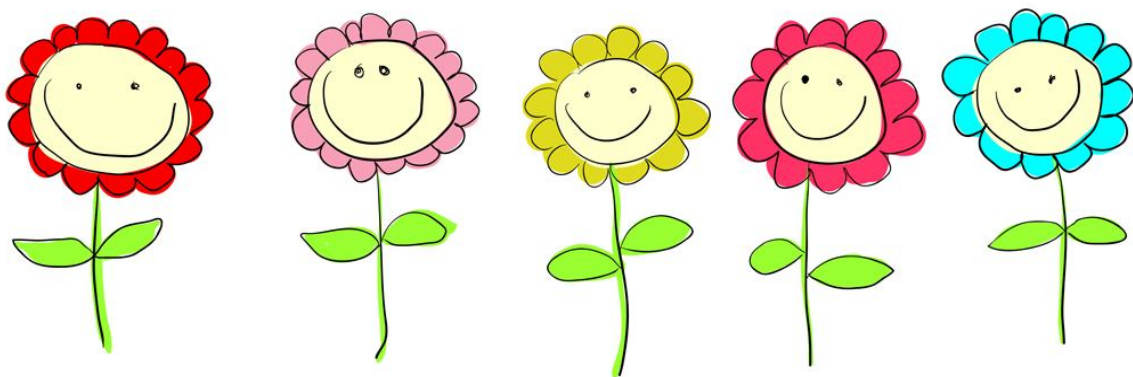


Booking and Admission Policy

To book places at the after school club, book direct with a member of staff in the club or call the mobile telephone number during club opening hours. Payment must be returned to the After School Club to secure a place.

For play scheme bookings, complete a booking form available through the club. Please send these, with payment to the After School Club at Greens Norton Primary School, Calvert Road, Greens Norton, Towcester, Northants, NN12 8DD. Bookings can only be confirmed when payment is received. Confirmation of bookings will not be given until after the publicised deadline. Any changes to original booking details must be done in writing and sent to the After School Club.

All children must have an up to date registration form completed on their behalf which is held on file in the club. Play scheme confirmation letters include a blank registration form. You are requested to re-submit details on each play scheme to ensure all information held is current and up to date. The after school club issue new forms for completion in the September of each year.



Late Collection Procedure

Parents and guardians are asked to ensure that children are collected at the appropriate time for their period of stay at the play scheme or TASC. If you are going to be late for any reason please contact the Club on the telephone number stated within this booklet as soon as possible to allow arrangements to be made to ensure your child is cared for.

We would kindly request that parents ensure their children are collected by 5.45pm. A charge of £5 will be made where children are collected later than 5.45pm. The charge made will enable us to cover the staff wages incurred on such occasions rather than use club funds which are needed to maintain the facility.

It is imperative that any children not taking up a previously booked place at the play scheme or the after school club should inform the supervisors in advance. This prevents supervisors spending time checking the child's whereabouts and allows them to offer places to other children.



Play scheme

The play scheme offers a variety of activities, usually following a specific seasonal theme, for your children, for full or part time sessions during the school holidays.

Current Fees

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|---|----|---------------|--------|
| • Full Day | | 08.30 - 17.45 | £17.00 |
| • Full Day second child/sibling, same session | | | £15.50 |
| • Half Day | AM | 08.30 - 13.00 | £9.00 |
| • Half Day | PM | 13.30 - 17.45 | £9.00 |

NB: Please note that the above stated prices are only applicable if a place is booked and paid for prior to the strict deadline as stated on the booking form. Prices do incur a small increase for any places booked after that time. Please speak to a member of staff if you need any further clarification.

Forthcoming play schemes are advertised through individual parental fliers at GNPS, posters at other local schools, a past users mailing list and village newsletters/posters. Firm bookings are taken up to three months in advance, and confirmation of places are confirmed as early as is possible after a disclosed deadline. Payment is required in advance for a place to be secured. Please make cheques payable to GNPS Play scheme. Telephone enquiries/bookings can be directed to the numbers or addresses at the end of this booklet. Children attending the play scheme will need to bring a packed lunch and drink if they are staying for a full day or morning session. A drink and healthy snack will be provided during the morning and afternoon session of the play scheme.



After School Care in Term Time

The After School Club operates an afternoon/early evening childcare service for regular or occasional needs. The service offers care up to 5.45pm for five days per school term week.

Current Fees and times

- Full 15.30 - 17.45 £6.50 per session (includes snack & drinks)

Bookings are taken through the Club classroom during the above times, or by telephoning the number throughout this booklet. All bookings must be paid for to guarantee a space, including periods of absence i.e. holidays, sickness etc. Payment is required a month in advance. Please make cheques payable to The After School Club. If you wish to cancel your place, again, a month's notice is required. It is imperative that if any children are not attending their session that the Supervisors are informed **IN ADVANCE** to prevent the checking of the child's whereabouts. Children attending the After School Club will be provided with a drink and healthy snack.



Health and Safety

All health and safety requirements are met for the Club Registration. Appropriate levels of supervision will be arranged at all times to maintain high levels of safety and security.

An accident/incident recording book is in use, and entries are signed by respective parents once they are given details of the injury. Any injuries which require external attention such as a Doctor will have all relevant details recorded in the book. Medicines of any kind (prescription and non prescription) will **NOT** be administered by staff at the play scheme.

Fire drills will be held at the beginning of all play schemes and at intervals throughout. These will be recorded in the register.

Equal Opportunities

The Club operates within the Equal Opportunities Framework, acknowledging that membership and employment practice should be regardless of gender, race, colour, nationality, ethnic or national origins, religion, age, disability or marital status. The premises are accessible to wheelchair users, and a disabled toilet is located within the school.

Child Protection

The Club has a duty to protect the child at all times whilst in their care.

Discipline Policy

All children will be treated equally, fairly and consistently. Children will not be shouted at nor are any forms of physical punishment used for discipline. If children do behave in an unacceptable manner then the following guidelines are invoked as necessary.

1. Activities Leader will speak to the child about their behaviour
2. Activities Leader will speak to the parent or guardian about the child's behaviour
3. Activities Leader will speak to the responsible Committee about the problem. A representative of the Committee will speak to the parent or guardian.
4. A Committee representative will ask the parent or guardian to attend a Committee meeting. The child may be asked not to return to the group either permanently or for a period decided upon by the Committee.
5. An incident book has been implemented with any serious incidents being recorded. Parent/guardians will be informed and made aware of any situation which may arise.

Complaints Procedure

The Club adheres to standards as laid down by OFSTED. Should any person have any cause for complaint, they should direct their complaint to the Registered provider of the club who is normally the Chairperson, or contact the OFSTED Officer (the actual contact named may change because of current changes within the NCC but the contact number will remain the same) on the telephone number below.

Full Details are maintained on display at the After School Club;

Early Years Ofsted, East Midlands Regional Centre, 2nd-3rd Floors,
The frontage, Queens Street, Nottingham, NG1 2AR
Complaints Helpline 0845 601 4772

The Club maintains official links with national and local bodies to access specific information and advice and enhance its services.

In line with Ofsted Regulations the Club holds all relevant policies (can be viewed at the After School Club) which include;

- Complaints procedure
- Anti-bullying
- Behaviour Policy
- Child Protection
- Illness & Exclusion for illness
- Inclusion (covers special needs, disability etc.

Finally

We welcome suggestions on how the Club and Play scheme services can be improved. Please retain this booklet in a safe place for your future reference and do not hesitate to let the Club Staff or Committee know of your suggestions.

We are always looking for further volunteers to help with the Club and Committee. Other Committee members contact details are held at the club.

Club Mobile Phone (answering machine)
Tel: 07712 460741

School Office (message)
Tel: 01327 350648

Bookings
After School Club Tel: 07712 460741 or in person during opening hours
Play scheme: As detailed in this pack