

## **The Meadows Out of School Club**

Bath Road  
Bitton  
Bristol  
BS30 6HS



Mobile No. 07952 478087

## **WELCOME TO THE MEADOWS OUT OF SCHOOL/HOLIDAY CLUB**

### **CLUB PROSPECTUS**

#### **The Aims of the Meadows Out of School Club**

- To provide a safe, enjoyable environment for children aged 4 - 11 outside their normal school day and /or during holidays.
- To provide care at a reasonable cost.
- To ensure children are offered a varied programme to include craft, sport and recreational activities.
- To provide the number of qualified staff as required by OFSTED and support ongoing training.
- To provide equal opportunities for children with regard to gender, race, culture, religion and disability.
- To provide realistic wages for staff.

#### **About the Meadows Out of School Club**

The club is a community based, non-profit making organisation, managed by a committee of parents/guardians elected at the club's Annual General Meeting. This ensures that major decision making is in the hands of the parents who use the club. The management committee is responsible for the policy and practice of the club, including the rules and charges and employing staff.

The Meadows Out of School Club is registered with OFSTED. The registration is available for parents to see on request.

All staff working for The Meadows Out of School Club have been checked through the Disclosure and Barring Service. It is also a registration requirement that staff follow the South Gloucestershire Child Protection procedure for Independent Day Care Providers. We also comply with the Data Protection Act and will not release any information regarding your children outside of the club.

#### **Opening Hours**

The Club runs 2 different schemes. These are:

After school - from 3.30pm to 5.45 pm

3.30pm - 4.30 pm

4.30pm - 5.45 pm

Holiday club - Full day 8.00am - 6.00 pm

Morning 8.00am - 1.00 pm

Afternoon 1.00pm - 6.00 pm

School day session- 9.00 am - 3.30 pm

Both clubs are held at the Meadows Primary school.

The club does not open on Bank Holidays or Inset Days.

### Registration with the Club

A Registration Fee is **NOT** required for children using only the After School Club.

A Registration Fee is required for all children using the Holiday Club the Fee is due on application.

### Booking and Allocation of Places

Any child can be registered with the club, but there are restrictions on who can attend which scheme. At the present the club has a capacity of 24 children at any one time.

The children eligible for each scheme are:

After School - The Meadows Primary School pupils

School Holidays - The Meadows Primary School pupils and other children from the community.

If it is not possible to reach agreement on the allocation of a space, the matter can be referred to the management committee of the club. The decision of the management committee will be final.

### After School Club

For parents requiring regular bookings a place will be allocated. This place will be guaranteed and will need to be paid for whether or not the child attends. **Fourteen** days notice from the date of booking is required to cancel a place, otherwise the fee becomes payable (unless there is a waiting list). Maximum users will be given a priority.

### School Holidays

Booking forms will be available in advance of the holidays. To ensure the request is considered on the basis of the above priorities, the form should be returned by the deadline displayed on the booking form. The form will be processed and parents/guardians notified should there not be a place. Please send a stamped address envelope with the booking form if you would like a booking receipt. Any applications made after the closing date will be considered after those received on time. The club will accommodate booking at short notice if a space is available. **Seven** days notice is required from the date of booking to cancel a place other wise the fee becomes payable

### Fees

A registration fee of £15.00 for the first child and £10.00 for each sibling is due on application. The registration fee applies only for the holiday, for those wanting to use only the after school club no registration fee required.

### After School Club

|               |                 |       |
|---------------|-----------------|-------|
| Full Session  | 3.30pm - 5.45pm | £7.25 |
| Early Session | 3.30pm - 4.30pm | £5.50 |
| Late Session  | 4.30pm - 5.45pm | £5.50 |

### Holiday Club

|            |                 |        |
|------------|-----------------|--------|
| Full day   | 8.00am - 6.00pm | £22.00 |
| Morning    | 8.00am - 1.00pm | £13.00 |
| Afternoon  | 1.00pm - 6.00pm | £12.00 |
| School Day | 9.00pm - 3.30pm | £16.00 |

### Payment

- Cheques should be made payable to The Meadows Out of School Club.
- Payments can be made online, please ask for our bank details.

- We accept Employer Childcare Vouchers.
  - **After school Club**- payment is due when a booking is made with the booking form.
  - **Holiday Club**-payment is to be received with the booking form. Your fee will be returned if a place is not allocated.
- **Fee's are non-refundable unless there is a waiting list and the place can be re-allocated.**

**See above for cancellation.**

• **Short notice booking's - payment is to be made at the time of booking**

- Fee's continue to be payable if a child is absent or ill unless the required cancellation time is given. Parents are advised to contact the Inland Revenue to see if they are eligible for Working Family Tax Credit. Fee's are still payable in advance.

Each child's attendance at the club is conditional upon continued payment of any fees. If fees are not paid by the end of the month in which care has been provided, this will be referred to the management committee, at such time the allocated places on the care scheme will be suspended until the account has been settled. The club does not issue Invoices, but should we feel the need to do so due to unpaid fee's a £2.50 administration fee will be incurred. Please advise the club should you not be able to pay to avoid this fee.

## WHAT DOES THE CLUB PROVIDE FOR YOUR CHILDREN

### **After School Club**

Children will be offered a varied programme of activities to meet their age range including craft, sport, recreational activities etc.

Children will be collected from their class and escorted to the kitchen, on arrival they will be given a drink and nutritional snack.

Children will have access to the outside facilities of the club.

Although there will be a structure to the children's time at the club, they will be free to choose which activities they want to do. The children will be consulted for their ideas.

### **Holiday Club**

During the holidays outings will be organised (the cost of any outing is not included in the normal fee). A tuck shop will be available and run by the children.

The club will provide a breakfast of toast, biscuit and drink, and a afternoon snack. Children will bring their own pack lunch. Drinks will be available during the day.

## What the Club requires from Parents/Guardians and Children

- Parents to sign their children in (during holidays) and out of the Club.
- A change of clothes if you do not want your child to play in their school uniform.
- Ensure the child understands the importance of road safety when going on trips. The instructions given by staff must be followed when being escorted off the club site.
- Parents are to keep their children at home if they have any infection and to inform The Meadows Out of School/Holiday club as to the nature of the infection so that the club can alert other parents.
- Head lice should be treated immediately. Parents will be required to remove the child from the club until infestation has been treated.
- Parents are not to bring into the club any child who has been vomiting or had diarrhoea, until at least 24 hours has elapsed since the last attack.
- Prescribed medicine - Staff at the club will not be able to administer medicines, unless they are prescribed and have the daily dose printed on the container. Children requiring inhalers

will be able to store these at the club but must be responsible for administering them themselves.

- There is a no smoking policy in The Meadows Out of School/Holiday Club.
- Parents of young children should let their teacher know which days they will be attending.
- The club does not accept responsibility for loss or damage to children's possessions.
- Parents to remember to sign consent forms to enable their child to be taken out on a trip. All children will be required to go on trips if they are booked into the club on the relevant day.
- Hats with the child's name should be provided when attending during the summer. Parents advised to administer sun cream at home.
- Provide a pack lunch during Holidays. Freezer blocks are recommended. Children will be supervised during lunch hour.
- Provide a small amount of money should you wish your child to make a purchase from the tuck shop.
- Mobile phones, Internet and cameras are not permitted. It is the parents responsibility to ensure their child cannot access the Internet on any game device they bring to the club, The club does not accept responsibility for any loss or damage to any device.
- The use of mobile phones by parents/carers picking children up from After School Club or Holiday Club is prohibited.

### **Club Rules and Discipline**

The Club has some rules which the children will be expected to follow. These have been set up for the safety, wellbeing and happiness of all children who use the club. These are linked to a disciplinary procedure, which provides sanctions relevant to the type of behaviour.

By registering with the club, you will be deemed to have accepted the conditions of the Disciplinary Procedure.

### **Our behaviour policy is to**

- Strongly support the need for good behaviour and tolerance among the children and staff.
- Work to promote good behaviour by encouragement, providing role models and if necessary the use of the Club's disciplinary procedure to sanction appropriate to the behaviour.
- Work in partnership with Parents/carers and teachers to resolve any behavioural problem.
- Ensure that our staff are adequately qualified to deal with behaviour issues and disciplinary matters.

### **Club Rules.**

Parent's/Carers are asked to make sure that their children understand the following rules, which are necessary for the safety of children and staff.

- Aggressive or abusive behaviour, physical or verbal, either to children or staff is not tolerated and will be dealt with by recourse to the disciplinary procedure set out below.
- Children should not throw any items of play equipment or any other articles likely to cause injury.
- Children should not operate any electrical equipment - this particularly relates to the plugging in of computers and using the remote control for the television and video.
- Children should not climb on or over any fence, wall or gate.
- Children should not be allowed to bring to the club any item of substance that is likely to be injurious to their own or other children's health.
- Children are expected to help clear up toys, equipment and litter when asked to do so by a member of staff.

- Cases of theft from other children or from the club, or deliberate damage to the club's equipment or other children's belongings, will be referred to the Management Committee and parents/carers will be liable for replacement of the item.
- Bullying will not be tolerated. The club operates an Anti Bullying Policy.
- Children are expected to understand the importance of road safety when they are being escorted outside the club's premises, and to obey instructions of the accompanying adult who is with them.

### **Disciplinary Procedures**

The Club's Play workers are professional experienced in dealing with children in a wide variety of situations and as such have the qualifications and knowledge to deal with disciplinary matters. Parents/carers will be made aware of unacceptable behaviour so they can discipline their children appropriately.

If you have any concerns about a particular incident involving the behaviour of children attending the club please discuss the matter with the Play leader.

The Play workers will not smack any child, or use disciplinary method which results in physical, nutritional or emotional injury.

### **Minor Disturbances**

The Play workers will deal with these on the spot. If there is any recurrence of minor trouble (eg cheekiness, disobedience, arguments with other children) the Play workers will enter the incident in the behaviour book and speak to the parent/carer on the same day. This will take the form of informing and warning parents/carers, to give them the chance to discipline their own child. The parent/carer will be shown the behaviour book and asked to sign the entry that they have read.

If a child receives three entries in the behaviour book in any 4-week period, the parent/carer will be given a written warning. They will be advised that any further entries in the behaviour book within the next week will result in the child being temporarily excluded from the club for the whole of the next booked session.

If following this one session exclusion there are any more entries in the behaviour book over the next 4 weeks the child will automatically be excluded from the club for the next 2 booked sessions. The parent/carer will also be given a written warning that any further entries over the next 4 week period may result in the child being permanently excluded from the club. Exclusions from the club in this situation will usually be on a permanent basis.

The parent/carer and child will be offered the opportunity to discuss formally with the Play leader and a member of the Management Committee if this formal warning requires any clarification.

### **Serious Incidents**

In the case of antisocial behaviour, wilful disobedience, intentional damage to property or more serious problems, Play workers will speak to the parent/carer that day, who will be shown the entry in the behaviour book and asked to sign it to show that they have read it. The parent/carer will be given a written and final warning that any further entry in the behaviour book within the next 4 week period will result in the child being excluded from the club for a minimum of 5 booked sessions. Any further serious incidents may result in the child being permanently excluded from the club.

### **Emergency Procedure**

On the decision of at least two play workers a child may be suspended immediately by informing the parent/Carer in the case of a sudden and serious disciplinary problem e.g. physical and verbal abuse. The parent/Carer will have to arrange for the child to be collected immediately.

The details will be reentered in the behaviour sheet, and the parent/carer will be asked to sign the behaviour sheet to show they have read the entry.

The Club's Management Committee will discuss the matter and the child may be reinstated or the ban made permanent and the parent/carer notified of the decision.

If the child is excluded on a temporary basis the parent/guardian will still be required to pay for the booked session.

### **Complaints by Parents/Carers**

Parents/Carers with a grievance should address themselves in the first instance to the Senior Play worker and/or Management Committee.

If dissatisfied with the response obtained, parents/carers can refer the matter back to the Management Committee and/or OFSTED.

### **Acceptance of the Disciplinary Procedure**

By registering with the club, parents/carers will be deemed to have accepted the conditions of this procedure.

### **Health and Safety**

The club is committed to the welfare of the children in its core. A copy of the Health and Safety policy is available if you wish to see it. Please ask one of the Play workers.

### **Illness and Accidents**

Please do not send your child to the club if they are not well. A child suffering from a contagious illness, eg chicken pox, sickness etc, must not return until the risk of passing the illness to other children is over.

If your child becomes ill during a club session, every attempt will be made to contact the person listed on the Registration Form, to arrange collection of the sick child. Your child will be cared for until collected. In case of a minor accident, basic First Aid will be administered.

In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/carer to advise with him/her the course of action to be taken.

The Registration Form contains an authorisation giving the Play leader permission to act in a medical emergency. This means that if the parent/carer cannot be contacted in time the Play leader has authority to allow appropriate medical treatment to be given to your child. If you do not wish such authorisation, please delete the relevant paragraph on the Registration Form and record your wishes on the reverse. If you decide to withhold authorisation, please discuss this with the Play leader so that your wishes are known and understood.

**All accidents and emergencies are entered in the Accident Book.**

### **Late Collection of Children**

You must let the club know if you will be late collecting your child. Please keep our mobile number handy (07952478087). In the event of you not being able to collect your child/children by 17.45hrs for after school club and 18.00hrs for holiday club, your child will be cared for in accordance with the emergency arrangements supplied on your Registration Form. We will make every effort to contact the persons listed, but if they cannot be contacted we are required to contact South Gloucestershire Social Services to arrange temporary care.

Our first concern is your child. Please ensure that the emergency arrangements you supplied are kept up to date and that your child is comfortable with anyone who would have to provide care should you be delayed. Please ensure that your emergency contacts are as local as possible to the school. A £10 fine per quarter hour after 17.45hrs and 18.00hrs will be incurred.

### **Missing Children**

**As the club is responsible for your child, it is essential that the club is notified if your child is away from school or does not need to attend the club for any reason. A message can be left on the mobile answering service ( 07952478087).**

If a child is missing during a session, our staff will immediately search the club premises and any other likely place where they might be.

The Playleader will contact you as soon as possible. If they cannot be found, the Playleader will decide to call the police.

### **Equal Opportunities**

The Meadows out of School/Holiday Club is committed to helping to provide equality of opportunity for all children and families. No child, individual or family will be excluded from the club's activities on the grounds of age, gender, sexuality, family status, disability, colour, ethnic origin, culture, religion or belief. We aim to ensure that all who wish to work in, or volunteer to help with the club has an equal chance to do so.

The club's full Equal Opportunities' Policy is available to anyone who wishes to see it. Please ask one of the Playleaders or a member of the Management Committee. Please note that the 'parent/carer' is intended to include others who provide care to children.

### **Insurance**

The club has protection of Public Liability Insurance, which covers the staff and children. However, it does not cover any personal accident or injury for which the club can not be held legally responsible. For example, those accidents which are completely unavoidable or where no negligence on the part of the club is involved.

Parent/Carers should consider making their own insurance arrangements for personal accident cover for their children and belongings. The club or playworkers accept no liability for loss, damage or accident.

### **Complaints procedure**

Any matters of concern should be referred to the Playleader as soon as possible. If you feel that you would prefer to discuss the issue with a Management Committee Member rather than the Playleader, please contact one of the Management Committee members Listed on the notice board in the club.

The Playleaders and the club will try to resolve any complaint. If the matter cannot be resolved with the Playleader, it can be formally referred to the Management Committee. The Management Committee will nominate some of its members to consider the matter and reach a decision. The decision will be final and binding.

If you remain dissatisfied with the outcome of your complaint and it is related to the registration of the club, you may of course take it up with OFSTED as the registration authority of the club.

### **FINALLY**

**We hope your child enjoys their time at the Meadows Out School / Holiday Club.**