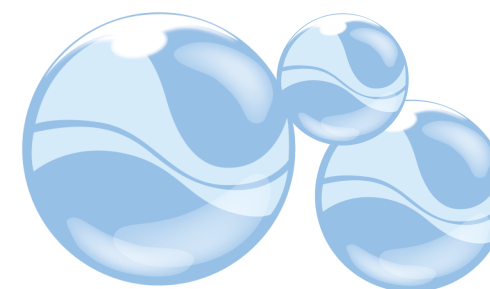


Out of School and Holiday Club (OOSC) @ TLA

Parent Guide March 2017

Tel: School 01582 211441

Tel OOSC: 077919 111011



Contract:

All children currently on roll at our school are automatically entitled to enjoy the benefits of this facility.

The OOSC adopts the values of the Home – School Agreement signed by all parties at the start of the year. It uses pupil information made available on the contact form for such things as medical needs, dietary requirements and emergency contacts.

Should someone other than the parents of a child be collecting them from OOSC, please ensure that they have the password for your child. We will not pass children over to anyone other than the parents without such permission and appreciate your support in this.

The school reserves the right to withdraw the use of the facility for anyone not adhering to the expectations of the school.

Main Contact: OOSC Leader - Mrs Elsa Crick



Procedures:

[Morning Club](#) - Please drop off at the main entrance where a member of staff will collect your child.

[After School Club](#) - Children will be dropped off at the facility by their class teacher at 3.45pm. When picking up children, please be advised that they will be dismissed from either the main entrance or the small hall doors at the back of the building. A notice on the main door will indicate which collection point.

[Holiday Club](#) - Please follow the same arrangements for drop off/arrival. Sessions run from 8.30-4pm only. This is charged at £18 per child. Bookings for this can be made via sQuid.

Please be advised that the school reserves the right to cancel these clubs should there be insufficient numbers.

Booking In:

We appreciate a family's need for flexibility and [will take bookings on the day prior to 3pm](#). However, we urge parents to make [bookings in advance](#) where possible as this enables us to staff and resource the club effectively.



Our Aim:

To provide a family friendly service to parents of children on roll at our school which is safe, reliable, affordable and enjoyable!

We aim to staff our club with competent, friendly and caring people and pride ourselves on excellent relationships with children and their families.

The club adopts all school's policies and procedures and aims to uphold the ethos and values of our school.

About Us:

The club has 3 constituent parts:

- ◆ The Morning Club (7.45am-8.30am)
- ◆ The After School Club (3.45pm-6.00pm)
- ◆ The Holiday Club (8.30-4.00)

The club does not provide food for children. Children of the After School Club are welcome to bring in a snack of fruit, a healthy sandwich or plain biscuit. The club will provide water during After School club and Holiday club.



Fees and Payment:

The Morning Club (7.45am-8.30am)

£1.50 set fee per session .

Must be pre-booked and paid for by 3pm on the day before session is required.

Payment is non-refundable if not used.

The After School Club (3.45pm-6.00pm)

£3.00 per hour, per child

£1.50 per half hour (or part there of), per child

Must be pre-booked by 3pm on the day required.

If children are not booked in , they will not be automatically placed in the club. Families not collecting children at the designated dismissal time will be liable for a £5 per 5 minute late collection fee.

Payment is non-refundable if not used/child collected early.

There is a **strict finish time** for OOSC of 6pm. Any parent failing to collect their child at this time will be charged an additional rate of £5 for every 5 minutes a child remains uncollected past 6pm.

Social Services will be informed if the school have concerns.



Payment

sQuid -

Booking and payment is entirely via sQuid as of March 2017

Child Care Vouchers—we accept all major CCV's.

Discounts - may be available for families in receipt of Pupil Premium. Please see Mrs Ludlow for further details.

No discount is offered for siblings or multiple bookings.

****The club facility is withdrawn within 24 hours of non-payment of late collection fees****

Late collection fees can be paid via sQuid or with cash.