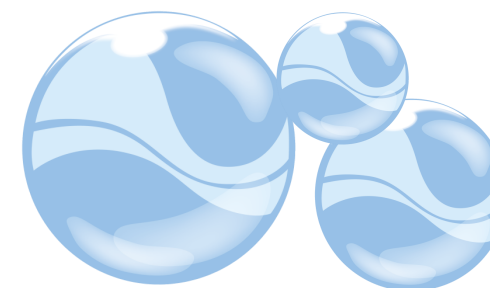


## Out of School and Holiday Club (OOSC) @ TLA

### Parent Guide 2016-17

**Tel: School 01582 211441**

**Tel OOSC: 07919 111011**



#### Procedures:

**Morning Club** - Please drop off at the Conservatory doors and wait for a member of staff to let you in.

**After School Club** - Children will be dropped off at the facility by their class teacher at 3.45pm. When picking up children, please report to the conservatory doors and ring the bell to notify a member of staff of your arrival.

**Holiday Club** - Please follow the same arrangements for drop off/arrival. Please note that session times are fixed to allow for activities to be planned for the best interests of the children.

#### Booking In:

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

**Payment for sessions must be made on the day of the club OR in advance unless express permission is sought from the Principal/OOSC leader. There is no billing system in place for this facility.**



#### Example Activities:

Art/Craft table, adult led activity/game, refreshment area (water jugs), film/cartoon (limited time), board games/table games (e.g. table football, chess), sports (e.g. cricket, rounders), chill out space for reading.

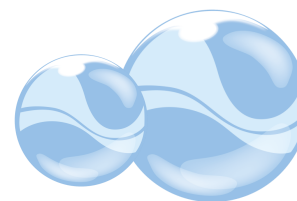
#### Contract:

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 notify us via telephone or in writing. We will not pass children over to anyone other than the parents without such permission and appreciate your support in this.

**Main Contact: OOSC Leader - Mrs Elsa Crick**



## 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 (various times)

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

### The After School Club (3.45pm-6.00pm)

£3.00 per hour

£1.50 per half hour (or part thereof)

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 £5.00 for every 5 minutes beyond 6 o'clock.

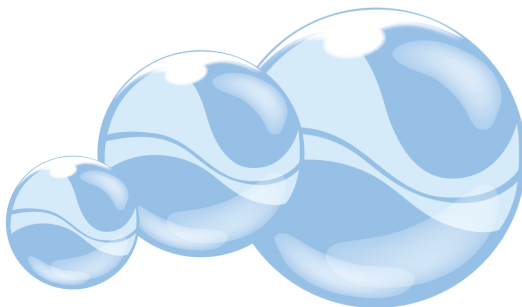
### The Holiday Club

8.00am-4.00pm £18.00

Additional wrap around care available:

4.00pm-5.00pm, £3.00 (minimum numbers apply)

The dates available for holiday club will be confirmed a minimum of 2 weeks prior to each holiday. The running of holiday club is dependent on numbers and we have to reserve the right to cancel if there is insufficient interest.



## Payment

Payment can be made in a number of ways, but is always payable in advance or on a 'pay as you use' basis.

In special circumstances, the Principal may grant a different payment arrangement but this must be agreed in advance and is at the discretion of the Principal.

**sQuid** - details from school office

**Cheques** - payable to The Shared Learning Trust

**Transfer A/C** - The Shared Learning Trust

**Bank Sort Code** - 30-95-28

**A/C number** - 00642918

**Reference** - Moor(childsname)oosc

**Child Care Voucher's**—we accept all major CCV's

**Cash** - in a sealed envelope containing the correct amount and all relevant paperwork.

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

A 10% discount is afforded in the after school club to all siblings with one full paying child.