

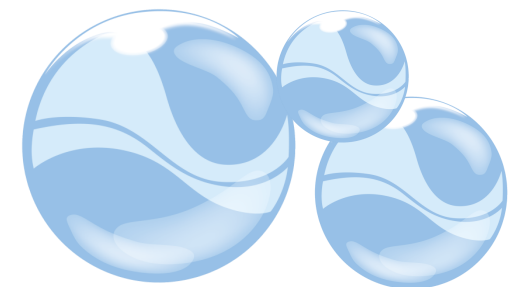


## Out of School (OOSC) and Holiday Club @ TLA

### Parent Guide 2017-18

**Tel: School 01582 211441**

**Tel OOSC: 07919 111011**



### Procedures:

**Morning Club** - Please drop off at the Main School Entrance, ring the OOSC button/intercom 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 the end of the school day. When picking children up, please ring the OOSC button/intercom adjacent to the Main School Entrance to notify a member of OOSC staff of your arrival. (Signage will notify you if OOSC has been relocated for the day). You will be asked to sign out your child upon collection.

**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 accept bookings online up to midnight the night before for Morning club and ASC. Emergency last minute bookings can be made by phone up till 3.30pm on the day—accounts will be debited accordingly. (Charges will apply)



### 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.

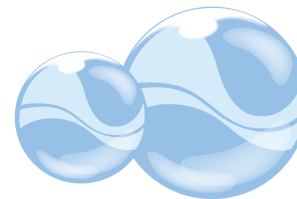
### Contract

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.

### Collection

Should someone other than the parents of a child be collecting them from OOSC, please ensure the collector has the child's unique password. We will not pass children over to anyone other than the parents without the password. We appreciate your support in this.



## 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 dates)

The club does not provide food for children. Children at 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. There is no sibling discount available on any of the clubs.



## Fees and Payment:

### The Morning Club (7.45am-8.30am)

£1.50 per session (Prebooked by parent)

£2.50 per session (School booking/inc admin fee—emergency booking/late booking)

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

£ Pre booked (by parent)    £ School booking

**£3**                    3.45-5pm            **£4** inc admin fee

**£6**                    3.45-6pm            **£7** inc admin fee

**£3**                    5.00-6pm            **£4** inc admin fee

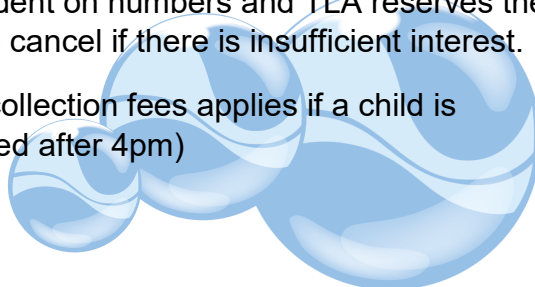
There is a **strict 6.00pm finish time** for OOSC. Any parent failing to collect their child by 6.00pm will have a charge applied to their account of £5.00 for every 5 minutes beyond 6 o'clock. Until paid the facilities will be removed.

### The Holiday Club

8.00am-4.00pm £18.00

The dates available for holiday club will be confirmed a minimum of 2 weeks prior to each holiday. Holiday club payments are non-refundable. The running of holiday club is dependent on numbers and TLA reserves the right to cancel if there is insufficient interest.

(Late collection fees applies if a child is collected after 4pm)



## Payment

We are a cashless school—Payment and booking should be made via your ParentPay account. ParentPay offers the freedom to make payments/bookings 24 hours a day, 7 days a week.

ParentPay £2 minimum top up - maximum £500

Find out more—[www.parentpay.com](http://www.parentpay.com)

Parentpay - Further details are available from school office. Activation letters for new pupils will be produced upon enrolment in the school.

Cancellation—It is the responsibility of the parent to make any cancellations on -line (via ParentPay) by midnight the night before. Unused sessions cannot be refunded by the school.

Child Care Vouchers—we accept all major CCV's—please ask TLA for more details.