



Ivy Road Primary

Out of School Club

Parent/Carer Handbook

Ivy Road

Forest Hall,

Newcastle upon Tyne

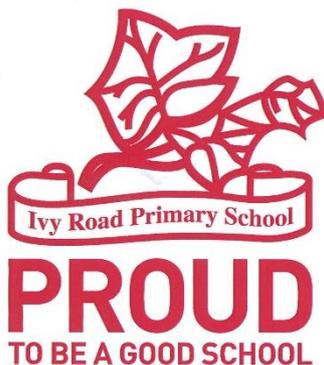
NE12 9AP

Telephone: 0191 200 8346 – school hours only

Out of main school hours: **Mobile 07419 213 974**

Email: ivyroad.primary@northtyneside.gov.uk

Website: ivyroadprimary.org.uk



OUR CHILDREN:

- get off to a good start in early years in a bright, vibrant and exciting environment
- experience enriched learning opportunities
- feel safe and well cared for
- leave above national average



Mission

Ivy Road Primary's Out of School Club strives to provide high quality care in a homely, welcoming, stimulating, attractive, caring and secure environment for all children, parents, staff and visitors within the club.

Goals

- The club aims to provide a child focussed and flexible service that is both affordable and accessible.
- The club aims to provide a stimulating environment for children to learn and develop as well as space for relaxation or quiet time.
- The childcare provided will be of a high quality to ensure a variety of play opportunities for all children who attend the club.
- The provision will be made available to children who attend the school in Reception to Year 6.

Staff Members

There are currently **2** members of staff Mrs J. Scott and Mrs K. Nelson who will look after your child(ren) whilst in our Out of School Club.

Mrs S. Watts (Head Teacher) has overall responsibility for management.

There may also be from time to time, additional staff depending on the number of children we have and expected ratios.

Terms and Conditions

Booking Sessions

From September 2018 all sessions must be booked in advance on a booking form available from and returnable to the school office. It is essential that all sessions are booked to enable us to ensure the correct staff to pupil ratio. Invoices will be sent out by the school at the end of each half term.

Fees

Fees will be calculated on a session basis as per the charges set down below.

Payment can be made at the time of booking or we can invoice you as detailed below.

The full amount detailed on your invoice must be paid within the first week back after the school holidays. *Please note: At the end of the whole school year, payment will need to be made **before** the last day of term in July.*

Payment can be made via cheque (payable to Ivy Road Primary School) or cash. We also accept childcare vouchers – please let the school office know which company you receive these from so we can ensure we are registered with them. All payments must be handed into the school office NOT to Out of School Club staff. Please contact the school office with any financial queries. Any additional sessions must be booked 48 hours in advance, on a separate booking slip available from the school office. Emergency cover (less than 48 hours notice) may be possible, subject to availability and staff to pupil ratios. These sessions will be charged at a higher rate of **£5.00 or £10.00**. The club reserves the right to refuse a place if parents frequently request emergency places.

Out of School Sessions

Session	Timings	Day	Cost per child	Cost for 2 or more children (per child)	Meals
OS 1	3.15 – 4.15 pm	Monday to Friday	£4.00	£3.00	Includes afternoon snack
OS 2	4.15 – 5.45 pm	Monday to Friday	£4.00	£3.00	Includes afternoon snack

Please note: if your child is attending an After School Club, e.g. football or Maths club which runs until 4.15pm, you need to book the OS 2 session only.

Sibling Discount

Ivy Road's Out of School Club offers a sibling discount. For 2 or more children the cost is reduced by a quarter. Please note the costs per child in the table above.

Notice Period

For cancelled sessions the full session fee will be charged with less than 48 hours notice. If a child is off sick or sent home from school ill you will not be charged for the session.

Registration

You will have already completed a data and medical form when your child enrolled at our school. If any information has changed please contact school to let us know. This form will include the child's date of birth, medical conditions or any cultural requirements etc. it will also include details of parent/carers with all relevant contact details and any other person who will pick up.

Snacks

Children will be provided with a nutritious, healthy snack which meets their needs dependent upon religion and culture as well as any special dietary requirements. Milk and water will be available during snack times. Fresh drinking water will be available at all times.

What to Bring

Extra toys are not necessary as the club is equipped to occupy the children.

As it is term time the children will be in school uniform and staff will do their utmost to protect them.

If your child has medication in school, such as inhalers or epipens, the parent must provide additional medication, to be kept on the club's premises.

Inclusion

We will take all reasonable steps to offer an inclusive club and promote and practice equal opportunities within the club. With regard to race, religion, colour, sex, age, national origin, disability or sexual orientation, all books, jigsaws, stories and pictures will be selected to show people of all races and cultures and will avoid racial or sexist stereotyping. All family compositions will be considered and respected. All lifestyles will be depicted in a positive way.

Special needs

We are aware that some children have special educational needs and/or physical disabilities that require support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our service and are made to feel welcome and that our activities promote their welfare and development. Whenever possible, children with special needs will have access to the same facilities, activities and play opportunities as their peers.

Safeguarding Children

At Ivy Road's Out of School Club each and every child should feel safe and secure from the fear of abuse. All staff are committed to protecting children in our care from harm. The club complies with the legislation set down by the Local Safeguarding Children Board (LSCB) and follows school policy and procedures agreed by Governors.

Behaviour Policy

At Ivy Road's Out of School Club we recognise the importance of positive and effective behaviour management strategies in promoting the children's welfare, learning and enjoyment. We follow school policy and procedures and parents will be informed of unacceptable behaviour.

Uncollected Children

We have the highest regard for the safety of the children in our care from the moment they arrive to the moment they leave. At the end of each session we will ensure that all children have been collected by their parent/carer or designated adult in accordance with the arrivals and departure policies. There is a procedure in place for dealing with uncollected children whereby measures are taken to contact the parent, carer, designated adult and emergency contacts. In extreme circumstances where none of the listed contacts are available, Children's Services will be informed. Children are never left with less than two members of staff at any time.

Missing Children

Staff are always extremely aware of the potential for children to go missing during sessions. Regular head counts are taken at times of greatest risks e.g. transition between sessions. There is a procedure in place to deal with missing children including searches and in extreme circumstances where a child cannot be located calling the police.

Parent Partnership

Ivy Road's Out of School Club recognises that parents/carers have a critical role to play in the child's development. This is seen as the basis for a partnership between the club and parents/carers. The staff are committed to working in partnership with parents/carers to provide high quality surroundings to ensure that children learn through play.

First Aid

At least two members of staff will hold a current first aid certificate that includes training on first aid for infants and children. The Headteacher must ensure that all volunteers, supply staff etc. know who holds a qualification in first aid. The first aid box will comply with the Health and Safety (first aid) Regulations 1982. A travelling first aid kit will be taken when staff take children for outdoor play and will be subject to the same checking procedures as the main first aid kit.

Medication

Medication will only be administered if prescribed by the child's doctor clearly stating the child's name, date of birth, name of medication and dosage to be given. As per school policy, medication will only be administered if 4 times daily, or at specified times of the day. Written consent and medication detail MUST be provided beforehand by the parent/carer on the appropriate medication forms available from the school office. Medication not prescribed by the child's doctor will not be given. Written records will be kept of all medication administered.

Illness

Children who are ill or have an infectious disease should not attend the club. In the event of infectious disease please inform school as soon as possible and a member of staff will be able to advise you of the exclusion period set down by environmental health.

Sun Safety

Whenever possible, weather permitting, the children will be encouraged to play outdoors. As you will appreciate some children may be allergic to certain products so Ivy Road's Out of School Club

will not provide sun screen for children attending the club. All parents/carers are encouraged to bring in sun screen and sun hat for their children.

Fire Procedure

There are fire extinguishers by the doorway in the Out of School Club room. There is also a fire blanket in the kitchen area. All fire extinguishers are checked annually by the school. We carry out regular fire drills with the children which are recorded.

Complaints

The majority of complaints or queries can be sorted out at an early stage within the club. Please speak to a member of staff in the first instance. Please follow the school's complaints procedure if you feel any issues have not been resolved.



IVY ROAD OUT OF SCHOOL CLUB
BOOKING POLICIES AND PROCEDURES

NOTICE PERIODS

The full session fee will be charged with less than 48 hours' notice. If a child is off sick or sent home ill from school, you will not be charged for this session.

LATE PICK-UPS

Ivy Road's Out of School Club will finish at 5.45pm Monday – Friday and all children MUST be collected by this time. If you are unable to collect your child on time, alternative arrangements must be made for someone to collect your child for you before the club session ends. If a child/children are collected after this time you will incur a further charge of £5.00 per child for every 5 minutes.

LATE PAYMENT CHARGE

You will receive an invoice in the last week of each half term. All fees must be paid within the first week back after the school holiday. If we do not receive payment by the Friday a late payment charge may be applied.

RETURNED CHEQUES

All returned cheques will incur a £10.00 charge, this will cover all bank administration charges.

FAILURE TO PICK UP

If a child/children had not been collected by 5.45pm and no contact has been made with the club through parent/carer, then the emergency contact number on the registration form will be contacted. If, after 30 minutes the child is still not collected, First Call (Social Services) will be contacted on 0191 643 7979 or Front Door Services on 0345 2000109.



IVY ROAD OUT OF SCHOOL CLUB

PARENT/CARER CONTRACT AGREEMENT

Ivy Road's Out Of School Club would like to welcome you and your child/children to the setting. In order to provide the best service possible to all our users we have drawn up the following conditions of use to ensure the smooth running of the club. Please read this contract carefully before you sign it. Should you feel unsure about any clause, please do not hesitate to speak to a member of staff and your query will be clarified.

1. The club will operate after school finishes 3:15-5.45pm term time.
2. Children must be collected promptly at the end of each session/day. Please note that if your child is not collected until after 5.45pm then an extra charge will be made of £5.00 per child for every 5 minutes.
3. Payment of fees: If a payment is late then this may incur extra charges or exclusion. In the case of non-payment, legal action may be taken.
4. Children are not allowed to leave the premises unless accompanied by staff or their parent/carer. If you wish for your child to leave unaccompanied then you must sign a disclaimer form (Year 5 and 6 only). Younger children will not be sent home with older children who attend the Out of School Club.
5. All parents must sign their child/children out at the end of the Out of School Club session with the time collected.
6. For the child/children's own safety, the club MUST be informed in advance by the parent/carer if the child/children are to be collected by any other person than themselves, we would ask parents/carers to sign a form with the persons details.
7. Parents must provide a password which can be used if an alternative person needs to collect the child. The child will not be handed over if we have not been informed of an alternative person to collect or if the carer does not know the password.
8. Parents/carers must ensure that the school has up to date contact numbers for themselves and emergency contact details. The school should be informed immediately of any changes.
9. Children who are ill or who have an infectious disease should not attend the club. In the event of infectious diseases please inform the club at once and they will inform you of the exclusion period set down by environmental health.
10. Staff within the club will only administer prescribed medication; this must be clearly labelled with the child's name, date of birth, name of medication and dosage to be given. In this instance, parents must fill in and sign a medication form.

11. We recommend that your child does not bring any valuables or money into the club as we cannot accept responsibility for loss or damage.

12. If your child/children show anti-social behaviour towards staff or other children within the club, then this will be dealt with in a positive manner. Should the behaviour persist then parents/carers will become involved.

13. The school has a set Safeguarding Children Policy. If there are any concerns about a child/children then they will be raised with the parent. However, in some cases the staff are obliged to share their concerns with appropriate professionals. Our Safeguarding Policy can be found in the school website.

14. All parents will have free access to any details or observations that are recorded on their child.

PLEASE FILL IN THE FORM BELOW AND RETURN TO SCHOOL OFFICE.

IVY ROAD OUT OF SCHOOL CLUB PARENT/CARER CONTRACT AGREEMENT

I agree that I have read and understood and will abide by the Policies and Procedures of Ivy Road's Out of School club.

Name of child(ren): _____

Password: _____

Emergency contact 1: _____

Tel no: _____

Emergency Contact 2: _____

Tel no: _____

Signature of Parent/Carer: _____

Full name (block capitals): _____

Date: _____