

### Terms and Conditions

Please read the following terms and conditions and sign and return the form provided.

- ♦ I will arrange for my child to be collected from the After School Club by 6.00pm or **incur additional charges**
- ♦ I will notify the club if my child is unable to attend a particular session. I will telephone before **2.00pm** if my child is not attending the After School Club.
- ♦ I understand that I will be charged for any phone calls made to trace my child if I have not informed the club of non-attendance. (**£1.50 per child**)
- ♦ I understand that if my child attends WJS they will be expected to make their own way via the internal playground and adjoining gate to the Club and will remain my responsibility until they arrive.
- ♦ I will notify the club if someone other than those specified on the registration form is to collect my child.
- ♦ I agree to keep my child away from the club if advised to on medical grounds.
- ♦ I agree to abide by and support decisions made by the club staff if my child persistently behaves in a way that is detrimental to the effective running of the club.
- ♦ I understand that staff will take all reasonable steps to ensure my child is safe during their time in the club, with the knowledge that accidental injuries can occur whilst children play.
- ♦ I agree to give one half terms notice in advance, to either cancel or make amendments to my bookings.



**John Hampden Out of School Care**

School URN: 8252189

**Parents  
Handbook**

**Manager: Sharon Cottle**  
**Tel: 07506 195699**

## **Introduction**

This booklet contains information about our Breakfast Club and After School Club setting, which will be referred to as OOSC throughout this booklet. Please read it carefully and if you require any further information please do not hesitate to contact us.

## **Registration**

OOSC require a completed registration form for all children wishing to attend. These can be downloaded from the school website, collected directly from the OOSC Manager or can be obtained from the school office. Confirmed bookings are valid until the half term notice period is served.

## **Bookings**

Bookings can be made through the OOSC Manager or OOSC Administrator. Alternatively, you can leave a message via the school office which will be passed on as soon as possible. Bookings are normally taken on a long term basis, however should you require a short term booking or an extra session please speak to the OOSC Manager or Administrator who will accommodate your request where possible.

## **Cancellations**

If you decide to permanently cancel or make changes to your booking then half a terms notice, in advance, will be required. If your child is absent from school with sickness, on holiday or unable to attend the session for any reason, payment for the session will still be required. Parents **must** notify the OOSC if their child is not attending that day's session by 2.00 pm. If we are not informed and we need to contact you to locate your child, there will be a £1.50 phone call charge applied to your next invoice.

## **Complaints**

We value your opinions and take the care of your child very seriously. If you have any queries, comments or concerns or need to discuss any issues please feel free to speak to the OOSC Manager. If you are unsatisfied with the response you receive please follow the JHSW Complaints and Resolutions policy and contact the Head Teacher. It is advisable to follow this process before considering contacting Ofsted directly.

## **Volunteers**

If you would like to help us at any time, we would always welcome an extra pair of hands. Contact the OOSC Manager to make arrangements. All volunteers will undergo the appropriate checks and risk assessments.

## **Policies**

Copies of all policies and procedures can be found with the register, please ask the OOSC Staff.

## **Ofsted**

Ofsted inspected our school in December 2013. As part of this inspection the After School Club was visited by inspectors. The whole school was judged to be Good. *Good:* A good school is effective in delivering outcomes that provide well for all its pupils' needs. Pupils are well prepared for the next stage of their education, training or employment.

The inspectors commented on the OOSC saying that the breakfast and after-school club is effective in supporting parents who are working. It is well organised, appropriately resourced and the children are well cared for by the qualified staff.

## **Homework**

We are willing to provide an area in which your child can do their homework. However we are a play setting and will not pressure your child to do their homework whilst in our care.

## **Hygiene**

We hope to improve the children's knowledge of hygiene and the importance of cleanliness during their time with us. We therefore encourage all children to wash their hands prior to eating and following any messy activities.



## **Security**

On arrival at the club the children will be signed in and we will make sure all children have arrived safely. Children and parents should only use the main hall entrance to the school. On departure, the children will either be signed out by their parent on collection from After School Club or by a member of staff when departing the Breakfast Club.



We ask that when you enter the building that you do not hold the door open for the person behind you. This is to ensure that staff monitor the people who are allowed access to the building and to guarantee the safety of the children and staff. Staff members are the only ones who should allow entry to the building. Children must be collected by someone over the age of 18, unless written consent is received from the parent. Once signed out the children are no longer the responsibility of OOSC.

## **Staffing**

OOSC will be staffed by qualified staff members and the leader of the session will hold a level 3 qualification or above. Staff are expected to take professional development training and all staff members will require an enhanced DBS check. Although there are no longer statutory requirements to do so, we still maintain a staff/child ratio of 1:8 for all children under eight

## **Fees**

The cost of a Breakfast Club session is £4.50

The cost of an After School Club session is £11.00

We do not give sibling discounts.

Invoices will be sent out each half term in advance and should be paid by the requested date.

Cheques should be made payable to Buckinghamshire Council.

The following action will be taken for late payments:

Overdue invoice issued after the due date with an additional £10.00 admin charge giving 7 days to pay.

2nd overdue invoice issued including a 5% surcharge or £10.00 whichever is the greater, giving 7 days to pay.

If payment is not received civil action will be taken.

Non-payment of fees could result in your child's place being revoked.

Payments for any extra sessions will be added to your next invoice.

## **Behaviour**

Children will be expected to adhere to the Golden Rules and the behaviour policy of OOSC. In the case of inappropriate behaviour, staff may speak to the parents and work with them and the child involved to resolve the situation.

If, however, the behaviour does not improve the child's place is at risk and the parent/s may be unable to secure further childcare from this provision.

## **Breakfast Club**

The Breakfast Club runs in the school hall from 7.45am until 8.50am. Your child may arrive at any time within the session, However if you require them to eat breakfast with us they must be in the Club by 8.20 am at the latest. To ensure the safety of your child or children we ask that you do not leave them unattended outside the building before the Breakfast Club starts. Please ensure they are in the care of a member of staff before you leave. Any messages should be given to staff at the door when you drop off your child. We will ensure children leave OOSC promptly at 8.45am to enable them to arrive at their class on time.

The Junior School children will leave at 8.40am and are expected to walk to school unaccompanied via the internal playground.

### **Breakfast**

We provide children with breakfast during the session. There will be a healthy and varied choice which will include

- Juice & Milk
- Cereal/ Porridge
- Toast—jam, margarine, etc.
- Fruit
- Yoghurt



### **Activities**

A limited range of play activities will be available at Breakfast Club due to the short duration.

We still endeavour to supply a range a fun packed activities for all. These include construction, drawing, reading, games and outdoor play when the weather allows.

## **Mobile Phones**

The use of mobile phones is strictly prohibited within the OOSC setting, therefore any person seen using a mobile phone whilst attempting to collect a child will be asked to disconnect the call or leave the premises until they have completed their call. Please do not be offended if you are asked to do so by a staff member as this is a legal requirement and a measure to protect the children in our care.

### **Key Person**

All Early Years and Foundation Stage children will be issued with a Key Person in line with statutory regulations, they will be your first point of contact should you have any queries about your child and their care. Should the Key Person be unavailable you can leave a message with another member of staff and they will get back to you. However if your concern is urgent please speak to the Manager or Deputy.



### **What I like most about OOSC (Quotes from the children)**

- I get to play outside with my friends- Gus
- Fun week, Fun week, Fun week- Joey
- I like crafting- Grace
- Dodge ball-Arthur M
- Playing run the risk- Oscar G
- Playing Capture the flag-Jacob
- The outside equipment- Steven
- Everything- Aarush
- Snack time- Leo I

### **Planning and child voice**

In OOSC we continually look at ways of improving the activities we provide. In order to involve the children we encourage children to plan their own activities. This is achieved by having photographs of activities displayed each day and the children voting for what they would like to play with the next week. In addition we also regularly ask the children for their views through our Club Council: helping to plan special activities such as our end of term fun week. The children give ideas and then vote on each one, this helps to ensure we offer activities the children really want to take part in.



### **Car Park**

Please note that parents are requested not to park in the staff car park at any time. When dropping off and picking up your child you should enter the premises via the pedestrian gate entrance of the John Hampden School this is for the safety of all concerned.

### **Passwords**

As part of our Safeguarding policy we have a password system in place for all children in our care. Should you arrange for a family member, friend or colleague to collect your child, they will be asked for the relevant password prior to your child being released into their care. Please also ensure you inform a staff member of any changes to collection arrangements prior to the session.

### **Medication**

We can only give prescribed medication at OOSC, if your child needs medication whilst they are in our care a medication form must be completed prior to the session. We cannot give over the counter medication such as Calpol.

### **After School Club-Owls (Year 1 and above)**

The After School Club runs in the school hall and starts at 3.15pm and finishes at 6.00pm. Your child can be collected at any time during the session. However they must be collected by 6.00pm at the very latest. Late collections will incur charges, please see the late collection policy. Sessions need to be booked in advance. Children who attend the Junior School will be expected to walk to the club unaccompanied via the internal playground. A register of all children will be taken on arrival.

### **After School Club-Little Owls (Early years and Foundation stage)**

This provision runs from the group room, the door to this is located in the same area as the OOSC, if you are unsure a staff member will be happy to direct you.

### **Snacks**

We will provide the children with a snack during the session. The snacks are varied and healthy and we will encourage the children to try new things.

### **Activities**

We provide a wide range of activities.

Some of these include:-

- Cooking
- Art & Crafts
- Painting
- Play Dough
- Games systems
- Reading Corner / Quiet Area
- Outside Games (weather permitting)
- Construction
- Small world
- Role play/Home corner
- Themed Weeks—encouraging all children to take part





Outdoor Play



Indoor play



Games Area



Role Play Area

