

LYDGATE AFTER SCHOOL CLUB

PARENTS HANDBOOK

The Club is run by a Voluntary Management Committee made up of some of the Parents of the Children that attend the club.

"Our aim is to provide affordable high quality child care in an after school setting for Working Parents"

SEPTEMBER 2021

CONTENTS

Location of the Club

Introduction

Background Information

Booking and Cancellations

 Booking Procedure

 Booking Priorities

 Cancellations/Fees

Parent's responsibilities

 Registration

 Absences

 Signing Out

 Collection of Letters

 Lost Property

 School Activities

 Cold Weather

 Snacks

 Allergies

 Late Collection

 Illness/Injury

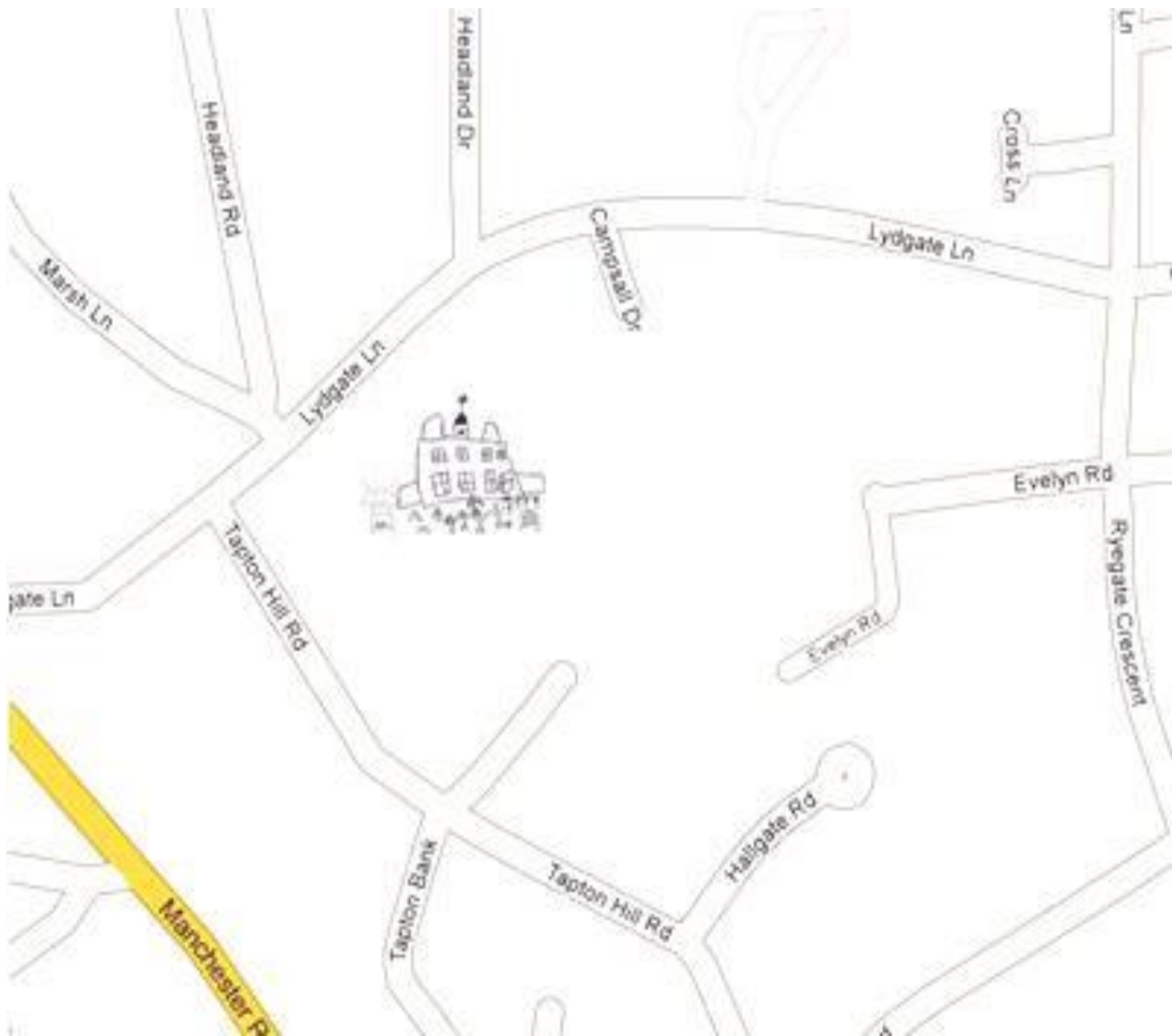
Club Policies

Children's responsibilities

The Committee

LOCATION OF THE CLUB

We are based on the site of Lydgate Infant School, Lydgate Lane, within the Dining Hall. The Club also has full access to the playground area.



INTRODUCTION

Dear Parent/Carer,

Welcome to the Lydgate After School Club Handbook, for Parents and Carers. We hope this booklet will provide all the information you require about the service the Club provides. It aims to be a comprehensive reference guide to the Club, but please look out for updates and further information provided with your booking form and also at the 'signing out' desk.

If you have any questions about the Club that are not covered by the handbook, please call in to talk to the Staff or ring the Club on 07860852793 (Mon - Fri 2.45pm-6pm). Or email us at lydgateafterschoolclub@gmail.com

BACKGROUND INFORMATION

Lydgate After School Club is based in the dining hall of Lydgate Infant School. The Club is registered with Ofsted for a maximum of 70 children each night/per session. The Club has access to the School's large playground throughout the year.

The Club caters for children aged 4 - 7 years and offers a wide variety of activities. The sessions run from 3.10 pm to 6pm, although Staff arrive earlier than this to set up the play area. *Please note, while School is doing pick up from the playground or classroom, LASC Staff collect the Children from their designated point at the time specified by the School. Then lead the Children safely to the Dining Hall.* Most of the activities on offer are chosen by the Children, however specific activities are set up by Staff on a rotational basis to guide the children and ensure variety of provision. Sporting activities include indoor table tennis, pool and table football whilst outside there is cricket, basketball and football. Craft based activities such as clay modelling and glass painting are also available. Our Food activities are always popular with the Children. The Club has a quiet corner with a small library, and a TV and games area. We have a wide range of play equipment, from scooters to skates to dressing up clothes and boxed games.

Our experienced and capable Playwork Staff apply their different skills and interests in sports, crafts and drama, to provide a stimulating environment in which the children can play, socialize and relax. The Managers, Deputies and Play Workers are qualified to the required NVQ level, and have received appropriate training in First Aid, Food Hygiene and Child Protection. We adhere to local and national requirements for Staff training and Staff-children ratios. All Staff undergo a Disclosure & Barring Service check.

We are inspected regularly by Ofsted, and received a 'GOOD' grading in June 2018. Copies of the most recent Ofsted report are available via the Ofsted website.

The Club is run by a Voluntary Management Committee, drawn from Parents who use the Club. There is always a need for extra help to keep the Club running smoothly, and if you feel you could contribute please see the back of the handbook for contact details, or talk to the Manager or Assistant Manager. We meet once every half term, and hold an annual AGM. In addition to the Voluntary Management Committee, we employ a Book-keeper to oversee the finances of the Club.

BOOKINGS AND CANCELLATIONS

Booking Procedures

Bookings are normally made Half Termly in advance. Booking forms can be handed in at the Club or left in the Club's post box via the School's Reception desk.

The Clubs' Book-Keeper issues invoices 3 to 4 weeks before the end of Term for the following Half Term. Parents/Carers are requested to return them by the date specified. Cancellation or Amendments to bookings can be made at this time and for a short period after the forms are returned.

Prompt payment assists the Club greatly with cash flow and administration. Payments should be returned to the ASC by the 'to be paid by date'. For Parents/Carers in financial difficulties, please contact the Club as soon as possible so that options can be discussed in confidence.

Booking Priorities

The Club is regularly over-subscribed, and at the beginning of the school year there may be a waiting list for the most popular evenings. We have introduced a procedure to ensure that as many people as possible are able to take up places at the Club. The policy is regularly reviewed by the Committee in the interest of fairness and effectiveness. The current prioritised criteria for September, for those people who return their booking forms by the deadline are:

1. Current Infant School ASC users
2. Siblings of current ASC users
3. Current infant school Children

4. Applications are prioritized according to the number of days requested

a) Booking 5 days a week

b) Booking 4 days a week

Any forms received after the deadline are dealt with chronologically.

Parents are offered as many days as possible depending upon requirement and availability. We try to offer everyone at least one day. Those parents who do not secure the days they require are placed on the Club's waiting list.

Please note that following the allocation of places and subsequent payment, you will not be permitted to transfer your session to another day.

Cancellations/Fees

It is very helpful to Parents on the waiting list if Parents who currently have a place let the Club know about cancellations as soon as possible so that the place can then be re allocated.

TERMS AND CONDITIONS

- Fees are currently £11.50 per session
- You will be invoiced in advance and payments must be received by the date on the invoice
- Fees are non-refundable
- LASC reserves the right to withdraw places in the case of unpaid fees
- LASC requires 20 working days' notice of cancellation of a place (whether full or partial cancellation, i.e. one day or all days booked)
- LASC Medical and Registration forms must be completed. All information given is securely held and is strictly confidential.
- LASC reserve the right to refuse or withdraw places given due reason
- Your child's place will be given priority for the subsequent years they attend the school
- The decisions of the Management Committee are final.
- There are no refunds for cancellations.

- Once a session is booked, you cannot swap it to another day. If you need an extra session as a one off, you can book it for the usual fee, provided there's availability on that day.

Fixed session days policy

- Please note, LASC has not got the capacity to allow to swap/move your already booked days on an ad-hoc basis.
- If you wish to book an extra session outside of your regular days, you can enquire by emailing lydgateafterschoolclub@gmail.com
- However, please note, if we are at full capacity this will not be possible.

PARENT'S RESPONSIBILITIES

Registration

Before any child takes up their place(s) at the Club, Parents/Carers should fill out a Health and Registration form providing as much information as possible. These Request forms contain a lot of useful information and they should be reviewed every year to ensure that they are accurate and up to date. A reminder will be sent out to this effect.

Absences

If your child/children are not going to attend any booked places it is **IMPORTANT** you let the Club know as soon as practically possible.

1) For absences on the day including illness, please remember to notify the Club directly **as the school do not inform us**. The best way to do this is by sending a Text Message to 07860852793 (24Hrs).

2) You can also call us (07860852793) between 2:45 - 3:00pm

For Planned absences please:

- 1) Text 07860852793 letting the Club know, alternatively you could leave a note for the Club at the School Reception desk.
You can also email us at lydgateafterschoolclub@gmail.com
- 2) Inform the Staff directly and they enter the information into the Clubs diary located at the 'sign in' area.

Staff are concerned for each attending child's safety, if they do not turn up when expected to do so the Parent/Carer will be contacted at the beginning of the session to check that there is a reason for the absence. If the Parent/Carer cannot be contacted, we will report any unexplained absence to Social Services.

Please note the Club has a 24 hour text messaging service.

The phone is checked **daily at 2.45pm** when staff arrive.

Signing Out

When you arrive outside to pick your Child(ren) up, **please give us a ring on 07860852793 to let us know you have arrived.** We will then get all your Child(ren)'s belongings ready and safely lead them out to you.

Your Child(ren) are all signed in when Staff pick them up from School, and then signed out when you come to collect them. This is why, it's important for you to ring us when you are ready to collect them from LASC. Please note, Staff aren't always able to see you outside of the Dining Hall (especially in the winter months when it gets dark earlier), so if you do not let us know you have arrived, you might be waiting for an unnecessary long time.

Collection of Letters

Staff will communicate to you if there is any information or letters for you regarding your Child(ren), which may include notes, Accident Forms or Invoices. Notices and news about special events will also be displayed by the signing out register and Staff will let you know about them.

Lost Property

The Lost Property box is located in the School. Please ask at School Reception for an exact location

School Activities

It is important that Staff know when to expect your children and if they do not arrive at the Club, Staff need to be informed. If your Child is attending a School activity prior to coming to the Club (e.g. music lessons, sporting activities or a language club), you must inform the After School Club (ASC) before the session. If the activity takes place on a regular basis please let the ASC know **at the beginning of each new Half Term**. Additionally, if the activity is not running as expected, it is important to let Staff know about this too, so that your child is collected at the end of the school day; Text to 07860852793

Cold Weather

In cold weather please ensure your child has appropriate clothing with them. The Staff are willing to work outside in most conditions but are not prepared to take Children outside in very cold/snowy weather unless they have a warm coat, gloves/hat /scarf and suitable footwear.

Snacks

The Club provides a healthy snack each day. This includes hot or cold food, the snack menu caters for all tastes. Children on a Gluten free and lactose free diet are also catered for. All snacks are Vegetarian.

Allergies

If your child has any allergies please provide all details in full on the Health and Registration form. Types of allergies to think about include those to face paints, plasters, E numbers, as well as Food and Nut allergies.

Late Collection

You must collect your child by 6.00pm. In line with other local Clubs we will charge for late collection. You will be invoiced for £11.50 for collection after 6.00pm and a further £11.50 every 20 minutes after this in order to cover the additional Staff payments. Late arrival invoices are issued on arrival. If you are delayed by an emergency please telephone the Club if at all possible so Staff can let your child/children know.

Illness/Injury

If your child arrives from School unwell, or becomes unwell or injures themselves during a session, a Parent/Carer will be contacted and asked to collect their child as soon as possible.

In order to comply with Safety regulations you will be asked to sign an Accident form if your child has suffered an accident whilst at the club.

Parking

Parents/Carers are **NOT** permitted to use the car park situated outside the LASC premises. The driveway entering/exiting the LASC premises is only for pedestrian use during LASC opening hours. This is to ensure the safety of both Children and Parents/Carers.

CLUB POLICIES

Lydgate After School Club has policies and procedures to cover a variety of issues.

The Policies include:-

Sick Children

Bullying

Admissions/Bookings

Behaviour

Equal Opportunities

Child Protection

Confidentiality

Data Protection

The Policies are located on the Registration desk each day. A copy of any of these policies are available from the Club, please ask a member of staff for details.

CHILDREN'S RESPONSIBILITIES

Staff at the Club will do everything they can to ensure that whilst children are in attendance they have an enjoyable time in a safe, caring and stimulating environment. In return the Club expects the following:

- Children will try to be polite and kind to everyone

- Children will try to take care of resources and property belonging to the Club and School
- Children will respect the rights of others to play
- Children will share equipment fairly and responsibly
- Children will respond to reasonable requests from all Staff
- Children will help clear up
- Children will not fight or tease others whilst at the Club

Every effort is made to uphold these rules with the help and support of all the Children who attend the Club. Where these rules are not adhered to, the Child's parent will be informed so that we can work together to rectify the situation. If the issue is not resolved the ASC will then follow the Behaviour Policy.

THE COMMITTEE

The Club is managed by a Voluntary Management Committee (VCM) made up of Parents and Carers of the Children attending the Club. The Management Committee is a vital part of the Club and a nominal number of Committee Members must be in place or the Club would cease to function. It is therefore of the utmost importance that each year new Volunteers come forward to maintain continuity of the service offered by the Club. The Committee meet once every half term to discuss the business of the Club. VMC meetings are held on week day evenings at the After School Club and are scheduled to last one hour.

Our current Committee members and their specific responsibilities from November 2021 are as follows:

Voluntary Management Committee (VMC)

Chair: Vickie Riley

Vice Chair: Currently Vacant

Treasurer: Lisa Stevenson

Secretary: Melissa Marin

Staff attending Committee Meetings:

Manager: Roziana Gunny

Book-keeper: Nicky Higgins

Assistant Manager: Dafina Staykovska

*We welcome your feedback on any aspect of the Club's activities and organisation.
To speak to a Committee Member please leave a message at the Club or speak to
the Club Manager Roziana Gunny.*