

Out of School Club



Information Booklet

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Our Aim



Our aim at Spindle Point Out of School Club is to provide a caring, friendly, stimulating and safe environment for your child and peace of mind for you.



Spindle Point Out of School Club

Hours & Prices

As from April 2018



7.45am - 9.00am

Price from 7.45am £5.00

Price from 8.30am £3.50

Children arriving between 7.45-8.30am will be offered breakfast.

Price up to 4.00pm - £3.50

Price up to 5.30pm - £7.00

Price up to 6.00pm - £8.00

Lateness Fee

After 6pm you will be charged £1.00 per minute per child

Children are offered a light healthy snack between 3.45 & 4.00pm

All dietary requirements catered for.

Special Offer on full time places

7.45 - 9.00am & 3.30 - 6.00pm

Original price - £65.00

Special offer price - £60.00

7.45 - 9.00am & 3.30 - 5.30pm

Original Price - £60.00

Special Offer Price - £53.00



Where we are based

The OOSC is based in the Community Room (outside building near the main entrance to school). We also use the hall and the outside playgrounds and play area.

Dropping off & picking up procedure.



When children are dropped off for a morning session they should be escorted to the door and handed over to a member of the OOSC staff. Please park outside the school gates and use the path when dropping off or picking up your child. **DO NOT WALK ACROSS THE CAR PARK EITHER WITH OR WITHOUT YOUR CHILD.** When a child is picked up they will only be allowed to leave with an authorised person and you will be required to sign your child out in the register. If your child is to be picked up by someone we are not familiar with you **MUST** tell us in person or by phone via the school secretary. **YOUR CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANYONE WHO IS NOT AUTHORISED TO PICK THEM UP.**

We ask that you collect your child no later than 6pm. If you are delayed please ring school as soon as you know this might happen on 01204 333458.

If children have not been collected by 6pm we will try our best to contact you, or one of your emergency contact numbers.

If a child is still at school at 6.30pm and contact cannot be made with parents or any of the emergency telephone numbers, Social Services will be contacted.

Parent Complaint Procedure



In the event of any worries involving the facility please do not hesitate to speak to the Manager /Deputy Manager. Should you be unsatisfied with the response please make an appointment to see the Head Teacher who will investigate the matter further.

If parents are still concerned following this investigation they should put their complaint in writing, addressed to the Chair of Governors (care of the school), and the matter will be discussed by the Governing Body.

Unresolved complaints can be made to OFSTED.

Children who are unwell



If your child falls ill whilst in our care we will contact you immediately so you can arrange to collect him/her as soon as possible.

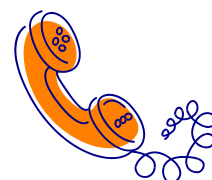
PLEASE LET US KNOW IF YOU CHANGE YOUR MOBILE NUMBER/ PLACE OF WORK/ CONTACT DETAILS. THIS INFORMATION MUST BE GIVEN DIRECTLY TO A MEMBER OF THE OOSC STAFF IN ADDITION TO THE SCHOOL OFFICE.

We are unable to administer any form of medicine whilst the children are in our care. Please indicate on the form if your child has any allergies / dietary requirements and if your child suffers from asthma.

In the event of an emergency we will always follow school procedure and contact the emergency services if required.

Please do not bring your child into the OOSC if he/she is unwell particularly if he/she has had a period of sickness during the night.

Spindle Point
Out of School Club
Data Collection Form



Childs name.....

Date of birth.....

Home address.....

.....

Tele No.....

Parent/carer.....

Place of work

Tele No.....

Mobile No.....

Parent/carer.....

Place of work.....

Tele No.....

Mobile No.....

Person to collect child.....

.....

Who to contact in an emergency and phone number.

1.

2.

3.

Special diets or allergies

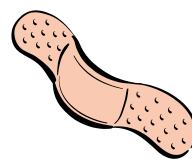
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Medication (inhalers etc).....

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(Please indicate when your child needs to use his/her inhaler)

Emergency Medical Treatment
Authorisation



Childs name.....D.O.B.....

Igive permission for my child to receive
emergency medical treatment if needed.

Parent/guardian signature.....

Date.....

Spindle Point Out of School Club
Returns slip

Childs name.....

Date of Birth.....

Name of parent/carer.....

I have received and read a copy of the 2017/18 Out of
School Club information booklet.

Signed.....

Date.....

Spindle Point Out Of School Club
Consent/Contact Form



Name of child: _____

Name of Parent: _____

Address: _____

Telephone No: _____

Sessions per week required:

A.M : Mon Tue Wed Thu Fri

P.M : Mon Tue Wed Thu Fri

I agree to pay by Friday of every week for sessions attended.
Direct Debit and Voucher schemes are accepted.

Signed _____

Date _____