

Diamond Hall Infant Academy  
Out of School Club



Parents Handbook

Well Street  
Millfield  
Sunderland  
SR4 6JF

Mobile 07582563536 (Susan Brown)

Diamond Hall Infant Academy Out of School Club aims to provide high quality affordable childcare that promotes stimulating childcare that promotes stimulating play and learning opportunities in a safe, caring, inclusive environment.

The club is situated in the Community Room within Diamond Hall Infant Academy. It has a secure outdoor play environment with a safety surface.

### **The Club**

The Club was set up in 2004 and is registered with Ofsted for 24 childcare places.

We offer a Breakfast Club and Out of School Club for the children of ages 3-11 years.

## Staff

Your child will be cared for by skilled members of staff who understand that each child has individual needs.

All of our staff has relevant childcare qualification and Disclosure & Barring Service (DBS)clearances along with Health & Safety, First Aid and Food Hygiene training.

The Club operates with a ratio of 1 member of staff to every 8 children.

## Our Clubs

Breakfast Club and Out of School Club operates during school term only. All sessions must be booked in advance and you will be expected to keep the same sessions each week.

You will be required to sign a Childcare Contract prior to you child attending the Club.

At Diamond Hall Infant Academy Out of School Club your child will be:

- Welcomed into a safe, caring environment with a happy, friendly atmosphere
- Regarded as an individual
- Have their feeling respected
- Have their opinions valued
- Given praise and encouragement
- Given opportunities to succeed in an environment where positive behaviour is promoted
- Encouraged to develop self-discipline and consideration for others
- Provided with opportunities to realise their full potential to learn new skills, develop confidence and a positive self-image
- Given access to stimulating, fun and creative activities

### **Breakfast Club**

7:45am-8:50am £3.00 per day

Breakfast Club opens at 7:45am. Your child should be brought to the door by an adult.

We cannot under any circumstances accept children into the building before 7:45am as we are not insured to do so.

For breakfast your child will be offered a choice between:

- A selection of breakfast cereals
- Hot buttered toast with jam
- Fresh fruit & yoghurt

Fresh Water and milk are available to drink

Breakfast is not served after 8:30am

Your child will be given the opportunity to play with various toys before being escorted into school at 8:50am.

### **Out of School Club**

3:15pm-4:15pm £3.00 per day

3:15pm-5:15pm £6.00 per day

Your child will be collected from school at 3:15pm by a member of our team and escorted to Out of School Club where he/she can choose from a range of fun activities/toys.

All children are offered a healthy snack from a varied menu.  
Special dietary requirements are catered for.

Fresh fruit and drinking water are available to all children throughout all sessions.

### **Collecting you child**

We can only allow your child to leave Out of School Club with an authorised collector.

All authorised collectors must be over the age of 16 years.

You must indicate on the Admissions Form the names of those you give permission to collect your child from the club.

Out of School Club closes at 5:15pm prompt. Children must be collected by this time.

Parents/Carers of any child collected after 5:15pm will be charged a late collection fee in addition to the cost of the session.

The late collection fee is currently £10.00 for each 15 minute period or part 15 minute period.

#### **Sick children**

Sick children should not be brought to the club as it could increase the risk of others becoming ill.

In the event of your child becoming ill whilst in our care, you will be contacted immediately to collect him/her.

#### **Absences**

If your child is sent home from school on a day when they attend Out of School Club, you **must** notify us at the Club as soon as possible so your booking can be cancelled. If the booking is not cancelled you will be charged full price. You will still have a cancellation charge of £1.50 to pay.

Please ring  
07582563536 – Susan

If your child is absent from school on a day when they attend Breakfast Club and/or Out of School Club, you **must** notify us at the Club **and** your school as soon as possible so your booking can be cancelled.

Please ring  
07582563536 – Susan  
0191 5537620 – Diamond Hall Infant Academy

During your child's period of absence you will be charged a retaining fee of £1.50 per day for Breakfast Club and £1.50 per day for the Out of School Club to secure your child's place.

## Holidays

If you intend to take your child on holiday during the school term you are asked to complete a Holiday Form at your earliest convenience so your booking for Breakfast/Out of School Club can be cancelled.

(Please ask a member of staff if you require a Holiday Form)

During the period of your child's holiday you will be charged a retaining fee of £1.50 per day for Breakfast Club and £1.50 per day for Out of School Club to secure your child's place.



## Fees

Fees are to be paid in advance each Monday or on your child's first session of the week. You may also choose to pay for the whole month in advance.

Please be aware that you will be required to pay the full fee for your child's place whether they attend their booked session or not, unless you have cancelled your place with us, and only a retaining fee of £1.50 will be charged.

In the event of the club owing you monies as a result of your child being absent from school, the sum will automatically be deducted from your following week's fees.

### **Late Payment of Fees**

In the case of late payment of due fees a charge of £10.00 will be applied to cover the cost of administration and could also lead to your child's place being withdrawn.

### **Non Payment of Fees**

Non payment of due fees will result in your child's place being withdrawn and could lead to legal action being taken against you.

## **Policies**

Our Club's policies help us to make sure that the service we provide is one of the high quality and that attending the Club is an enjoyable and beneficial experience for each child and his/her parents/carers.

Our staff, parents/carers and children who attend the Club, work together to adapt these policies.

Our policies are reviewed annually in order for us to deliver a consistence high standard of childcare.

Please ask a member of staff if you require a copy of any of our policies.

We hope the information included in this handbook answers any questions you may have about Diamond Hall Infant Academy Out of School Club and the services we provide.