



Parent Handbook

MISSION STATEMENT

It is our commitment to provide a happy, safe and welcoming out of school club at an affordable price. Under the supervision of well qualified, caring staff, children of different ages will have access to a wide range of stimulating, creative, fun-filled activities as well as the opportunity to just quietly relax.

Regular evaluation with parents and children, will ensure the club maintains it's high standards.

CONTACT DETAILS

Tel: 01484 866511

E-mail: office@denbyfirstschool.uk

Denby Out of School Club will use emergency contact details supplied already by parents to school on admission.

STAFF

Breakfast Club Co-Ordinator

Jane Slater

Breakfast Club Assistant

Gill Robinson

After School Club Co-Ordinator

Anita Dolan

After School Club Assistant

Maria Meachen

ATTENDANCE & ELIGIBILITY

Denby Out of School Club (hereafter referred to as DOSC) comprises of 'breakfast club' which provides care before school and 'after school club' which provides care after the school day has finished.

Attendance at breakfast club currently operates on a 'just turn up' basis and doors open at 07:30am. Attendance at after school club requires completion of the registration form in Appendix A and doors close at 18:00hrs.

All children in school are eligible to use DOSC.

POLICIES

DOSC staff adhere to all Denby C.E. (VA) First School's policies. This includes those regarding guidelines for safeguarding, administration of medicines and illness. The latest copies of all policies can be found on the school's website.

FEES AND PAYMENT

Current session fees are:

07:30-08:50am (including breakfast)	£4.50 per child and £3.50 sibling/s rate
08:30-08:50am (no breakfast included)	£1.50 per child
3:20-4:20pm (including drink & fruit)	£4.50 per child and £3.50 sibling/s rate
3:20-6pm (including drink/fruit & light snack)	£9.50 per child and £8.50 sibling/s rate

Late collection after the booked session ends will be charged at the next hourly rate where pick up is over 20 minutes late or £1 per 10 minutes before that.

Late collection after 6pm incurs additional costs to school in respect of staff overtime and these costs will be chargeable at £5 for every 15 minutes (or part of) after 6pm.

Late collections are taken seriously, and frequent occurrences may result in your child losing their place at the club.

Upon collection a signature and note of the collection time is required so that accurate invoices can be issued. Invoices are produced at the start of each 1/2 term, payable as per the deadline shown on ParentPay. Invoices which are over £180 are split into 2 parts.

Late payment of invoices incur administration costs where staff need to send repeated reminders. Should an invoice remain outstanding by the time the next half-term's invoice is issued then a late payment of £15 will be levied to cover administrative costs.

Where an invoice remains unpaid the club place may need to be withdrawn, in order to prevent further debt accrual. Please speak to school staff in confidence if non-payment is due to financial difficulties. Payments are made via ParentPay. Childcare vouchers can also be used, please contact school for an up-to-date list of providers we are registered with.

Ad hoc sessions can be booked via the school office preferably before 2:15pm on the day required by enquiring with the office staff about place availability.

Please note that ad hoc sessions will be charged 50p more per session and are invoiced in arrears the following 1/2 term.

Regular users are asked to confirm places prior to the start of the new school year in September. Changes to regular booked sessions should be made by completing the relevant form (see appendix B). Please give as much notice as possible should you wish to cancel your child's regular booked sessions.

Cancellation of sessions due to authorised absence from school must be given in writing no later than the end of the half-term prior to the dates you wish to cancel. Unauthorised absences due to illnesses or term time holiday are not refunded. If it is the school's decision to close (eg. snow) then a refund will be made on the next bill.

DROP OFF AND COLLECTION

Parents must sign their child into the Breakfast Club on entrance and provide the drop off time. Children who have attended breakfast club will be escorted from the club to their classroom at 8:50am.

Children who are attending after school club will be collected from the classroom at 3:10pm and signed into the club by DOSC staff.

If children are to be collected from DOSC by an adult who is not already registered with school then this information needs to be communicated to school. This information will be held on file until school is informed otherwise.

Children must always be signed out of DOSC by an adult. In the case of breakfast club this will be the member of staff on duty. In the case of afterschool club this will be the adult collecting the pupil from the club.

It is essential that the club is always informed of any changes to contact details/and or collectors.

COMPLAINTS AND ENQUIRIES

Please speak to the club co-ordinator should you wish to make a complaint. Complaints will be dealt with by following the school's complaints policy which is available on the school website.

A comments book is available for parents to offer suggestions and ideas which can be found on the club notice board in the hall. Please check the notice board regularly. Alternatively please feel free to email office@denbyfirstschool.uk

All enquiries can be directed to the co-ordinator or the school office.

FOOD

Children arriving at breakfast club before 08:30am will be offered a selection of healthy cereals and toast with toppings such as jam or honey. Orange juice, milk or water are available to drink.

Fruit and a drink will be offered to all pupils on arrival at after school club at 3:20pm.

A 'light tea' is served in after school club between 4:20 and 5pm. The children have usually finished by 5:10pm although sometimes, depending on the menu, may be later. We do not serve tea earlier due to other activities. A sample menu is: -

Monday:	Pasta in sauce
Tuesday:	Jacket potato with a variety of fillings
Wednesday:	Fish fingers and waffles
Thursday:	Wraps with fillings
Friday:	Beans / spaghetti on toast

ACTIVITIES

Denby Out of School Club has

- A quiet area for reading and homework.
- A relaxation area where children can chill out and watch TV.
- Access to the ICT suite and library.
- A large enclosed field and playground.

We offer a wide variety of indoor and outdoor activities in a relaxed and friendly environment.

These include

- Arts and crafts
- Role play
- Computer games/Wii board games
- Watching films
- Cooking
- Outdoor sports such as football and dodgeball

We also run special activity weeks that look at relevant and topical themes such as Chinese New Year, Spring and Christmas. Our theme nights run regularly throughout the year and are open to all pupils at the school on a first come first served basis. Our most popular events include Chinese New Year and film nights.

**APPENDIX A - DENBY OUT OF SCHOOL CLUB
REGISTRATION FORM**

Child's Name:

Please tick for required sessions and give anticipated collection and drop-off times:

Day	3.20—4.20pm	3.20 – 6.00pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Anticipated start date for child at the club ____/____/____

DECLARATIONS

I understand that if for any reason my child will not be attending the club or if I am going to be late collecting my child I must inform the club staff as soon as possible.

I confirm that I have read and understood the terms of payment for the child care provided and agree to abide by these terms.

Signed _____ Date _____

PRINT NAME: _____

APPENDIX B

CHANGE TO REGULAR BOOKED SESSIONS – DENBY OUT OF SCHOOL CLUB

Please complete the details below should you wish to make a permanent change to your child’s regular booked sessions at the out of school club.

Name of child / children: -----

(NB: Use the same form if you have children who attend the same sessions – for children who attend different sessions please complete one form per child).

Current booked sessions:

	3.20 – 4.20pm	3.20 – 6.00pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

New booked sessions required:

	3.20 – 4.20pm	3.20 – 6.00pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Date to effect from: ----- **Signed:** -----

Please return this form to the school office. Thank you.

OFFICE USE ONLY:

Office copy		Finance copy		Club Leader copy	
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