

## **PARENTAL INFORMATION PACK**

# **DINNINGTON OUT OF SCHOOL CLUB**

At

Dinnington First School

Sycamore Avenue, Dinnington

Newcastle upon Tyne, NE13 7JY.

Tel: 07759 294203 or 07759 294337

Opening Hours:

Term time

7.40am – 9.00am

3.00pm – 5.45pm

Ofsted Registration number: 319165

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## **INTRODUCTION**

“We aim to provide quality, affordable childcare in a safe, secure and friendly environment in order to make parents’ busy lives easier.”

Dinnington Out of School Club is an OFSTED registered childcare facility for children aged between 3 and 14 years. Childcare is available before and after school during term time for up to 24 children per session.

As well as children that attend Dinnington First School, we also welcome children from other schools in the area. For example: when returning to the village from middle school at the end of the school day, on the school bus.

Dinnington Out of School Club offers equal play opportunities regardless of age, disability and special educational needs, within the limitations that Out of School Club can offer. Changes have been made in line with the requirements of the Disability Discrimination Act (DDA).

The club is situated within Dinnington First School and has the use of the community room, the school hall, outside grounds and boys and girls toilets.

The club is a not-for-profit organisation that is managed by a voluntary Committee. All costs are met from fee income, including staff wages. The club can only operate if enough money is generated to meet the expenses.

As a parent, the club can benefit you by knowing that your child is safe and having fun before or after school, allowing you to get to work early or do some extra little jobs without the stress of trying to get to school for pick up 3pm.

The children can also benefit in a number of ways by gaining social awareness, mixing with children of a different age group, learning to share, practising good hygiene and manners.



## **STAFFING**

In accordance with OFSTED we maintain a ratio of 1:8 (one play worker to eight children), with a minimum of two staff in place at all times.

The club is run on a day to day basis by two regular members of staff who are employed on behalf of the Management Committee and are highly experienced. We also employ three regular supply staff members to cover annual leave or illness.

### **Senior Play Worker:** Mrs Christine Kidd

In accordance with OFSTED requirements, Mrs Kidd has the following qualifications:

CACHE Level 3 Diploma in play work	Safeguarding Children
Paediatric First Aid level 3	Food Hygiene Level 2 in Catering

In addition to the above, she has also attended training courses on the following:

Nursery Care Law	Autism Awareness
Behaviour Support	SENCO Training
Equality & Diversity	Drug Awareness
Ideas for Inclusion	Risk Assessment
Communicating with Disabled Children	MENCAP Get Together Training
Sexual Health & Issues for the Under 11's	
Good Quality Play for OSC Providers/Play work Planning	

### **Play Work Assistant:** Miss Vanessa Stonebank

In accordance with OFSTED requirements, Miss Stonebank has the following qualifications:

NCFE level 2 supporting teaching and learning in schools	
Paediatric First Aid Level 3	Food Hygiene Level 2 in Catering
Equality and Diversity	Safeguarding Children

### **Supply Staff:** Mrs V McGhee, Mrs C Clayton and Mrs C Whitaker

All staff have undergone CRB (Criminal Records Bureau) checks and received clearance.

The management committee is made up of a number of parents who are both users and non-users of the club.

We welcome any new parents/users that would like to join the Management Committee. If you feel that you would like to contribute to decisions made regarding the successful management and running of the club, please contact us.

## **REGISTRATION**

Before using the facility you must first complete a registration form. Registration forms can be collected in person from the Out of School Club or by contacting a member of staff on one of the telephone numbers below, during opening hours. If you cannot get in to collect a form, we can arrange for a registration form to be put into your child's bag to bring home.

If your contact details change at any time, please inform a member of staff so that we can ensure the details we hold are accurate, in particular emergency contact numbers.

### **How do I book a place?**

You can use the Out of School Club as little or often as you like – every day, once a week or just the odd occasion. We send booking forms out on a monthly basis for you to complete with your requirements. Payment must be made in advance and enclosed with your booking form, in order to secure your place. Although it is possible to book a place up to the day before it is needed (space permitting), it is better to book as early as possible. Places are allocated on a 'first come, first served' basis.

### **What happens at the club?**

In the mornings, bring your child to the Out of School Club. Press the buzzer, and a member of staff will arrive to open the door for you. All children need to be 'signed in' on the daily register. At school registration time, your child will be taken to their classroom by a member of the Out of School Club staff and handed over to their teacher.

In the afternoons, your child will be collected from their classroom by a member of the Out of School Club staff and taken along to the Out of School Club room. Children will be offered a snack and a drink, unless we have been advised otherwise. A wide range of varied activities will be on offer each evening. Upon collection, please press the buzzer and await a member of staff. All children must be 'signed out' on the daily register.



## FEES



### Session times and charges:

#### Morning Care

7.40am – 9.00am (or part)                      **£4.50**    (including free toast)

#### Afternoon Care

3.00pm – 4.30pm (or part)                      **£6.50**    (including free snack)

4.30pm – 5.45pm (or part)                      **£5.00**

3.00pm – 5.45pm (Full Night)                      **£11.50**    (including free snack)

### **Booking Terms & Conditions:**

1. Please submit your booking form as early as possible, in order to secure your child's place. Payment for bookings should be made in advance.
2. Additional sessions can be booked at short notice, subject to availability. Late bookings can be made by contacting a member of the OSC staff either in person or by calling one of the OSC mobile numbers. Payment for these additional sessions must be made in advance, where possible, or at the time of collection from the additional session.
3. If your childcare requirements change after submitting your booking form, you can swap days, providing these fall within the same calendar month (up to a maximum of 2 sessions). There will not be a refund or credit for any unused paid sessions at the end of the month.
4. If you would like to use Out of School Club following an after school activity or club that finishes at 3.45pm, the full session cost will be chargeable. Your child will still receive the free drink & snack.
5. During the morning session and the first afternoon session a free drink and snack is provided. Please advise staff if you would NOT like your child to receive this. There will be no reduction in session cost.
6. For late pick-ups, there is a charge of £2.50 for every 5 minutes after 5.45pm. Please inform OSC of your late arrival, if possible. In extreme circumstances it may be possible to waive this late charge, at the discretion of the Management

Dinnington Out of School Club, c/o Dinnington First School, Sycamore Avenue,  
Dinnington, Newcastle upon Tyne, NE13 7JY. Tel: 07759 294203 or 07759 294337.

Email: [dinningtonoutofschoolclub@yahoo.co.uk](mailto:dinningtonoutofschoolclub@yahoo.co.uk)

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Committee. Persistent late collection of children from the club may result in exclusion from use of the facility.

7. If your child is absent due to illness for up to 1 week, there will be no refund or credit. If the period of illness is longer than 1 week, any credit offered will be at the discretion of the Management Committee.

## **CHILDCARE VOUCHERS**

As well as cash or cheque, we accept payment for Out of School Care using salary sacrifice Childcare Vouchers.

Many employers now offer a Childcare Voucher scheme where you can choose to receive part of your salary in vouchers rather than cash. These vouchers are deducted from your gross pay before calculating Tax and NI contributions therefore resulting in a saving to you.

Certain conditions apply, but for most people, joining a scheme is beneficial to them, especially if you have regular childcare costs.

For further information on Childcare Vouchers and how you might benefit, please download Leaflet IR115 'Paying for Childcare' from the HMRC website, by entering the following link:

<http://www.hmrc.gov.uk/leaflets/ir115.pdf>

Alternatively, your Employer's HR department should be able to provide you with additional information and confirm whether or not they have a scheme in place.

Dinnington Out of School Club already accepts vouchers from a number of providers and can easily register with new voucher providers if required.

## **SPECIAL OFFERS**

From time to time we may have special offers in place e.g. book 5 sessions get one free.

Please ask a member of staff for details of any current offers that are in place.



## SNACK MENU

The following snacks are included in your session cost for free and water is available at all times.

### MORNING SESSION

(snacks served up until 8.20am)



**Drink:**

Milk or water

**Breakfast:**

Toast/muffins/crumpets and fruit



### AFTERNOON SESSION

(snacks served up until 4.00pm)

**Drink:**

Milk or water or squash

**Snack:**

A choice of **one** of the following:

Cheese and crackers

Toast

Sandwich

Wrap





Bagel

(fillings: ham/cheese/jam/marmite/tuna)

A piece of fruit

A selection of fresh salad vegetables

**ACTIVITIES PROVIDED**

We aim to provide a fun, safe environment for children to unwind, relax and play before and after school. We offer a variety of inclusive activities which are tailored to meet the individual needs of each child in our care.

Staff encourage children to be independent, confident, communicate effectively, explore and investigate. The staff support and interact with all children.

Weekly activity plans are prepared. The children are able to choose what they want to do and do not have to participate in any activity. See below for examples of some of the activities we have on offer:



Arts and crafts

Construction

Playmobil and Duplo

Farm & animal play sets

DVDs (U cert or PG with staff guidance)

Jigsaws & board games

Playstation (Age appropriate games)

Access to the hall and outdoor area (weather permitting)

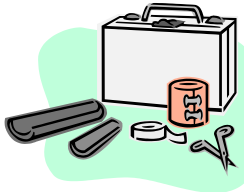


On quieter nights, staff will also try to read with the children and help with their homework.



## **HEALTH & SAFETY**

Every effort will be taken to ensure your child's safety at Dinnington Out of School Club. However, accidents can happen, so all parents are required to sign a consent form to cover emergency medical treatment. If your child becomes ill or is involved in an accident, you will be contacted as soon as possible.



As with school, we ask that children suffering from sickness must be kept off for 48 hours after their last bout of sickness. In addition, children suffering from infectious diseases such as chicken pox or impetigo must not attend the club until the infectious period is over, as advised by your GP.



Good hygiene practice will be encouraged at all times within the club, including washing hands before eating and food preparation.



The club operates a no-drug and no-smoking policy on the school premises, which complies with Health and Safety regulations.

## **POLICIES AND PROCEDURES**

All policies and procedures are held in a file within the Out of School Club and are available for users to read at any time. See below for our policy for uncollected children and our Safeguarding policy:



### **Policy for uncollected children**

The staff and management committee recognise that there are occasions when breakdowns and emergencies will cause children to be collected late and will do all within their power to allow for this and minimise the children's distress. However, on some occasions it may not be possible to stay on the premises with the child.

Parents/carers will be asked to name an individual who may be contacted in the event of a child who is uncollected (this is in addition to the emergency contact in the event of sickness or accident). If the child is uncollected 30 minutes after the official closing time, the contact will be notified and asked to collect the child.

If the child has been placed by Social Services, the family social worker will be informed.

Should children attending the club remain uncollected after unsuccessful contact with either the parents/carers or other named contacts on the Registration form due to unforeseen circumstances, the Duty Officer at the Area Social Services Department must be notified as instructed by OFSTED.

### **Safeguarding Policy**

The Club has adopted the School Safeguarding Policy which follows the National and Newcastle Children's Safeguarding and Compliance Section, with the addition that whilst children are attending the club, any reporting of suspected child abuse would be initially reported to the Duty Officer at the Area Social Services Department.

### **SUGGESTIONS AND COMPLAINTS**

As a user of Dinnington Out of School Club you have the right to make comments, suggestions or complaints about the way in which the service is run or about the way your child is treated.

All user feedback good or bad can be used to enhance the overall standard of provision.

We hope that most problems can be sorted out informally between yourself and the staff. If this is not possible, you should put your complaint in writing to the Management Committee. All written complaints will be investigated thoroughly and replied to within 7 working days.

Please send any correspondence for the Committee by email to [dinningtonoutofschoolclub@yahoo.co.uk](mailto:dinningtonoutofschoolclub@yahoo.co.uk).

If the matter cannot be resolved internally, parents can contact OFSTED at:

**OFSTED  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD**

**Tel No: 0300 123 1231**

**Dinnington Out of School Club OFSTED registration number is:**

**319165**

