

## How ?

### Do I book?

Please ask at the school office or in the Nursery for an information pack and booking forms.

### Do my children get to the club?

Children up to and including Year 3 are collected at the end of the day by Out of School Club Staff. Our older children are encouraged to walk down to the Nursery independently. We will also collect children from extra-curricular clubs organised by Ghyllside School by arrangement

### Do I find out about the clubs policies and procedures?

There is always an up to date set of Policies and Procedures on the Club's noticeboard. You may have a copy if you'd like one.

### Do I make a complaint?

In the first instance please talk your concern through with a member of staff in the club or one of the Trustees. Should you wish to make a formal complaint there are forms to complete on the noticeboard

### Can I help?

We are always keen for parents to become Trustees. We have committee meeting monthly – they last for about an hour and a half. Please ask for more information, we can never have enough help!

### Do I pay?

All parents are invoiced at the beginning of each month. We accept childcare vouchers and parents are welcome to pay by BACS. At present we are unable to accept 'cards'. Please ask if you would like more information or have exceptional circumstances that we may be able to help with.

### How much does it cost?

#### After School Club

£6.60 for the first child, £12.20 for two children and £16.80 for three children

#### Lunch Club

£3.00

#### Breakfast Club

£3.00

# Ghyllside Out of School Club

Charity Number 1156624

Ofsted registered 501093

Telephone 07890786801

## Welcome to Ghyllside Out of School Club

Ghyllside Out of School Club is a Charitable Incorporated Organisation that is managed and organised by Trustees. We have very close links with Ghyllside School and endeavour to provide seamless wraparound care for all children who attend the club. For many children who join the club it may coincide with starting Nursery or Reception and we understand that it can be an overwhelming experience for children and parents. We have produced this leaflet to explain how the Club operates, however there is nothing like face to face contact and any of the Out of School Club staff will be willing to answer questions and explain how things work.

We are always willing to hear your suggestions and ideas. Please let us know if there is something that we could improve.

# Where, Who, When, What and How!

## Where?

The Out of School Club and Holiday Club are both based in The Nursery. We use the Nursery playground, Reception classroom and Neighbourhood Centre, occasionally we may use the main school hall. Parents and carers who are bringing children to or collecting from the club should always use the Nursery entrance. Parents will always be asked to sign their children in and out of the club. The register is on the table by the Nursery door.

## Who?

The staff at Ghyllside Out of School Club are all qualified childcare practitioners or undertaking training. All staff have DBS clearance and there is always a qualified paediatric first aider on duty. Play Leaders – either Mrs Ashburn or Mrs Johnson have responsibility for the running of the session. They are assisted by several Play Workers – pictures of the staff and committee are displayed on the noticeboard in the Nursery cloakroom. Younger children have a Key Worker who takes particular responsibility for the Under 5's – our current Key workers are Kath Ashburn and Chloe Iveson. The children will be cared for by all staff but the Key Workers ensure seamless and comfortable care for EYFS children.

Mrs Y'Anne Williamson (Deputy Head of Ghyllside School and responsible for EYFS and Key Stage 1) manages the Club and is the Vice Chair of the Trustees. Should you need any more information she's usually in the Nursery – just ask.

## When?

### Breakfast Club – 8.00am – 8.45 am

We serve cereal and toast until 8.30. All the younger children (up to Year 3) are escorted to school by a member of staff. Older children line up on the main school yard at 8.45 with their peers.

### Lunch Club – 11.30am – 12.15pm

Lunch Club allows children to stay in Nursery all day. We serve a cooked lunch or children may bring a packed lunch.

### After School Club – 3.20pm – 6.00 pm

Once all the children are safely gathered in the Nursery we offer all children a healthy snack and drink. There is always fresh water and fruit available.

### Holiday Club – 8.00am – 6.00pm

Holiday club runs in the Nursery during school holidays. You can book whole, half or 'school days'. Snacks are provided but parents are asked to provide a packed lunch. Please ask a member of staff for more information.

## What?

### Do children do?

We are very aware that children need to be able to relax, play, run around – the list goes on at the end of the day. We try to ensure that children have a selection of activities to choose from along with the opportunity to play outside, watch the television or play with the vast selection of open ended toys that are in the Nursery. Occasionally we have themed evenings, have a film and pop corn evening or arrange activities that the children ask for. Children can complete homework in a quiet area with help if required.