



TIME OUT

AFTERSCHOOL CLUB

TIME OUT CLUB PROSPECTUS



Time Out Afterschool and Breakfast Club

Prospectus

Introduction

Time Out Club is an Ofsted registered, charitable organisation which provides wrap around care for the families of children attending Manland Primary School.

We aim to provide an entertaining environment where all the children who attend can play, create, learn, socialise and most importantly, eat, drink and laugh.

The club is run on a day-to-day basis by Club Manager, Lesley Martin, and Business Manager, Anna Read. We have a fabulous team of enthusiastic adult and student playworkers. We are overseen by a trust of parent/teaching volunteers.

Opening hours

The club operates on term days.

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| Breakfast Club | Monday – Friday 7.30 - 8.40am |
| Afterschool Club | Monday – Thursday 3.15 - 6.15pm Friday - 3.15 - 5.15pm |

Fees

Breakfast club is **£7.50** per session.

After School club is **£7.00** per hour.

Staff to Child Ratio's.

We operate a 1:8 Staff Ratio.

Day to day management software system.

We use an online system called Cheqdin to help with the day-to-day management of the club. If you register to use Time Out Club, you will be sent an invite to use our software system.

Breakfast Club

Children arrive from 7.30am onwards and are offered a continental breakfast. We involve the children in the food preparation, they are encouraged to pour their own drinks and serve their own food, whilst being closely monitored by the staff, who are on hand to help. We rotate our menu and try to offer the children a range of breakfast foods such as eggs, croissants and smoothies as well as a range of cereals and toast.

Many activities are available to the children attending breakfast club. We operate a child-initiated play approach to activities. On fine days the children are offered the opportunity to play outside. At 8.40am the children will be escorted by a member of Time Out staff to their classrooms.

Time Out Afterschool and Breakfast Club, Manland Primary School, Sauncey Avenue, Harpenden, Herts AL54QW

email: manlandtimeoutclub@gmail.com Telephone: 07807 921246

Registered Charity Number 1172436



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After School Club

Reception and KS1: The children in reception are collected from their class by a member of Time Out staff and children from Years 1 and 2 are collected from their lines on the playground. They are escorted to the Time Out room via the toilet and the coat pegs. Following registration children are offered a healthy snack.

KS2 children: The older children make their own way to the Time Out room. The children are then registered and offered a healthy snack.

Activities

We have a large choice of crafts, toys and equipment for both indoor and out-door play. Every day, we try to make sure that all the children get to go outside and play.

We liaise with the school to ensure that the activities are in line with the current curriculum planning, as well as looking at the wider world calendar for themed ideas. Whilst we encourage child-initiated play, our staff are always on hand to assist with activities and our students like nothing better than getting stuck into a game of football or Monopoly.

Teatime

Children who stay for the final hour (after 5.15pm) are offered a light meal which varies daily. Items which will appear on the menu are pasta with various sauces, soup and sandwiches and numerous other items.

We involve the children in the food preparation, they are encouraged to pour their own drinks and serve their own food (where practical) whilst being closely monitored by the staff, who are on hand to help. We try to involve the children's input during menu planning. We cater for all dietary requirements and all our staff hold Food Hygiene certificates.

Departures

Each child should be collected from the club by the booked time. If collected later, we will charge for the extra hour. We do appreciate a phone call to tell us if you will be late collecting your child/children - this helps us to plan meal requirements and staff requirements.

Children must be signed out by an adult or a responsible teenager.

We do not permit Time Out children to walk home alone, under any circumstances.

If there is an unavoidable delay, please call the club as soon possible. Should it be necessary for you to arrange for someone else (who the staff are not familiar with) to collect your child, we would ask that you set that person up as guardian on the Time Out app.

If you intend for another parent/guardian to collect your child, you must inform us. Ideally, the parent or guardian collecting your child should be set up on your Cheqdin app.



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Registration

Registrations are opened in late June, prior to each academic year. Registrations last for a year and all parents are asked to re-register for each academic year.

If you wish to register your child mid-term, please contact manlandtimeoutclub@gmail.com and we will send you the links to our registration pages. Registrations can be made all the way through the school year.

Our fee for registration is £17.50 per family.

To make a booking

Long term bookings can be made via

Email – manlandtimeoutclub@gmail.com

Text message or call - 07807 921246

Ad-hoc bookings for Breakfast Club can be made via the Cheqdin platform. Please note this facility is only open to those families who have registered with us. Please clearly state the name/s of your child/children and the date the booking is required. The cancellation policy applies in the same way to ad-hoc bookings. At times when the club is at capacity, the online ad-hoc facility will be suspended. If you require last minute child-care and cannot book online, please contact the club directly.

We are happy to receive late registrations for last minute childcare requirements, please use the above contact details.

Cancellations

Time Out Club operates a 14-day notice period for cancellations and amendments to bookings.

Cancellations and amendments made up to 14 days in advance will not be charged.

All cancellations and amendments made 14 days or less from the booked session date will be charged in full. This includes ad-hoc bookings which have been confirmed by Time Out Club, any regular bookings which fall within the notice period and early collection of children from the club.

Cancellation due to illness will be charged in full (unless 14 days' notice is given).

Cancellation due to school sports fixtures, school trips and school closure will **not** be charged.

All cancellations or amendments to your reservation must be made by email to manlandtimeoutclub@gmail.com or via a text message to 07807 921246. Your cancellation or amendment will be confirmed by a member of staff.



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Payments

Timeout Club invoices half termly, in arrears. Invoices are sent electronically. Parents and carers are given 14 days to complete payment.

Payments can be made online or via childcare vouchers (including the Government Tax Free Scheme) Further details about payments or childcare vouchers can be obtained from the Club Manager.

Time Out Club does not accept cash payments.

Consistently late payments may result in cancellation of bookings/registrations. Non-payment of bills will result in cancellation of bookings and/or registrations.

Late Fees.

Failure to collect children by 6.15pm or 5.15pm on Fridays will result in a late fee of £10 per 15 minutes (or part of) Please note, this charge is per family.