



Timeout Afterschool Club

Club Prospectus

May 2017

Introduction

Welcome to Timeout, the Ofsted Registered, fun club where all the children who attend Manland school can play, create, learn, socialise and most importantly, eat, drink and laugh.

Our staff will provide a safe and happy environment for your children before and after school. The club is managed by qualified staff, some fantastic local student helpers and a trust of parents whose children attend Manland school.

The club operates on term days, 7.40-8.45am for breakfast club and 3.15-6.15pm Monday- Thursday and 3.15-5.15pm on Friday.

For younger children we operate a 1:8 Staff Ratio.

What happens at Breakfast Club

Children arrive from 7.40am onwards and have breakfast. At 8.40am they will be escorted to either the infant or junior playground. A member of Timeout Staff will stay with them until a teacher takes over.

What happens at After School Club

Older children make their own way to the Timeout Room (unless it is their first day) The children will be registered and given a healthy snack and drink. The Infant school children are collected from class, by members of Timeout Staff and taken to the Library for registration and snacks.

Activities.

Every Activity is well supervised by staff. The children can use the classroom and school hall or the playground when the weather permits. We have a large choice of craft supplies, toys and equipment for both indoor and out door play.

Teatime

Children who stay for the final hour (after 5.15pm) are offered a light meal which varies daily. The children do have an input in the menu and often help in the preparation. We cater for all dietary requirements and members of staff hold food hygiene certificates.



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Safety and Discipline

To enable all children to have fun safely, reasonable behaviour is essential. The club expects and encourages members to behave responsibly and to respect both staff and each other. Children are expected to respond to requests from staff. Repeated disobedience, rudeness and/or persistent anti-social or violent behaviour would disrupt the club for everybody. Consequently, depending on the seriousness of the situation, membership of the club can be suspended or terminated

Accidents and Insurance

Any accidents are recorded in the accident book, which the collecting parent/carer must sign before departure. Our adult staff are qualified in First Aid. Plasters may be used unless parents have advised otherwise. The club is fully insured in the event of accidents occurring.

Club policies.

The Timeout Club Policy book is on the Timeout noticeboard in the entrance near the Timeout Room. This is available for all parents to read.

Registration.

There is an annual registration fee of £8 per family which is collectable each July and covers one academic year from September to September. The registration will cover both the Breakfast club and the After school club. We cannot accept bookings for either club unless a family/child is registered. A registration form must be fully completed with a password and recent photograph.

Registration is completed online via the following link <https://goo.gl/HL3Ywp> Alternatively, email manlandtimeoutclub@gmail.com to request a link to the form.

To make a booking

1. Telephone 07807 921246 (please leave a message or text) The telephone is switched on during the club hours and we will acknowledge texts.
2. Call into the club room during operational hours.
3. By posting a note in the Time Out letterbox (By the school office window)
4. There is also a Time Out message book kept by the school office window. This is checked everyday at 3pm.

Please state clearly the name/s of your child/children, the date the booking is required and the time of expected collection.



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Fees

Breakfast club is £5 per session (or £4.50 if two or more siblings attend)

The hourly rate for After School club is £4.50 per child (£4 if two or more siblings attend)

Anybody who persistently does not pay will have their bookings and/or registrations cancelled.

Children attending school clubs and who are collected by Timeout and will be charged from 3.15pm

Payments

Timeout Club is invoiced half termly in arrears. Invoices are sent electronically. Parents and carers are given 14 days to complete payment. Payments can be made online, by cheque or cash or via childcare vouchers. Further details about payments or childcare vouchers can be obtained from the Timeout secretary.

Consistently late payments could result in cancellation of bookings/registrations.

Cancellations

Cancellations for breakfast club are charged at full price.

Cancellations for afterschool club are charged at 50%.

Late Fees.

Failure to collect children by 6.15pm or 5.15pm on Fridays will result in a late fee of £5 per 15 minutes (or part of) Please note, this charge is per family.

Departure

Each child should be collected from the club by the booked time. If collected later they will be charged 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 tea numbers and staff requirements.

Children must be signed out by an adult or a responsible teenager. They are not permitted to walk home on their own 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 must have a designated password before we allow the child to leave with them.

Ofsted

We are pleased to be registered with Ofsted. Our unique reference number (URN) is 123638. You can view our previous inspection reports <https://reports.ofsted.gov.uk/>