



**TIME OUT**

**AFTERSCHOOL CLUB**

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TIME OUT CLUB PROSPECTUS

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# Time Out After School and Breakfast Club

## Prospectus 2024-2025

### 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, Diane Fensome, Admin 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 volunteers.

All details of Time Out Club can be found on our website: <https://time-out-club.org/>

### Opening hours

The club operates on term days.

Breakfast Club            Monday – Friday 7.30 - 8.40am

After School Club        Monday – Thursday 3.20 - 6.20pm  
Friday - 3.20 - 5.20pm

### Fees

Breakfast club is **£7.75** per session.

After School club is **£7.25** 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 iPAL to manage bookings, invoicing and the day-to-day running of the club.

You will need to create an account with iPAL to register for Time Out Club and manage your bookings and payments. The web address is <https://timeoutclub.ipalbookings.com/>.

### Breakfast Club

Children arrive from 7.30am onwards and are offered a continental breakfast. We rotate our menu and try to offer the children a range of breakfast foods such as eggs, croissants and toast as well as a range of cereals.



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

### After School Club

**Reception:** The children in Reception are collected from their classroom by a member of Time Out staff and are escorted to the Time Out room via the coat pegs. Following registration children are offered a healthy snack.

**KS1 and KS2 children:** Years 1 - 6 are collected from their lines on the playground and are escorted to the Time Out Room. The children are then registered and offered a healthy snack.

**Collection from school-run clubs:** Time Out staff can collect children from after school clubs that are provided by Manland Primary School on the premises of Manland Primary School. Time Out will charge from 3.20pm if collecting from school clubs to reserve the space for the child and ensure adequate staffing.

### Activities

We have a large choice of crafts, toys and equipment for both indoor and outdoor 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 5.20pm) 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 cater for all dietary requirements and 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, email or text message 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 collected by an adult or a responsible teenager over 16 years old.

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



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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 iPAL.

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 iPAL account.

### 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](mailto: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. This fee applies for registration at any point during the school year.

### To make a booking

All bookings can be made via iPAL at <https://timeoutclub.ipalbookings.com/>. We accept both long-term and ad hoc bookings, subject to availability.

Bookings for After School can be made online until 10am on the day.

After 10am, we will only accept genuine emergency bookings. These can be made via email or phone at:

Email – [manlandtimeoutclub@gmail.com](mailto:manlandtimeoutclub@gmail.com)

Text message or call - 07807 921246

### Cancellations

**Time Out Club operates a 7-day notice period for cancellations and amendments to bookings.**

Cancellations and amendments made up to 7 days in advance will not be charged.

All cancellations and amendments made 7 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 7 days' notice is given).

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



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Cancellations or amendments to bookings with more than 7 days' notice must be made online through iPAL.

Cancellations or amendments within the 7-day notice period should be made via email to [manlandtimeoutclub@gmail.com](mailto:manlandtimeoutclub@gmail.com) or via a text message to 07807 921246.

If Time Out Club is oversubscribed with a waiting list for certain days, the Club Manager may ask for voluntary cancellations to free up spaces. In this case, the voluntary cancellations will not be charged.

### Payments

Payment is required in advance for all bookings. Invoices will be sent via iPAL. Payments can be made at the time of booking, or you can choose to pay on a monthly basis, with payments due on the 1<sup>st</sup> of each month for that month.

Any bookings that have been paid for and cancelled outside of the 14-day notice period will be credited back to your iPAL account via the iPAL wallet. This credit can be used for payment of future bookings.

If your account is in credit and you no longer require use of Time Out Club, the credit will be refunded, on request, via bank transfer.

Payments must be confirmed online via iPAL and then made to the club either via bank transfer or childcare vouchers (including the Government Tax Free Scheme). Further details about payments or childcare vouchers can be obtained from the Business Manager.

Time Out Club does not accept cash or card 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 6.20pm or 5.20pm on Fridays will result in a late fee of £10 per 15 minutes (or part of) Please note, this charge is per family.