



2018/19 Prospectus



Oatlands Funclub

C/o Oatlands Infant School
Harrogate,
North Yorkshire

HG2 8BT

Manager: Donna Richards
Deputy Managers: Paige Jacques &
Lindsey Richards

Telephone no: 07952 871083

Web: www.funcare.co.uk

Email: oatlands@funcare.co.uk



About the club



Oatlands Funclub is a before and after school club for children aged between 4 and 11 years old. The club operates from the infant school hall and utilises two classrooms, the library, the mezzanine, the outdoor classroom, as well as the front playground and trim trail.

Where to find us...



Oatlands Funclub is based within Oatlands Infant School. To gain access to the club we use the old 'boys' entrance of the school.



Registration



The Fun Club is registered with OFSTED on the Early Years Register, reference EY266683, and operates following the EYFS. We are members of the 4children Network





Opening Times and Routines

Breakfast Club

7:30am - 8:55am



Breakfast Service

7:30am - 8:40am

Breakfast is served up until 8:40am. As we are a pack away setting we are unable to offer breakfast beyond this time.

Walking School Bus

8:35am - 8:55am



3:30pm - 4pm



We provide a 'walking bus' service to and from the junior school. When the Junior school closes early at the end of each term, the club will provide an earlier collection at 2:30pm.

After School Club

3:15pm - 6:30pm

Check In Circles

3:15pm

Snack Service

3:25pm - 4:30pm



Snack is also provided for children who are arriving later from after school activities.



Sessions and fees until April 19

Before school session: 7.30am - 8.55am	£7.30
After school session: 3.15pm - 5.30pm	£9.75
3.15pm - 6.30pm	£10.75



NB: Late collection fees apply if you fail to collect your child before our closing time: £10.00 after 6.30pm to 7pm then £5.00 per 15 minutes after this.

A 10% discount is provided for the second sibling where two or more siblings attend the same session.

Payment terms and conditions

Invoices are sent at the start of each month and must be paid by the end of the month. Failure to pay on time means that a late payment fee of £5 per child per week overdue will be charged, and your child's place may be withdrawn.

Fees are payable for all booked sessions, regardless of whether your child attends, and are also payable if you take your child out of school during term time, **unless four weeks' notice is provided in writing.**

Payments can be made either by cash, cheque, vouchers or bank transfer and should be made payable to Funcare Ltd.

Our bank details are as follows:

Yorkshire Bank, James Street, Harrogate. HG1 1QU
Sort code: 05-04-54, Account No.: 16717660.

NB: If you do make any direct payments, please supply your child's name as a reference.

TAX FREE CHILDCARE INFORMATION

Childcare Vouchers

If you are in receipt of Childcare vouchers, please see the codes you will need to set them up to come to us.

Name of Voucher Company	Code required
Care4	80041348
Computer Share	0007834147
Early Years	B006727
Eden Red	P20001361
Fideliti	OAT001C
Imagine Co-op	85003223
Kiddi Voucher	2485
Kids Unlimited	00269680
RG	28183749009
Sodexo	163005

Did you know that you can save 20% from your childcare costs?

You can get up to £500 every 3 months (£2,000 a year) for each of your children to help with the costs of childcare.

If you get Tax-Free Childcare, the government will pay £2 for every £8 you pay your childcare provider via an online account.

This can only be used to pay for approved childcare. All of our nurseries and Funclubs are registered to receive payments this way.

Eligibility

You can usually get Tax-Free Childcare if you (and your partner, if you have one) are:

- in work - or getting parental leave, sick leave or annual leave
- each earning at least the National Minimum Wage or Living Wage for 16 hours a week- this is £120 if you're over 25

This earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago. If you're not working, you may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance.

You can make a payment the day after you put money in your account. It usually takes 3 working days for the money to reach your provider's account.

How to apply for Tax-Free Childcare

You'll need your details (and your partner's, if you have one), including your:

- National Insurance number
- Unique Taxpayer Reference (UTR), if you're self-employed

It takes 20 minutes to apply.

As part of your application, you'll find out if you're eligible for both Tax-Free Childcare and 30 hours free childcare. You may find out straight away, but it can take up to 7 days.

How to enrol

To book a place, an enrolment form must be completed and returned to the club. Fixed booked sessions can be booked on the enrolment form. To book flexible sessions please use the flexi booking sheet.



Admissions

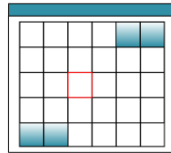
Priority is given to children attending Oatlands Schools and operates on a first come first served basis. Children requiring permanent sessions are given priority over those booking flexi sessions or ad-hoc.

Fixed sessions

Secure your child's place for each session selected during term time.

Flexi bookings

Flexi sheets are ideal for parents working irregular shift Patten. The flexi sheet allows you to book sessions for the month ahead. To help us accommodate your needs we ask that all flexi sheets are submitted by the 21st of the previous month.



Ad-hoc session

Additional sessions may be booked at short notice, subject to availability.

Session amendments

Changes to fixed sessions should be made in advance, with four weeks written notice or fees in lieu for any changes or cancellations. This ensures we always have the correct staffing ratios for the number of children attending.



At Oatlands Funclub we use a management platform called **Family**.

Family is available to you as an app which you can download for free on the app store. This enables us to keep in contact with you as a parent and vice versa.

What does Family do

Family, enables you to receive and send information on your Android, smartphone or iPhone at any time.

The App offers you practical functions to help communicate with us.

This includes:

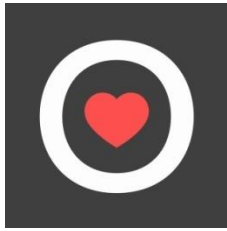
- Reporting sick days and holiday to us.
- Receiving and sending private messages safely
- Getting an overview of all events in your personal calendar
- Seeing photos and videos of your children's day in the newsfeed
- Receiving information about your child's.
- Getting status updates and receiving important reminders
- Communicating with other parents



How does that work?

- You will receive a login invitation to a child profile for your child by email
- You can edit the child's profile yourself and control all information.

You can use Family anywhere across all devices free of charge. The app runs on computer, tablets and smartphones (iPhone and Android)



Is my data safe?

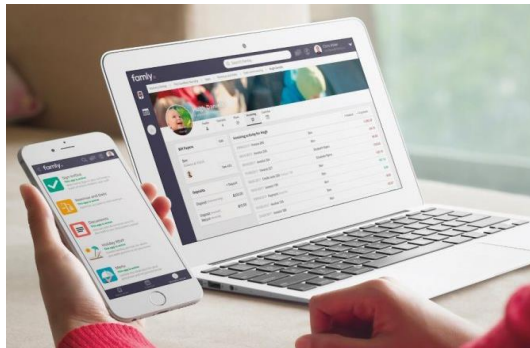
Family is subject to the highest security standards. Compared to open folders, WhatsApp channels and paper lists, Family can guarantee the security of sensitive data:

- Any communication between the app and the Family servers is encrypted, similar to online banking
- All data is only accessible to authorised persons and remains the property of the daycare centre at all times.
- All data is stored in encrypted servers which are fully backed up once a day
- Further information on security can be found here:

<https://family.co/security>

Where can I ask for help?

Family offers free and dedicated customer service to all parents, both over email and via phone. Please don't hesitate to get in touch with them or us if have any questions.



Starting at Funclub

Settling in

Working within the school enables us to offer a friendly, familiar and secure environment for the children to play. We always welcome parents who wish to bring children along to view the setting and meet their key person before they start. If you would like to arrange an appointment please contact Donna Richards.

Key person system

When children start at the setting they are allocated a key person. Your child's key person is responsible for showing you and your child around on your first visit and will liaise with you on a regular basis to ensure your child's care needs are met. During Funclub the key person will support your child as they become familiar with their new surroundings and encourage them to forge new friendships with other children and staff alike. We also feel it is important to form a good relationship with you, the parents/carers, so that information can be shared freely between us.



Our Staff team

We believe that people make our Funclub special and therefore we pride ourselves on recruiting happy and positive child carers.



It is our aim to have every member of our team trained in child protection, Basic Food Hygiene and qualified in First Aid.

The Manager and at least half the team hold Childcare qualifications. All staff are required to access ongoing training and development programmes throughout their employment with the company.

Our Manager

The club is managed by Donna Richards, who was appointed the role in 2007. Donna is currently studying towards a Degree in Learning and Teaching (SEND). Her highest qualification to date is at Foundation Degree level. Donna is our lead professional responsible for Safeguarding, Special Educational Needs and Behaviour.

Our Deputy Managers

Donna is supported by two Deputy Managers; **Paige Jacques** and **Lindsey Richards**. Both deputies hold a level 3 qualification.

Our Play workers

The management team is supported by an enthusiastic and caring team who are committed to making the children's time at Funclub enjoyable. Our playworkers are **Tamsin Reads-Rowland**, **Rebecca Parker**, **Matt Pullan**, **Janet Bussey**, **Charlie Robinson**, **Chloe Fernandez** and **Izabela Gapys**.

What we do

Each session, children have free flow access to the indoor and outdoor environment and can take part in a varied range of activities based around their interests. To do this we involve the children in our planning process and consult them on what toys they wish to have out. More information about our planned topics and activities can be found on our planning board located in the hall.

Hall

The hall offers a large play area where children are provided a variety of activities which include; arts and crafts, role play, construction, reading, small world, science/engineering, ball games, sports and group games.

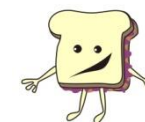


Food and Drink

The hall is also where we serve breakfast and snack.

The breakfast menu includes; wholemeal toast, crumpets, cornflakes, rice crispies, bran flakes, multi grain hoops and fresh fruit. To encourage independence, cereals and snack is provided as a self service buffet. The snack menu includes; a range of breads, crackers, meats, fish, cheese, fruits, vegetables, salad, rice, pasta, soups, yoghurts etc.

Fresh water is available for children to access throughout the session.





Busy Bees room

Busy Bees hosts our drawing area, playdough table, games, puzzles and sticking crafts. The room also has a big screen which enables children to relax and watch Tv or a film.

Creative Caterpillars (Outdoor classroom)

The Outdoor classroom is used as an additional play area for our reception children away from the main hall.



Clever Crocodiles - (Mezzanine)

This area is used as a place for the junior children to complete homework and engage in quiet activities. Staff are on hand to help with homework assignments if needed.



Library

The library has multiple uses; from an additional play area, a quiet place to read and relax or even a sick bay for when children fall ill and need to lie down until their parents arrive



Outdoor

We offer outdoor play am and pm all year round. Children have access to a vast range of outdoor equipment, the trim trail area, playground and climbing wall. Please ensure your child always brings a coat so they can play outside even if the English weather lets us down.

Important information

Arrivals and Departure

Please note that our insurance does not cover your child before 7.30am or after 6.30pm. Children must not be dropped off before, or collected later than these times.



For safety reasons, all children must be signed in and out of the club.

Children will only be released in to the care of known adults. If any person other than the usual authorised carer/s is collecting your child we must be informed beforehand. The person collecting must be known to the child and will be asked to provide identification/a password.

When entering or leaving the setting we ask that you remain vigilant and ensure you do not allow children to exit the building or unfamiliar adults to gain access. To aid with this we operate a one way system in and out of the building, where parents enter through the 'boys' entrance and exit via the 'girls' entrance. We also ask that you check that doors and gates are shut behind you.

Absence from Funclub

Please remember to contact us if your child is booked into a session, but will not be attending.

This is particularly important for junior children as time spent trying to locate children impacts significantly on how quick we can get the rest of the children up to Funclub.

Illness and Medicines

Our policy at Funclub is to inform you straight away if your child appears to be in discomfort or obviously suffering in some way. This will allow you to decide a course of action. Please note that we must be informed of any illnesses, infections or conditions affecting the child, so as to be able to provide the best possible care in each case. **IT IS ESSENTIAL THAT YOU DO NOT BRING YOUR CHILD TO FUNCLUB IF HE/SHE IS SICK OR INFECTIOUS IN ANY WAY.**



First Aid/Accidents

The management team and over half of our staff are qualified First Aiders. All accidents and incidents are recorded on an accident report slip and you will be informed of this through Famly or on arrival at the club.



Behaviour

Our policy is to promote positive behaviour at all times. Our ultimate aim is that we will work in partnership with parents/carers to lay the foundations from which children will grow into happy, self-confident, well-adjusted individuals.



All our Policies and Procedures are available to read on site or will be uploaded through the family app for you to access in September



Food & Allergens

At Funclub we feel it is really important to keep children healthy, therefore we ensure that all the food and drinks we provide are healthy and nutritious for the children.

We encourage the children to try a wide variety of foods so they can experiment with different tastes and to keep their interest in food.

We respect cultural and dietary requirements and will work with parents/carers to ensure all children are catered for, we also allow parents to bring healthy foods in for their child's particular needs if necessary.

The Funclub operates a no nuts policy at all times.

Safeguarding

If we have any concerns about your child's development, welfare or safety, we will speak to you immediately. We are required to keep records of these concerns and when we feel it necessary, the advice of other professionals will be sought (in accordance with our full written policy). All matters will always be dealt with in consultation with parents/carers and in the strictest confidence.

All staff are cleared by the Disclosure and Barring Service (DBS) to work with children.

From time to time we do accept students on work experience placements. All students are fully supervised and are not included in the staff to child ratio.

Complaints procedure

If you have any cause for concern you should in the first instance take it up with the Club Manager. We would always hope that any concerns a parent/carer may have would be raised and dealt with by negotiation and discussion between parent/carer and the appropriate staff at the time of occurrence.

However, should the issue remain unresolved then the Club Manager should be contacted either verbally or in writing. The Manager

will then investigate the complaint and try to resolve the issue speedily and appropriately contacting and informing all those involved.

Complaints should never be raised through social media channels.

If the matter cannot be resolved to the parents/carers satisfaction then they have the right to raise the matter with Ofsted at: Ofsted, Piccadilly Gate, Store Street, Manchester. M1 2WD. Telephone: 0300 123 1231

Other policies and procedures

All our policies and procedures are available to view on site or on a disc so you can browse at your convenience. Additionally, some policies are available at www.funcare.co.uk



Our Aims

It is our policy to help all children to develop a positive self-image, confidence and independence together with respect and understanding of other children and adults, regardless of their colour, race, beliefs, needs or gender.

- ✚ To provide a fun, caring, happy, stimulating and safe environment for children and staff.
- ✚ To offer a wide and interesting range of activities which enable children to focus their energy constructively, with opportunities to learn and relax
- ✚ To provide parents with a stress-free, reliable, open and honest service, with as much flexibility as possible
- ✚ To work with the schools and parents towards mutual goals and co-operate with any special arrangements wherever possible.





Our Beliefs

- We believe in treating all people, little and large with care and respect
- We believe that happy children should be able to explore their world freely, whilst remaining at all times healthy and safe
- We believe that each individual child should be able to enjoy and achieve their potential in life through play and laughter
- We believe that parents are the most important people in their child's life and we value and welcome their knowledge and involvement
- We believe in open and honest relationships and strive to be positive and flexible in all that we do



Holiday club

If your care needs go beyond term time only, there is the option of booking in to our holiday club which is run from our site at St Peters Funclub. The holidays are carefully planned to provide fun and varied care. During the school holidays the club operates from St Peter's Funclub, c/o St Peter's C.o.E School, Belford Road, Harrogate HG1 JA

To register for the holiday club, please contact them directly to receive an enrolment form and further information on:

Holiday club number: 07718335368

Holiday club email: holidays@funcare.co.uk



Holiday club admission

The holiday club operates on a first come first served basis and is for children aged 4 (and have started school) to eleven.

Holiday club: opening Hours

Before School: 7.30am to 6pm

** **The holiday club is closed bank holidays and on occasion may not operate between Christmas and New Year****

Fees from September 2016:

Holiday part day (9.00am - 3.00pm) £26.00

Holiday full day (7.30am - 6.00pm) £32.00

A 10% discount is available, for the second sibling, where two or more siblings attend the same session.