

About the club

Oatlands Funclub provides before and after school care for children aged 4 to 11 years old. We operate from the infant school hall and use two adjoining classrooms, the library, the mezzanine floor as well as the great outdoors to provide fun, energetic and interesting activities. Working within the school enables us to offer a warm, friendly, familiar and secure environment for the children. Junior school children are able to attend the setting as we provide a 'walking bus' service each day between the two schools.

Our Aims

- To provide a fun, caring, happy, stimulating and safe environment for children and staff, before and after school and during school holidays.
- To offer a wide and interesting range of different activities which will allow children to use their energies constructively, to learn and to relax when needed.
- To provide parents with a stress-free, reliable, open and honest service, with as much flexibility as possible.
- To work with the schools towards mutual goals and co-operate with any special arrangements wherever possible.

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

Highly motivated and qualified staff

Oatlands Funclub is a part of Funcare Limited which has been in operation since 2000.

The club itself was established in 2003 and is run by Donna Richards who has been with us for over eight years. Donna is supported by a Deputy manager, Paige Jacques and an enthusiastic and caring team who are committed to making the children's time at Funclub enjoyable.

Key person system

All children attending Funclub are assigned 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 feel it is important to form a good relationship with you, the parents/carers, so that information can be shared freely between us.

What we do

Each session, children are able to access the indoor and outdoor environment and take part in a varied range of activities based around their own interests. Our daily activities include; arts and crafts, role play, construction, reading, small world, science/engineering, ball games, sports and group games. We involve the children in our planning process and aim to offer activities that support their interests. More information about our planned topics can be found on our boards located in the hall.

We also have a separate room that we use should your child wish to do their homework and staff are on hand to help with homework assignments if needed.

Breakfast & snack

Before school we offer the opportunity for children to have breakfast, they may choose from a menu of toast, crumpets, yoghurts, fruit and a selection of cereals.

After school we provide a self service buffet style **light snack** which includes a variety of fruit and vegetables, salad, wraps, sandwiches, pitta pockets, crackers or muffins served with optional fillings, yoghurt, mousse etc. During winter months we introduce a warm option which may include savoury rice, pasta, couscous or soup. Fresh fruit/vegetables and water are readily available.

Other information

The Junior children are walked down to the Junior School at 8.35am so please ensure you arrive before this time so you don't miss us and earlier if you need breakfast!

If your child is attending an **extracurricular activity after school** based within the infant school, then they will be brought to Funclub after their club. It is important that you let both school and Funclub know of this arrangement.

If your child attends an after activity at the junior school, please speak to us directly regarding your arrangements as we are unable to collect children later than the usual pick up time.

Term time: opening hours and fees

Term time: opening Hours

Before school: 7.30am to 8.55am

After school: 3.15pm to 6.30pm

The club is closed for bank holidays

Fees from September 2016:

Before school session: (7.30am - 8.55am) £6.75

After school session: (3.15pm - 5.30pm) £9.05

(3.15pm - 6.30pm) £10.05

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

Late collection fees apply if you fail to collect your child within the booked time: £2.50 if late for 5:30pm and £5.00 per 15mins after 6:30pm

HOLIDAY CLUB

If your care needs go beyond term time only, there is the option of booking in to our holiday club - Read more on page 4!

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.*

Admissions

Bookings for children attending Oatlands Schools will be given priority, but provision for children attending other schools may be provided if any spaces remain. Any remaining places will be allocated on a first come, first served basis.

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. Additional sessions may be booked at short notice, subject to availability. To book a place, a registration form must be completed.

Dropping off and collecting your child

If any person other than the usual authorised carers is collecting your child we must be informed before hand. The person collecting must be known to the child and will be asked to provide identification/a password. We must also be informed if your child is booked into a session, but will not be attending. This is for the security of your child, to ensure they are picked up from school and accounted for at the end of the school day. Please always telephone the Funclub mobile before the beginning of the session to keep us informed.

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.

Registration

The Fun Club is fully registered with OFSTED on the Early Years Register and operates using Every Child Matters Outcomes and Framework for out of school care. We are members of the 4children Network. **Our OFSTED Registration number is: EY266683**

Our 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.

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 opening hours and fees

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) £23.00

Holiday full day (7.30am - 6.00pm) £28.00

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

Late collection fees apply: if you fail to collect your child within the booked time: **£10.00 if late after 6pm, then an additional £5.00 per 15mins after 6.30pm.**

*****Please see our separate holiday leaflet for more information*****

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.

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
TEL: 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

C/o Oatlands Infant School, Hookstone Road, Harrogate HG2 8BT

Tel: 07952 871083

E-mail: oatlands@funcare.co.uk

Website: www.funcare.co.uk