



INFORMATION LEAFLET

About the club

The Oatlands Funclub provides before and after school, and holiday care for children between the ages of 4 to 11 years old. We offer fun, energetic and interesting activities in a warm, friendly and secure environment at the infant school. Children attending the junior school are dropped off in the mornings and collected after school each day on foot.

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

The Oatlands Fun Club is owned by Josy & Ian Thompson of Funcare Limited. The club is run by a fully qualified Manager and 2 Deputy Managers. The team have been selected for their enthusiasm and caring nature with the manager and a minimum of 50% of staff holding child care qualifications.

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

Tel: 07952 871083

e-mail: oatlands@funcareltd.co.uk

www.funcareltd.co.uk

What we do

Before school we offer indoor and outdoor activities, keeping the children entertained with games, reading, and creative activities. At 08.30 we tidy up ready for the Junior school children to be walked down to the Junior school at 8.40am. The remaining Infant children participate in group games or storytelling before they are taken to their classrooms at 08.55.

After school activities are planned to encourage a variety of play experiences, where children are allowed to flow freely between both indoors and out throughout the session. We encourage as much outdoor time as possible, with football, rounders, parachute games, obstacle races and other physical activities whatever the weather. Weather permitting; we also set out indoor activities outside as well. We offer a very varied programme of activities, such as baking, arts and crafts, puppet shows, videos, dressing up and role play, construction, model making, reading as well as occasionally offering access to Wii, Xbox 360, PS2 games and television. We also provide a quiet area for homework, enabling the children both time and support to complete their homework assignments. We always welcome other suggestions for activities from children and their families, and involve the children in the planning of activities.

Holidays are planned in advance to offer fun care, with at least two outings each week. Outings on offer are varied and fun, using public transport, coaches and often by foot. Examples of outings would be Harlow Carr, Valley Gardens, the Cinema, Roundhay Park, Knaresborough and the museums of Leeds and York. On site we offer activities such as T-shirt painting, wet and wild water fun, messy crafts, quizzes, karaoke and dance and many other lively activities.

Provisions (Food & Drink)

For breakfast the children can choose from toast, crumpets, yoghurt, fruit and selection of cereals each morning from 7.30am to 8.20am.

After school, we provide a light tea with a hot and cold option from 3.30pm to 4.00pm, seating each year group at a time. The tea may be savoury rice, pasta, couscous, noodles, soup or sandwiches together with a daily selection of fresh fruit and vegetables, which is not to replace an evening meal but to provide an afternoon drink and snack for hungry children. This is also available for children if they arrive later due to a club or outing. Fresh fruit and water are available throughout the sessions, including the school holidays, although we do request that your child also brings a *healthy* packed lunch each day during the holiday sessions.

Hours

Before School	7.30am to 8.55am
After School	3.15pm to 6.30pm
Holidays	7.30am to 6.30pm

The club is open throughout the year, excluding weekends and bank holidays. Subject to numbers the club may not operate between Christmas and New Year, and an alternative provision may be offered.

Fees from September 2013:

Before school session	(7.30am - 8.55am)	£6.30
After school session	(3.15pm - 5.30pm)	£8.40
	(3.15pm - 6.30pm)	£9.40
Holiday part day	(9.00am - 3.00pm)	£22.50
Holiday full day	(7.30am - 6.30pm)	£27.50

A 10% discount is available, for the second sibling, where two or more siblings attend the same session. Please note that fees are payable for booked sessions, regardless of whether or not your child attends, and are also payable if you take your child out of school during term time. Fees are invoiced at the beginning of each month, and are payable by the last day 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. Late collection fees apply if you fail to collect your child within the booked time: £2.50 if late for 5:30pm or £5.00 per 15mins after 6:30pm.

Payments by cheque should be made to Funcare Ltd or if you would like to pay us directly into our account, our bank details are as follows: Yorkshire Bank, James Street, Harrogate. HG1 1QU., Sort code: 05-04-54, account No.: 16717660. (If you do chose to make a direct payment please supply your child's name as a reference.) Childcare vouchers are also accepted.

Admissions

Bookings for fixed sessions need to 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 and returned to us either via the Funclub tray at the infant school, or by post to the address below. Priority is given to set bookings followed by flexible bookings and then any late bookings on a first come

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first served basis. In the holidays we operate on a first come first served basis providing a booking form and payment have been 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. Note: the Funclub mobile is likely to be unattended between 9.00am and 3.00pm so please call during Funclub hours.

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 registered with OFSTED on the Early Years Register, reference EY266683, and operates using the Every Child Matters Outcomes and Framework for out of school care. We are members of the 4children Network.

Complaints Procedure

If you have any cause for concern you should in the first instance take it up with your child's Key Worker or 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

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