



INFORMATION LEAFLET

About the club

The Pannal 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 school.

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 school 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 Pannal Funclub is run by Josy and Ian Thompson of Funcare Limited together with Jenny Rowlands. The team consists of a fully qualified Manager and a Deputy Manager and additional Play workers as required. The staff team is selected for their enthusiasm and caring nature with a minimum of 50% holding child care qualifications.

What we do

Before school we offer a breakfast club, providing a healthy breakfast together with mainly indoor activities like games, reading, and creative work.

c/o Pannal School, Pannal Green, Pannal, Harrogate HG3 1LH.

Tel: 07455 118733

e-mail: pannal@funcareltd.co.uk

www.funcareltd.co.uk

After school activities are planned to encourage as much outdoor time as possible, with football, rounders, parachute games, obstacle races and other physical activities together with outdoor arts and crafts and indoor toys, weather permitting. Indoors, we offer a very varied programme of activities, such as baking, arts and crafts, puppet shows, small world play, dressing up and role play, construction, model making and reading. We provide a quiet area for homework, and ensure that children have the 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. We offer activities at the school such as T-shirt painting, wet and wild water fun, messy crafts, quizzes, karaoke and dance and many other lively activities. Outings on offer are varied and fun, using public transport, coaches and often by foot. Examples of outings would be Harlow Carr, Valley Gardens, Knaresborough (crazy golf/castle tours) or Pannal and Hookstone for woodland walks and den building. Please note that the holiday club may operate at any one of our Harrogate Funclub locations i.e.: Oatlands, Rossett Acre, St Peter's or Pannal schools.

Provisions (food & drink)

For the breakfast club the children can choose from a selection of cereals each morning from 7.30am to 8.20am.

For the after school, we provide a snack from 3.30pm to 4.00pm for the children, this may be sandwiches, bagels, toast or wraps 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.

During the school holidays, we provide the above together with a morning snack eg: toast, a more substantial midday lunch, or a picnic if we are out and about, and children are offered drinks and fruit throughout the day.

Hours of opening

Before School	7.30am to 8.45am
After School	3.05pm to 6.00pm
Holidays	7.30am to 6.00pm

The club is open every day of the year except for weekends and bank holidays. Subject to numbers the club may not operate between Christmas and New Year, and an alternative provision may be offered.

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Fees from September 2013:

Before school session	(7.30am - 8.45am)	£5.20
	(8.30am - 8.45am)	£2.00
After school session	(3.05pm - 5.00pm)	£8.20
	(3.05pm - 6.00pm)	£9.20
Holiday part day	(9.00am - 3.00pm)	£22.50
Holiday full day	(7.30am - 6.00pm)	£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 5.00pm or £5.00 per 15mins after 6.00pm.

Did you know that you can pay using most childcare vouchers, saving a significant amount of Tax and National Insurance? Please ask your employers if this could be an option for you.

Cheques should be made payable to Funcare Ltd., or if you would like to pay directly into our account then please ask us for our bank details.

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 school reception, or by post to the address below.

Bookings for children attending Pannal School will be given priority, but provision for children attending other schools may be provided if any spaces remain, in particular during holidays. Any remaining places will be allocated on a first come, first served basis.

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

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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 6.00pm. Children must not be dropped off before, or collected later than these times.

Registration

The Funclub is fully registered with OFSTED on the Early Years Register and operates in line with the Early Years Foundation Stage (EYFS) for out of school care. Our Ofsted registration number is EY462687. We are members of the 4children Network.

Safeguarding Children

Please note that 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 policy). All matters will always be dealt with in consultation with parents/carers and in the strictest confidence.

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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