



INFORMATION LEAFLET

About the club

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 and Ian Thompson of Funcare Limited. The club is run by a fully qualified Manager; Donna Richards and Deputy Manager; Paige Jacques. The staff team is selected for their enthusiasm and caring nature.

Key person system

All children are assigned a Key person. Their role is to ensure every child's care is tailored to meet their needs, to help them become familiar with the setting and form relationships with other children and Funclub staff.

Your child's named key person can be found on our display board. We feel it is equally important to form a good relationship with you as Parents/carers, so information can be shared freely between us.

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

Tel: 07952 871083

E-mail: oatlands@funcare.co.uk

Website: www.funcare.co.uk

What we do

During the session children have access to free flow indoor and outdoor play. Here we offer a varied programme of activities, such as arts and crafts, dressing up and role play, construction, model making and reading. Outdoors we cater for larger group games such as football, rounders and parachute games. We also have a quiet area available for homework, and ensure that children have the time and support to complete their homework assignments, as well as occasionally offering access to the Wii, DVD's and Videos.

We always welcome suggestions for activities from children and their families. Children are involved in the planning process and the club aims to offer activities surrounding their ideas and interests. More information about our planned topics can be found on our boards located in the hall. We also display photos of your children's participation on our photo board in the entrance hall and in our photo albums, which parents/carers are welcome to browse at any time.

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. **Breakfast is served** between **7.30am to 8.45am**. At 08.25am we all help to tidy up ready for the junior children to be walked down to the Junior School at 8.35am. The infant children remain in the hall and participate in group games or storytelling before they are taken to their classrooms at 08.55am.

After school we provide a **light snack** which includes wraps, sandwiches, pitta pockets or muffins served with optional fillings. 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.

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, where they will be signed in on our register and offered snack. It is important that you let both school and funclub know of this arrangement. If however 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.

Our Holiday club is normally run from St Peters Funclub where we combine all four clubs; including Rossett Acre and Pannal. Holidays are planned in advance to offer fun and interesting experiences, with at least two outings per week. Outings on offer are varied and fun with children participating in visits to the seaside, Wagamamas restaurant, the Valley Gardens, the woods at Pannal or Hookstone, or visits to nearby towns like Knaresborough or Ripley. Travel may involve public transport, coaches and often foot, this information can be found on the booking form. On site we offer opportunities to participate in T-shirt painting, water fun days, messy crafts, quizzes, baking, karaoke and dance and lots more.

During the school holidays, breakfast and snack are provided. However we do require all children to come with a healthy pack lunch in a suitable rucksack which they are able to carry around on trips.

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Holiday bookings

Holiday forms must be filled in and returned to us to secure your child's place. We strongly advise that you book in advance to avoid disappointment as spaces are allocated on a first come first served basis between all four of our clubs so spaces book up quickly, especially on trip days. Payments must be received at the time of booking and are non-refundable.

Hours

Before School	7.30am to 8.55am
After School	3.15pm to 6.30pm
Holidays	7.30am to 6.00pm

The club provides care, every day of the year except for weekends and bank holidays. Subject to numbers the club may not operate between Christmas and New Year.

Fees from September 2015:

Before school session	(7.30am - 8.55am)	£6.60
After school session	(3.15pm - 5.30pm)	£8.85
	(3.15pm - 6.30pm)	£9.85
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.

Please note that fees are payable for 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.***

Fees will be invoiced and are payable in advance of attendance. 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 can be made either by *cash* or by *cheque* and should be made payable to Funcare Ltd. Alternatively you can pay using *childcare vouchers* or 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 make any direct payments please supply your child's name as a reference.

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.

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Bookings for children attending Oatlands Schools 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 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**

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.funclub.co.uk