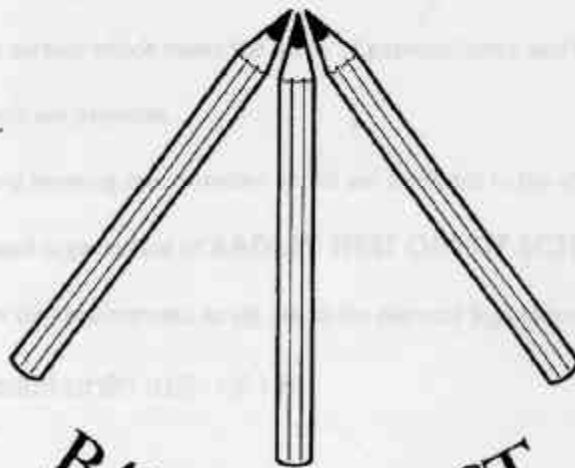


Badsey First Out of School

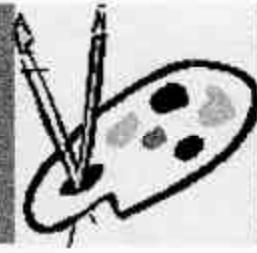
INFORMATION FOR PARENTS/CARERS



**BADSEY FIRST
SCHOOL**

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COMMITMENT TO QUALITY



BADSEY FIRST OUT OF SCHOOL aims at all times to provide high quality care for children.

Quality is represented by:-

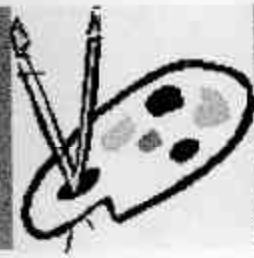
- ◇ The values and aims of the group.
- ◇ The staff who are responsible for the children.
- ◇ The provision of a service which meets the needs of parents/carers and their children.
- ◇ The resources which are provided.
- ◇ The experiences and learning opportunities which are available to the children.
- ◇ The management and organisation of **BADSEY FIRST OUT OF SCHOOL**.
- ◇ Our ability to meet the requirements as set out in the relevant legislation.
- ◇ A maximum adult:child ratio of 1:8

Our aims are:-

- ◇ To provide high quality childcare at an affordable cost.
- ◇ To work with parents/carers for the benefit of the children.
- ◇ To organise a range of activities, experiences and learning opportunities which are appropriate to the children in our care.

BADSEY FIRST OUT OF SCHOOL is committed to promoting Equal Opportunities and supporting children with Special Needs.

We are very happy to talk to any parent or carer who has a child with special needs and wherever possible, within the limitations of our own resources, we will do our utmost to offer care facilities. If those resources are not immediately available we will do our best to access resources which will enable us to offer care.



STAFF

TERM TIME STAFF

Coordinator

Shirley Tutton

Diploma in Pre-school Practice
First Aid Certificate
KCN Registered Trainer
Pre-School Learning Alliance Tutor
NCMA Tutor

Playworkers

Meryl Pratt

RSCN Great Ormond Street,
SRN University College Hospital, London
Health Visitor
Diploma in Pre-school Practice

Sarah Pask

Sarah has great experience helping in school, hearing readers, helping with other activities and going on trips.

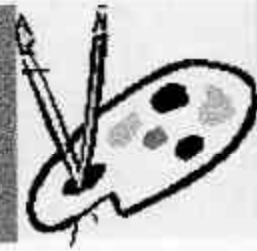
Badsey First Out-of-School is committed to staff development, and regular staff training sessions will be held.

HOLIDAY STAFF

The regular staff work for part of the time during the holidays, but staff have to be employed in addition to those listed above. We will have a number of temporary staff who work with us in the holidays, both qualified and unqualified. The supervisor is always an experienced playworker and is registered with Social Services to supervise the club.

The principles of our Equal Opportunities Policy apply to the employment of staff.

ACTIVITIES



BADSEY FIRST OUT OF SCHOOL will be based in the school hall and the rooms surrounding it. Creative activities will take place in the Activity Area adjacent to the Year 4/5 classrooms, and children will have access to the computers there. In addition, the school library will be available for quiet reading and research. During fine weather children will be allowed to play outside under supervision, for both organised games and free play, and on the adventure playground.

ACTIVITIES

We aim to provide a range of creative activities which will complement the topic work going on within the school day, coupled with other leisure pursuits. These will include:-

- ◊ Craft projects
- ◊ Model making
- ◊ Woodwork
- ◊ Cookery
- ◊ French
- ◊ Music
- ◊ Sewing
- ◊ Painting and art
- ◊ Ball Games
- ◊ Organised games
- ◊ Skateboarding and rollerblading
- ◊ Adventure playground
- ◊ Construction toys
- ◊ Drawing
- ◊ Puzzles
- ◊ Board games
- ◊ Dressing up
- ◊ Books and stories
- ◊ Small world toys
- ◊ Television

Further activities will be added as we grow and gain experience.

Holiday activities will follow a theme for the week, and will comprise a balanced timetable of craft activities, games and sports alongside quieter activities.

We aim to provide a safe, fun, stimulating, caring and quality environment.

SAFE because of our :-

- ◊ Health and Safety policy
- ◊ First aid training for staff
- ◊ Safety conscious approach
- ◊ Staff carrying two-way radios at all times



ACTIVITIES

STIMULATING because of our:-

- ◊ Planned curriculum catering for each individual child
- ◊ Training of staff to meet the total needs of each child, including all aspects of development - physical, social, emotional, intellectual and language.
- ◊ Continued research and liason with like minded people to explore and develop new ideas.

FUN because of our:-

- ◊ Belief that this is a vital part of any activity
- ◊ Attitude - we enjoy what we do
- ◊ Policy of consulting with children to find out what they enjoy doing

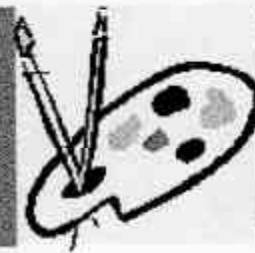
CARING because of our:-

- ◊ Personal commitment to the project
- ◊ Continuity of staff
- ◊ Key worker system where each child is linked to one adult, enabling a better understanding of each child's needs.
- ◊ Commitment to take time to talk to each child and parent/carer
- ◊ Commitment to parental input to our management committee
- ◊ Assurance that every child will be valued and respected for him/herself

QUALITY because of our:-

- ◊ Structured activities planned each term on a theme to give breadth and depth to the curriculum
- ◊ Opportunities for free play so each child has a choice of activities
- ◊ Flexibility and variety of both energetic and quiet activities to allow for fluctuating energy levels
- ◊ Aim to help each individual child to develop his/her skills as appropriate
- ◊ Help with reading and homework if required
- ◊ Access to the school library and computers

HOURS & CHARGES



BADSEY FIRST OUT OF SCHOOL is open to children aged 4-12 years.

During term time children are taken from Badsey First and Blackminster Middle Schools, and during the holidays the scheme is open to anyone.

HOURS OF OPENING

Term time 8.00a.m - 9.00a.m,
3.15p.m - 6.00p.m.

School holidays and occasional days 8.00a.m - 6.00p.m
We plan to close for 2 weeks over Christmas

CHARGES

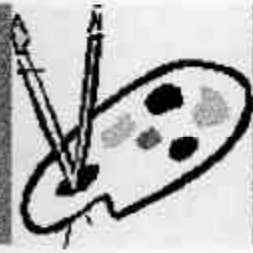
Term time £1.50 for 8.00a.m - 9.00a.m
£3.00 for 3.15p.m - 5.15p.m
£4.50 for 3.15p.m - 6.00p.m

School holidays and occasional days £12.50 per day
£6.50 for 5 hours or less.

We offer discounts for two or more children from the same family, and for block bookings in advance.

Snacks are provided after school during term time. If a parent /carer wishes their child to have tea, it must be provided in a sealed, named container, and will be kept cool for them. During school holidays, snacks and drinks will be provided, but children will need to bring a packed lunch with them.

If parents or carers are concerned, or find some aspect of the club unsatisfactory, please contact the Coordinator, who will deal with their query. If this does not resolve the matter, please contact the Chair of the Management Committee.



GUIDELINES FOR PARENTS

- ◇ Parents must always make it known who will be collecting children. If you know it is not to be the usual person in advance, please notify a member of staff. Last minute changes should be notified by telephone or in writing.
- ◇ Please make sure that staff are aware of any essential medical information or dietary needs. If a child needs regular medication, such as for asthma, or if a child needs any other medication, or sun cream in hot weather, parents/carers will need to provide the medicine or cream, clearly labelled, and give their permission for staff to administer it.
- ◇ As places are limited, payment must be made in full if a child does not attend a pre-booked session. This applies both when a child is absent due to parents' time off and to sickness. In case of long term sickness, please talk to a member of staff. Fees will be charged at half rate when annual holiday is being taken during term time in order to retain the place for that child. Four weeks notice of holidays must be given.
- ◇ It is important that children are collected at the agreed time, as we are staffed on a strict 1:8 ratio. Please notify the staff of any changes to times required.
- ◇ Parents are responsible for ensuring that children attending the group understand that inappropriate behaviour or language is not acceptable. A copy of the Behaviour Policy is available on request.
- ◇ Please ensure that staff are given up to date telephone numbers for workplaces and emergency contacts.
- ◇ Payment must be made at the beginning of the week in which children attend. Payment for a week or a month may be made in advance. A discount of 2.5% will be given for all bookings made one calendar month or more in advance.
- ◇ Holiday forms will be available each holiday for the next holiday. Parents are responsible for collecting holiday forms and they should be returned by one month before the holiday period.
- ◇ All parents will be asked to sign a contract with **BADSEY FIRST OUT OF SCHOOL** agreeing the care arrangements.

MANAGEMENT



MANAGEMENT COMMITTEE

This will be made up of parents of children attending BADSEY FIRST OUT OF SCHOOL, the Headteacher of Badsey First School, a representative from the School Governors and co-opted members who may be interested in furthering the work of BADSEY FIRST OUT OF SCHOOL.

All parents are automatically members of BADSEY FIRST OUT OF SCHOOL and are entitled to attend the Annual General Meeting. If parents or carers have any matters which they wish to be discussed, please contact the Coordinator, the Chair of the Management Committee or the Secretary.

TO FIND OUT MORE INFORMATION

The telephone number of Badsey First School is 01386 830325. The Headteacher and Coordinator can be contacted on this number during opening hours. At other times, the Coordinator can be reached on 01386 831539.

If you are interested in joining BADSEY FIRST OUT OF SCHOOL, please don't hesitate to ring and make an appointment.