

Childcare and Community Centre

Hilton Street

OUT OF SCHOOL CLUB

&

HOLIDAY CLUB

CHILDCARE AND COMMUNITY CENTRE
HILTON STREET
ASHTON IN MAKERFIELD, WIGAN, WN4 8PD

TELEPHONE: 01942 274684
EMAIL: Reception@ymcaashton.org

Childcare and Community Centre

Hilton Street

Out of School Club

Mission Statement

Childcare and Community Centre aims to
provide quality

childcare for families within the Ashton,
Wigan and District area.

Our provision aspires to

Remain value for money, offer flexible
childcare solutions in a homely environment
& with a strong focus on family values where
children can belong, contribute & thrive.

WELCOME TO OUT OF SCHOOL CLUB

**Welcome to Childcare and Community centre, Out of School Club and holiday club.
We thank you for choosing us.**

Our aim is to provide a first class customer service to all families.

Our club is a great way for children to have fun, exercise and meet new friends.

The Out of School Club is located within our large multi purpose hall that can accommodate 45 children.

We also have the use of two other smaller rooms for the quieter activities such as, movies, reading, homework and computer skills.

Ratios

The ratio in the OOSC and Holiday Club is 1:15 for children.

Staff

All our staff are highly qualified. Our OOSC Supervisor holds a Level 4 qualification and the nursery nurses are Level 3 qualified.

Staff are First Aid trained and have regular training suitable for their roles and responsibilities.

The Management team hold collectively Levels 4,5,and 6.

Outdoor Areas

Our play areas were built with children's safety in mind. Risk assessments are carried out daily and every time a child goes out to play. We have various activities and sports played outside such as basket ball, hockey, football, dodge ball team games etc. we try to go out every day (weather permitting)

Learning

Staff are happy to carry out homework and reading with your child.

EYFS—Children up to the end of reception.

Each child within our OOSC up to the end of reception will be allocated a key person on their first visit. Their key person will be a fully qualified nursery nurse who will work closely with your child and fill in their progress and educational records. This is carried out inline with views from your child's school.

You can access your child's records at any time.

The EYFS is planned to meet each child's individual needs and your child will be acquiring new knowledge and demonstrating their understanding through the 7 areas of learning and development.

3 Prime Areas

- **communication and Language**
- **Physical development**
- **Personal, Social and Emotional**

4 Specific Areas

- **Literacy**
- **Mathematics**
- **Understanding of the World**
- **Expressive Arts and Design.**

GENERAL INFORMATION

Opening times

The out of School Club is open from 7:30am –9am for breakfast club and 3pm-6pm for afterschool club (wrap around covers both ends of the day) Monday to Friday.

Holiday Club runs from 7.30am—6pm full days or half day sessions 7.30am-1pm or 1pm-6pm.

Extended opening hours by request 7am-6:30pm Monday to Thursday and 7am-6pm Friday.

We are closed on bank holidays and during the Christmas period. There may be times of extreme weather (ie: snow) where we may have to close the OOSC at short notice. This is very rare and all parents are informed as quickly as possible if we are needing to close. This is done in conjunction with all the other local schools and nurseries and is risk assessed at the time for the safety of all children, parents and staff.

Fees Out of School Club

You will receive an invoice each month either by email or letter. All fees are payable by the 1st of every month (and no later than the 5th of the month) Fees are payable upfront for the month ahead. We ask that you keep a copy of all your receipts for your own reference incase of any queries relating to your invoice. You can obtain a copy of the monies owed and payments made by asking a member of staff who will be happy to help.

If your child is absent due to sickness and holidays, charges will apply as normal. The only exemptions to this are any school groups that occur on your child's normal day, this should be supported by a letter of conformation from the school. Fees will **NOT** be charged for bank holidays or over the Christmas period.

Holiday Club Fees

For holiday club places only, NO deposit is required and fees must be paid for in advance by the Friday (week before) holiday club starts.

Ways to pay

Cash—monthly (in advance)

BACS—monthly (in advance)

Standing orders

Child Care Vouchers

Deposit

We require a £50.00 deposit to secure your child's place. You can pay by direct credit or cash.

If you decide NOT to take a place as requested, then your deposit becomes NON Refundable.

Providing you are not outstanding any fees when your child is due to leave, then your deposit will be returned to you by cheque, otherwise it will be used as part payment for any outstanding fees.

Charges

If you present a cheque as payment for your child's fees that is not honored by your bank, then Childcare and Community Centre will make an additional charge of £8.00 to your account. This is to cover administration costs and bank charges. If this situation occurs then we will ask for cash or bank transfer for future payments.

Late fees are charged at £8.00 per 5 minutes if you are late picking your child up after their session has finished.

Leaving the Out of School Club

If you wish to terminate your child's place at the out of school club or change permanent sessions then 1 months notice is required in writing. This should be given to the Nursery Manager—Nicola Ambler or Deputy Manager Lisa Pendlebury-Green.

Policies and Procedures

All our policies and procedures are available for you to view at your request. If you wish to have a copy of the policies, please see a member of staff.

Security

The entrance to the out of school club and holiday club is via reception. When your child starts with us, you will be issued with a password which is unique to them. We will ask for this when you collect your child until the staff become familiar with your identity. Please do not be offended by this, it is our responsibility to make sure that your child is safe at all times. No person unfamiliar to us will be allowed to take your child from the setting.

Outings

During the holiday periods, we plan weekly trips to many different attractions. These can include: Cinema, Cadbury world, Sea life Centre, Chester zoo, Chill factor etc. All trips are well planned and risk assessed and all policies, procedures, guidelines and ratios are followed at all times. Trips are subject to an additional charge and must be pre-booked with payment in advance. Please note, there are limited places available so we advise you to book well in advance to avoid disappointment.

MEAL TIMES

Here at Childcare and Community Centre, all dietary needs are catered for by our nursery cook.

It is our role to promote a healthy diet for every child in our care.

Drinks are provided throughout the day to all children and are easily accessible.

We have achieved the Healthy Business Award and currently hold a 5 star food hygiene rating from the food standards agency.

What's included

Breakfast club— A range of breakfast cereals served until 8.30am

Afterschool Club— Tea and pudding

Wrap Around Club— Includes all meals

Holiday Club *includes breakfast cereals served until 9am

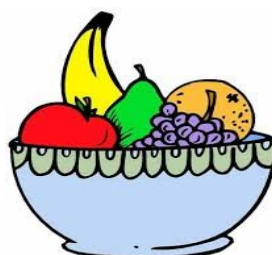
*snacks mid morning and mid afternoon

*One 2 course meal per day (which is usually lunch time therefore you are required to bring a packed lunch for tea).

Examples of the menu is available for you to take home on request.

Alternatives are given to those children who have a dislike to the food on offer.

All allergies / dietary requirements / religions are catered for.



SICKNESS

DISEASE	DAYS OF EXCLUSION
Chickenpox	6 days after rash begins, or when all blisters have scabbed over before returning.
Measles	1-3 days or until infection has passed before returning
Mumps	9 days after swelling begins before returning
Conjunctivitis	1-3 days or until infection has passed before returning
Diarrhoea disease	24 hours after last loose bowl movement before returning
Head lice	24 hours after treatment received before returning.
Influenza	N/A
Whooping Cough	5 days after antibiotics and seek Doctor's advice before returning
Scabies	24 hours after treatment before returning
Impetigo	Until skin is healed before returning

CHILDCARE AND COMMUNITY CENTRE,
HILTON STREET
ASHTON IN MAKERFIELD, WIGAN, WN4 8PD

TELEPHONE: 01942 274684

Childcare and Community Centre

Hilton Street

	<u>Breakfast club</u>	<u>Afterschool club</u>	<u>Wraparound</u>
<u>Out of school club</u>	<u>£6.00</u>	<u>£10.25</u>	<u>£15.00</u>

Holiday Club

Half day 7:30 - 7:00pm or 1:00 - 6:00pm £15.00

Full day 7:30 - 6:00pm £20.00

Extended opening hours by request

Monday to Thursday 7am-6:30pm

Friday 7am-6pm

LATE CHARGES—£8.00(Per 5 Mins)

All sessions must be paid in full including any holidays and / or time off due to illness.

Extended hours slot—£1.75

**CHILDCARE AND COMMUNITY CENTRE,
HILTON STREET
ASHTON IN MAKERFIELD, WIGAN, WN4 8PD**

TELEPHONE: 01942 274684

Childcare and Community Centre, Hilton Street,

Out of School Club Application Form

Hilton Street

Telephone:01942-274684

Ashton in Makerfield

Fax: 01942-722924

Wigan

email: reception@ymcaashton.org

WN4 8PD

Childs Full Name.....D.O.B...../...../.....

Address.....

.....Postcode

Please enclose a copy of their Birth Certificate

Person who has Parental Responsibility.....

Email address to receive invoices.....

Legal Parent/Guardian Name (1).....Home phone no.....

Work phone no.....Mobile(s).....

Legal Parent/Guardian Name (2)..... Home phone no.....

Work phone no.....Mobile(s).....

Legal Parent/Guardian Name (3)..... Home phone no.....

Work phone no.....Mobile(s).....

Emergency Contacts/Authorised Child Collectors

1)Name.....Relation.....Tel.....

2)Name..... Relation..... Tel.....

3)Name..... Relation..... Tel.....

Child's doctor.....Telephones.....

Address.....

Parental permission is required to seek any necessary emergency medicine or treatment in future. Parents would be contacted immediately if the need to implement action.

Immunisations Received.....

Where did you hear about the YMCA Out of School Club?:.....

Any Special Requirements (disability, diet/allergies/cultural).....

Which School does your child attend?.....

Times of opening 7.30 – 9am, 3.30-6pm Mon – Fri

Start date required:

Sessions Required

...../...../.....

Day	Mon	Tues	Wed	Thurs	Fri
Breakfast Club					
After School					
Wrap around					

Conditions of Application

Please read the following conditions carefully before requesting a place at the Childcare and Community Centre Out of School Club.

Please note **ALL** Parents/guardians/Primary carers will be expected to complete a payment agreement which is their commitment to paying their nursery fees.

Fees

A minimum deposit of £50 per child is required to hold the place and is non refundable if you do not take up the place. Deposits are returnable if one month's notice of leaving is given and all fees are paid up to date.

I agree to pay fees by the 1st of the month in full (and not later than the 5th of the month) in advance for the month ahead.

Fees must be paid either cash or direct credit/childcare voucher.

I will give the manager one months notice in writing if I choose to cancel my child's place.

I agree to pay for extra sessions upfront (where possible) and understand that extra sessions may be refused if I have a balance outstanding on my account.

Fees are payable in full every month and payment is still expected in the event of illness or holidays with an exemption of school activity clubs on the child's normal day of attending. Proof of this must be shown with a letter from school.

Unless I give one months notice to reducing my child's sessions by informing the manager in writing, I accept I will be held responsible for paying my child's pre booked child care.

A late fee will be charged for any child collected late after a session (please see fee leaflet for further information)

Health

In the interests of the health safety and welfare of all children, we reserve the right to exclude a child from out of school club in the event of illness or threat of infection to others. If a child vomits, has diarrhoea or an unexplained rash, then staff will contact the parent/guardian and for their child to be collected immediately.

Treatment of minor accidents will be given by a qualified first-aider in the out of school club. In case of an emergency, if you or your nominated contact are not available then we request your prior consent to allow the staff to act appropriately. This will allow for us to call for medical expertise and call an ambulance if required (NB only you can consent to treatment but if you are not available a doctor may give treatment anyway if the emergency warrants)

All accidents will be recorded in the Accident Book. Parents will be asked to sign this book after they have been informed of an accident. You are entitled to a copy of the accident details if you require.

It is the policy of the out of school club. Only medicines provided by the child's doctor, dentist or nurse can be given to children in our care. Any non-prescription medication- e.g. Pain and fever relief or teething gel, may be administered, but only with the prior written consent of the parent and only when there is a health reason to do so.

The policy of the Childcare and Community Centre via its staff is to refuse any medication for a child without the strict supervision and authority of a parent/guardian.

Please note that If your child has a temperature or a rash at the start of the day please think twice about placing your child in the OOSC. If by the end of the day both temperature or rash have disappeared, please do not hesitate to rejoin your child to the out of school club the following day. (This is not only in the interest of your child but other children within the setting.)

Parent/Guardian Signature :.....

Childcare and Community Centre, Hilton Street.

Holiday Club Application Form

Hilton Street
Ashton in Makerfield
Wigan
WN4 8PD

Telephone: 01942-274684
Fax: 01942-722924
email: reception@ymcaashton.org

Childs Full Name.....D.O.B...../...../.....

Address.....

.....Postcode

Please enclose a copy of their Birth Certificate

Person who has Parental Responsibility.....

Email address to receive invoices.....

Legal Parent/Guardian Name (1).....Home phone no.....

Work phone no.....Mobile(s).....

Legal Parent/Guardian Name (2)..... Home phone no.....

Work phone no.....Mobile(s).....

Legal Parent/Guardian Name (3)..... Home phone no.....

Work phone no.....Mobile(s).....

Emergency Contacts/Authorised Child Collectors

1)Name.....Relation.....Tel.....

2)Name.....Relation.....Tel.....

3)Name.....Relation.....Tel.....

Child's doctor.....Telephone.....

Address.....

Parental permission is required to seek any necessary emergency medicine or treatment in future. Parents would be contacted immediately if the need to implement action.

Immunisations Received.....

Any Special Requirements (disability, diet/allergies/cultural).....

.....

Times of opening 7.30 -6.00pm Mon – Fri

Conditions of Application

Please read the following conditions carefully before requesting a place at the Childcare and Community Centre Out of School Club.

Please note **ALL** Parents/guardians/Primary carers will be expected to complete a payment agreement which is their commitment to paying their nursery fees.

Fees

A minimum deposit of £50 per child is required to hold the place and is non refundable if you do not take up the place. Deposits are returnable if one month's notice of leaving is given and all fees are paid up to date.

I agree to pay fees by the 1st of the month in full (and not later than the 5th of the month) in advance for the month ahead. If paying weekly, fees must be paid for at the beginning of the week for the week ahead with prior consent from management.

Fees must be paid either by cash or direct credit/childcare vouchers.

I will give the manager one months notice in writing if I choose to cancel my child's place.

I agree to pay for extra sessions upfront (where possible) and understand that extra sessions may be refused if I have a balance outstanding on my account.

Fees are payable in full every month and payment is still expected in the event of illness or holidays with an exemption of school activity clubs on the child's normal day of attending. Proof of this must be shown with a letter from school.

Unless I give one months notice to reducing my child's sessions by informing the manager in writing, I accept I will be held responsible for paying my child's pre booked child care.

A late fee will be charged for any child collected late after a session (please see fee leaflet for further information)

Health

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Treatment of minor accidents will be given by a qualified first-aider in the out of school club. In case of an emergency, if you or your nominated contact are not available then we request your prior consent to allow the staff to act appropriately. This will allow for us to call for medical expertise and call an ambulance if required (NB only you can consent to treatment but if you are not available a doctor may give treatment anyway if the emergency warrants)

All accidents will be recorded in the Accident Book. Parents will be asked to sign this book after they have been informed of an accident. You are entitled to a copy of the accident details if you require.

It is the policy of the out of school club. Only medicines provided by the child's doctor, dentist or nurse can be given to children in our care. Any non-prescription medication- e.g. Pain and fever relief or teething gel, may be administered, but only with the prior written consent of the parent and only when there is a health reason to do so.

The policy of the Childcare and Community centre via its staff is to refuse any medication for a child without the strict supervision and authority of a parent/guardian.

Please note that If your child has a temperature or a rash at the start of the day please think twice about placing your child in the OOSC. If by the end of the day both temperature or rash have disappeared, please do not hesitate to rejoin your child to the out of school club the following day. (This is not only in the interest of your child but other children within the setting.)

Parent/Guardian Signature :

Childcare and Community Centre

Hilton Street

Out of School club

All About me

Please complete this booklet with as much information as possible.
Thank You.

My Name is.....

When I start Out of School Club I will be.....old.

I will be going / go toSchool

My birthday is.....

I live with.....

.....

Most of the time I will be brought and picked up by.....

.....

Sometimes I might be collected by.....

I like to eat.....

.....

What are your main interest:

.....

.....

What things do you find difficult or would like to get better at:

.....

.....

I have the following special requirements.....

.....

.....

.....

.....

(Any dietary, medical or religious needs)

My favourite foods are.....

.....

Please feel free to talk to your child's key person about anything regarding your child. They will inform you on a regular basis of your child's progress within the setting.

I am allowed to wear a plaster in the event of a minor accident at out of school club.

(Parents Signature)

.....

I am allowed to go on a local outings with the out of school club staff.

(Parents Signature)

.....

I am allowed to wear sun cream when the weather is hot.

(Parents Signature)

.....

I give permission for a suitably qualified first aider / paramedic or doctor to administer the appropriate emergency treatment if needed.

(Parent Signature)

.....

Childcare and Community Centre

Hilton Street

Photography – Consent Form

I consent that my child's photography may be used in one of the following ways:

- Out of School Club / Holiday Club Publications including newsletters
- Multi screen (Located in reception)
- Our Out of School Club website
- With a press release that could appear in a local newspaper
- Display within the Out Of School Club / Holiday club

(NB please cross out any of the above if they are not acceptable to you)

My Child's Name:

Parents / Guardian Signature:-

Date:-

Please return this to Childcare and Community centre, Hilton Street.

If you would like to know more, please contact :-

Nicola Ambler

Tel:- 01942 274684

Email :Nicola.ambler@ymcaashton.org

Keep up to date with news and events.

Here at Childcare and community Centre communication with our families is very important. We want you to have all the information you need at your fingertips. So we have subscribed to a mobile phone APP which is free for you to download and it will give you all the information that you need about life in nursery.

How to get started:

- Go to your mobile app provider such as app store.
- Search for ourschoolapp and download it for free.
- You will be asked for our postcode which is WN4 8PD
- It should then bring up Hilton Street Childcare, Which you select.

That's it, your set up. Have a look at our features. You can see our web page, application packs, calendar dates for term times, access contacts to email or call the manager and most importantly you can see our news feed. This is where all the important messages will be uploaded by nursery. You will get a push notification on your device every time a new item is added.

We hope you find this APP very useful.