

Childcare and 
Community Centre
Hilton Street

Out of School and Holiday Club Pack 2026



Childcare and Community Centre Ashton and
District (CCCAD)

Address: Hilton Street, Ashton-in-Makerfield, Wigan, WN4 8PD
T: 01942 274 684 E: info@cccad.co.uk W: www.cccad.co.uk

Mission Statement

Hilton Street Childcare 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 and with a strong focus on family values, where children can belong, contribute and thrive.



Welcome to Out of School Club

**Welcome to Hilton Street Childcare, 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, 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.

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. 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 in case 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.

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

General Information

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 BACS, otherwise it will be used as part payment for any outstanding fees.

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

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 throughout the day are available to all children. We have achieved the Healthy business award and currently hold a 4 star food hygiene rating from the food standards agency. Below is an example of a daily menu here at Childcare and Community Centre.

🌈 Breakfast Club — Choice of Cereals, milk/water to drink, Toast and Fruit

🌈 Afterschool Club — Snack – Fruit bowl and drinks available throughout session.

🌈 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).



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 bowel movement before returning
Head lice	24 hours after treatment received before returning
COVID	We follow Health Protection Agency guidelines
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



Nursery Prices (effective from 1 April 2025)

	Breakfast Club	Afterschool Club	Wraparound
OOSC 5 - 11 yrs	£6.50	£11.50	£16.50

Holiday Club

Half day 7:30 - 1:00pm or 1:00pm - 6:00pm £17.50

Full day 7:30 – 6.00 pm £25.00

Extended opening hours by request

Monday to Friday 7:30am - 6:00pm

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 — £5.00



Out of School Club Application Form

Address: Hilton Street, Ashton-in-Makerfield, Wigan, WN4 8PD
T: 01942 274 684 E: nicola.ambler@cccad.co.uk

Child's Full Name..... D.O.B...../...../.....

Please attach a copy of your child's birth certificate and NHS number

Person who has Parental Responsibility.....

Address.....

.....Postcode

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).....

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.

Immunizations Received.....

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

Where did you hear about Nursery?

Which School does your child attend?..... Start date required:

Times of opening 7.30am- 6pm Mon – Fri

Sessions Required

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
Afterschool Club					
Wrap Around					

Conditions of Application and Contract

Please read the following conditions carefully before requesting a place at the Childcare and Community Centre, Hilton Street Nursery.

Fees

Holding a place – A minimum deposit of £50-, or one-weeks fees whichever is greater is required for all places, non returnable if the place is not taken up. If you increase sessions after the deposit is paid, you will be required to add to this to match the weekly fee. 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 no 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 room supervisor one months notice in writing if I choose to cancel my child's place.
- I agree to pay for any extra sessions upfront (where possible) and understand that extra sessions may be refused if I have a balance outstanding on my account.
- Unless I give one months notice to reducing my child's sessions by informing the room supervisor in writing, I accept I will be held responsible for paying my child's pre-booked care.
- Fees are payable monthly and are payable in full (i.e., payment must be made in the event of illness, holidays etc.) an exception is made If a child is hospitalized up to a period of two weeks.
- A late fee will be charged for any child collected late after a session
- Fees are inclusive of breakfast, cooked meals, morning and afternoon snacks and drinks.

Health

- In the interests of the health safety and welfare of all children, we reserve the right to exclude a child from nursery 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 will be asked to collect them immediately.
- Treatment of minor accidents will be given by a qualified first-aider at nursery. 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 policy that 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 Hilton Street Childcare 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 OOSC.

Parent/Guardian Signature :.....

Holiday Club Application Form

Address: Hilton Street, Ashton-in-Makerfield, Wigan, WN4 8PD

T: 01942 274 684 E: nicola.ambler@cccad.co.uk

Child's Full Name..... D.O.B...../...../.....

Please attach a copy of your child's birth certificate and NHS number

Person who has Parental Responsibility.....

Address.....

.....Postcode

Email address to receive invoices

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

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

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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.

Immunizations Received.....

.....

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

Times of opening 7.30am- 6pm Mon – Fri

Conditions of Application and Contract

Please read the following conditions carefully before requesting a place at the Childcare and Community Centre, Hilton Street Nursery.

Fees

- I agree to pay fees by the 1st of the month in full (and no 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 room supervisor one months notice in writing if I choose to cancel my child's place.
- I agree to pay for any extra sessions upfront (where possible) and understand that extra sessions may be refused if I have a balance outstanding on my account.
- Unless I give one months notice to reducing my child's sessions by informing the room supervisor in writing, I accept I will be held responsible for paying my child's pre-booked care.
- Fees are payable monthly and are payable in full (i.e. payment must be made in the event of illness, holidays etc) an exception is made if a child is hospitalised up to a period of two weeks.
- A late fee will be charged for any child collected late after a session
- Fees are inclusive of breakfast, cooked meals, morning and afternoon snacks and drinks.

Health

- In the interests of the health safety and welfare of all children, we reserve the right to exclude a child in the event of illness or threat of infection to others. If a child vomits, has diarrhoea or an unexplained rash whilst at holiday club, then staff will contact the parent/guardian and will be asked to collect them immediately.
- Treatment of minor accidents will be given by a qualified first-aider at nursery. 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 policy that 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 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 Hilton Street Childcare is to refuse any medication for a child without the strict supervision and authority of a parent/guardian.

Parent/Guardian Signature :.....

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 beold.

My birthday is.....

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

.....

Sometimes I might be collected by.....

I live with.....

.....

I like to eat

.....

What are your main interests:

.....

.....

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

.....

.....

(Any dietary, medical or religious needs)

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

All About Me

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 outing 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.

(Parents Signature)

.....

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@cccad.co.uk

Our Schools App

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.

Our Facebook is <https://www.facebook.com/hiltonstreet.childcare.7>

Our Instagram is <https://www.instagram.com/hiltonstreetchildcare/>