



# **Out of School Club**



Heathfield Out of School Club was started in September 1999 by a committee of parents. The club provides safe and secure childcare facilities both before and after school.

HOOSC is a non-profit making organisation.

The running of the club was taken over by the school's governing body in December 2005 on the same basis that it would be non-profit making.

Two experienced play-care workers, both with experience in working with children and who hold appropriate childcare qualifications have been appointed. They are also assisted, when necessary by a short list of non-teaching staff from Heathfield School.

The Out of School Club operates in the school building using the hall and the KS1 area. During the summer months activities are held in the playground.

A wide range of activities are available including:-

- Creative Activities
- Access to computer
- Outdoor play area
- Team/Board Games
- Drawing/Reading .....and many more!

## **The Aims of HOOSC**

The aims and objectives of HOOSC are:

1. To provide an excellent service to parents. Creating a safe, well equipped and stimulating environment in which children can play. Providing parents with the opportunity to work.
2. To show warmth and respect, to encourage a child's individuality and actively promote the development of a positive self image within each child.
3. To provide a wide range of activities, meeting the needs and abilities of all age groups within the setting and encourage children to participate in activities, at the same time giving them the opportunity to choose their own leisure activities.
4. To respect a child's culture, ethnic origin or religion, to eliminate racism by:
  - a) Welcoming ethnic minority contributions to the policies and practice of the club.
  - b) Providing positive images of different ethnic minorities and cultures, e.g. toys, food, clothing and festivals.
5. To provide places for special needs children if appropriate, with staff who are trained to give the child and parent/carer support.
6. To encourage the participation of parents/carers in all aspects of the running of the club.
7. To encourage the parents/carers to visit the facility at any time.
8. To encourage a child's expression of emotions, such as anger, frustration, sadness, happiness with peers or staff.

## **Policy and procedure for sick children**

HOOSC will inform you via emergency contact numbers if your child shows any signs of illness whilst attending. If there is any change in contact numbers it is important that you inform the club as soon as possible.

If your child is suffering from any communicable disease such as:- Covid 19, diarrhoea, vomiting, high fever, chicken pox, measles, mumps etc. please inform the club as soon as possible. It would be appreciated if your child did not attend until all symptoms have cleared, and in the case of sickness/diarrhea until 48 hours after the last episode.

Only medicine prescribed by the doctor for an illness thought to be life threatening e.g. asthma, can be given to children. You are asked to complete a consent form giving clear instructions for the administration of the medicine.

## **Staff Members**

**Senior Play Care Worker**

**Emma Taylor**

**There is also a bank of non-teaching staff  
Who help out when required.**

## **Complaints Procedure**

We hope that there will be no need for you to use this service. However, if you have any reason to make a complaint, please do not hesitate to contact a member of staff or the senior play care worker.

A complaints form is available to be completed by the parent/carer. The address and telephone number of O.F.S.T.E.D. is also on the form for your use.

The complaint will be dealt with immediately and the form will be recorded with details of the outcome. A copy will be available for both parties.

### **Settling in Policy**

1. The club will work in partnership with parents/carers to settle the child into the setting.
2. The parents/carers will bring the child to be introduced to staff members before the child attends.
3. As the child is settling into the setting, parents/carers will liaise with staff to ensure the child is happy.

### **Behaviour Policy**

It is the belief of our setting that both children and adults flourish best in an ordered environment in which everyone knows what is expected of them. Our setting is a place in which children are able to develop their learning and play without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop the self-discipline of mutual respect and encouragement, by following the Heathfield values. Staff will liaise with parents/carers at all times regarding their child's behaviour. Please read the behaviour policy in full.

### **Equal Opportunities Policy**

All children are treated with equal concern and HOOSC strives to respect all children, regardless of their religious, racial origin, cultural and linguistic background.

### **Special Needs**

HOOSC supports the integration of children/adults with special needs within the setting and has a commitment to working with parents/carers and other agencies.

Children with special needs are admitted into the setting but only after consultation between the parents/carers and senior members of staff. It must be agreed that the setting can meet the specific individual needs of the child.

### **Registration/Booking In**

Upon registration you will be asked to complete a registration form consisting of emergency contact numbers, known allergies that your child may have etc, please fill this in, in full.

**Regular sessions are booked termly** and paid for each Thursday for the following week. Should you need to cancel sessions for the next term, this must be done in writing, via the HOOSC email, by the last week of any given half term. Ad hoc sessions can only be cancelled up to the Thursday of the week before. 'One off' sessions may be booked each week if space allows. Please note **all** sessions booked must be paid for in full, whether your child attends or not. HOOSC would like to remind parents/carers that the completed registration form is a form of contract between HOOSC and themselves.

## **Before & After School Club**

**All sessions payable in advance via Parentpay**

### **Opening Times & Prices**

|                   |  |
|-------------------|--|
| <b>Mornings</b>   | <b>8.00am - 8.45am</b>                 |
| <b>Afternoons</b> | <b>3.15pm - 5.30pm Monday-Thursday</b> |
|                   | <b>3.15pm - 5.00pm Friday</b>          |

### **Session costs**

For parents needing individual sessions you can choose from a selection of morning and afternoons as needed

|                                       |               |        |
|---------------------------------------|---------------|--------|
| Morning session                       | 8.00 - 8.45am | £5.50  |
| Morning session (half session)        | 8.20 - 8.45am | £3.50  |
| After school session (includes snack) | 3.15 - 5.30pm | £11.00 |
| After school session (1 hr only)      | 3.15 - 4.15pm | £6.00  |

Afternoon sessions include a light snack. Water is available to children at all time

## **Late Fees**

It is school policy, that if any student is collected late after school, that they will be placed into HOOSC until a parent arrives. A fee of £6.00 will then be added to the child's Parentpay account for immediate payment. Should you expect to be late, please inform school as soon as possible and be aware that you then have until 4.15pm to collect.

### **Others services provided by HOOSC**

Currently, we run a cinema club each Friday. This will include a snack whilst watching an age-appropriate movie.

|                           |              |
|---------------------------|--------------|
| <b>Friday 3.15-5.00pm</b> | <b>£6.00</b> |
|---------------------------|--------------|

**Sessions are booked on a half termly basis at a cost of £6.00 per session, or is included in the price of a full afternoon session.**

**Please note all sessions booked must be paid for in full, whether your child attends or not, this includes illness.**