Scotforth St Paul's School, Scotforth Road, Lancaster, LA1 4SE-
Tel: 07796569719 Email: admin@scotforthplayschemes.co.uk
Scotforth After School Club is a company limited by guarantee. Registered in England number 7270756. Registered Office Dalton House, 9 Dalton Square, Lancaster, LA1 1WD

Scotforth & Cockerham Breakfast, After School & Holiday Playschemes

Scheme Information & Guidelines for Parents / Guardians 2024/25

Scotforth After School, Breakfast and holiday Club is a non-profit making social enterprise funded purely by a mix of parental fees and grant applications. Scotforth After School & Cockerham & Scotforth Breakfast Club is managed and delivered by a Managing Director of the social enterprise company that is limited by guarantee.

The Scheme cares for children from pre-school (At Scotforth School only) and children in primary education at scotforth & Cockerham school and offers a variety of activities ~ including healthy snack preparation and cookery, arts, crafts, sports, games, quizzes and a wide variety of stimulating activities planned to encourage learning and development through play.

The scheme also welcomes children in year 7 at secondary school during the holidays.

All users must adhere to the Guidelines issued within the Scheme guideline as they form our terms and conditions of our service.

Scotforth After School Club

Children are met in the allocated areas in school by a team of playcare workers. At the club children have a snack and are given the opportunity to join in a wide range of play and child centred activities, or if they are feeling tired to relax at the club – after all it can be hard work going to school.

Children from Cockerham Parochial school may be escorted via MPV and attend Scotforth After school club when a booking and parental consent has been obtained through the Ipal system
Children are then collected from After School Club by parents / guardians before 6.00pm. Please inform the play care team if your child is going to be involved in any sort of after-school club at school. We can accommodate collecting children within Scotforth School but unfortunately would not be able to carry-out an alternative collection from Cockerham.

We do not encourage the children to bring their own toys or personal belongings, as Scotforth Breakfast & After School Club organisation cannot be held responsible for loss or damage.

The playcare team organise a weekly programmes offering a varied range of play and leisure activities, for example, group games, arts and crafts, drama, sports, baking, playing out, etc. In addition to this, breakfast & after school club provides a range of toys and equipment for the children to play with and space for the children to relax and have some quiet time. A weekly programme is available to view on request which staff design in consultation with the children that attend.

Breakfast Club

Our current policy is that parents and children from Scotforth St Paul's nursery & primary and Cockerham Parochial school may only access our breakfast club and therefore places are not currently open to children from neighbouring schools.
Scotforth Breakfast club operates from 7.45am until 8.45am and in Cockerham 7.30 until 8.45am before school starts. Children enjoy breakfast with a wide variety of choice of cereals, toast, pancakes, crumpets, yoghurts & fruit. Children are then able to play with toys, games or enjoy our morning craft table and play physical hall games before going out to play just before school starts. All children need to be pre-booked through a parent IPAL account before attending

Registered Families:

We can only take bookings and secure places when children have been fully registered on the IPAL booking and payment system. To ensure that we hold updated information in order to help safeguard children we ask families to update the information on the system annually in the summer term before the next school years starts.

Scotforth Holiday Playschemes:

We welcome children from all schools during our holiday clubs. The programme details, available places and all related information can be read from the Ipal account (under holiday club info)

Breakfast will be served from 8.00am to 8.30am where children will be offered a selection of different cereal, toast & crumpets etc and fruit juice. Everyday there will be planned and organised activities around themes and a structure for ensuring children get a variety of age appropriate play opportunities across all areas of development.

Children are then collected from the playscheme by parents/guardians by 1.15pm (morning session) and before 6.00pm (full day & afternoons). Please inform the play care team if your child is going to be collected by somebody different from usual.

We do not encourage the children to bring their own toys or personal belongings, as Scotforth After School Club organisation cannot be held responsible for loss or damage.

The playcare team organise a weekly themed programmes offering a varied range of play and leisure activities, for example, group games, arts and crafts, drama, sports, baking, playing out, etc. In addition to this, we provide a range of toys and equipment throughout the day for the children to play with and space for the children to relax and have some quiet time. A weekly programme will be displayed on the notice boards, which will include other necessary information, for example, notice for parents regarding any changes that parent need to know about.

A variety of half day and one full day trips may be organised during summer playscheme. All trips are well staffed and risk assessed as we are committed to ensure safety during our trips & outings.

Please can all children bring a waterproof jacket, trousers and wellies for the days that we provide local trips.

. Tax Free Childcare & Early Years Funding

The government offer most working families the opportunity to sign up for tax free childcare cost. Parents are able to sign up online and pay into a government account that then is topped up by the government. For every £10 paid into the account the account would be topped up with £2 (20%) Parents can then pay their fees directly to us from this account. Link to sign up: https://www.gov.uk/get-tax-free-childcare

Parents with early years children can also access 15 or 30 free hours. Any remaining hours can be applied for and used during our holidays clubs or at Scotforth after school club for those children attending Nursery.

If you are in receipt of universal credit support, please check if you are eligible to claim back 80% of your childcare costs. These benefits are only available to parents using Ofsted registered provision

HAF funded places are subject to funding application for each holiday club and exclude all half terms. Eligible families are children in receipt of benefit related free school meals, with limited places for children who are looked after, SEND or seen as vulnerable.

Health Details and Consent

Please ensure you have thoroughly and accurately completed the information on your IPALaccount clearly making your preference with regard to consent for photos, Social Media, PG films etc

To ensure the health and safety of your child please provide all essential information, including any health conditions, any specific dietary requirements/ food allergies, and if relevant, adults who have parental consent; at least two emergency contacts must be given. We try to insist on arranging a pre-visit to **all** new users. Please contact the managing director on 07796569719 to arrange this.

Current Cost/Prices:

Places are limited and will vary dependent upon staffing. Our costs are as follows:

1) £9.50 per After School session per child. (3.10pm – 6.00pm)
2) £10.50 per After School Collection from Cockerham
3) £5.50 per session term time -Breakfast Club (7.45am – 8.45am)
4) £8.50 per session term-time Cockerham Early Breakfast Club (7.30am- 8.45am)
5) £27.00 per day Holiday Club (8.30am-6.00pm)
6) £16.00 per half day (AM- 8.30am – 1.15pm – PM- 1.15 – 6.00pm)
7) £3.00 Holiday Breakfast (8.00am – 8.30am)
8) Holiday Nursery full day- £30.00
9) Nursery Half day- £19.00

Early Years Nursery funding can be accessed for families who have term time hours remaining and wish to use them during the holidays. A parental agreement form must be completed before we are able to apply for the funding. Please talk to Marie Smith -07796569719

Bookings and Payments

- All sessions booked must be paid for but can be cancelled within a two week + time frame
- Sessions can be swapped and adjustments made online before two week notice period only
- Sessions are nonrefundable due to child illness or if the place has not been taken up on the day.
- The Ipal booking system allows parents to book and pay in advance for their childcare
- The online wallet can be topped up to book adhoc (as and when needed)
- For fixed bookings parents can pay monthly by opting to split their payments
  The manager remains the right to cancel childcare places without notice due to non payment of fees.
- Payments can be made via bank card, childcare voucher or bank transfer (using your child's name as a reference) Sort Code: 09-01-27 Account number:78181016.
  Please process a payment order before sending money Parents wishing to pay by vouchers need to register their childcare provider as 'SCOTFORTH AFTER SCHOOL CLUB'. For further information speak to Marie on 07796569719. All cheques need to be made payable to SCOTFORTH AFTER SCHOOL CLUB.

Refunds & Closures

In order to ensure we can meet the cost of our service, it has been necessary to put in place protection to prevent loss of income due to unexpected closures. If our service at either Scotforth,, Cockerham or during the holiday playschemes has to close which has been totally out of our control, then fees will still be chargeable. Such incidents include closures due to ice & snow, industrial strike action, temporary closure due to heating/burst pipes, electrical fault/power outages.

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Where possible we will always stay open to provide our service. If for any reason we have made the decision to close and we could have stayed open. Then a full refund for days your child/ren could not attend would be issued/ credited to online wallets

Dropping Off and Collection of Children

During Scotforth after school club collection points are currently as follows: Nursery class, Monday & Tuesday, year 1 class Wednesday & Thursday and the school Hall on Fridays.
During Easter and summer will be confirmed nearer the time in 2023 while the building work takes place.

During half term holidays we will be operating from the hall and adjacent rooms, drop off and collection will be from the main gate through the playground from the hall door (we will sign post from the main gate)

Only adults (minimum recommended age 16years) identified on the Ipal system will be allowed to collect children. In protecting the safety of the children, **unregistered and unannounced adults** will not be allowed access to the building.

Please note - Taxi Service: Scotforth playscheme does not support the use of a taxi service without an adult escort. However we acknowledge that for some users this is at times necessary due to home circumstances. In this event playscheme must be informed in advance, in writing, detailing the arrangements, i.e., name, address, and telephone number of the taxi of the taxi company booked. Parents / guardians must in addition include their consent and acknowledge responsibility for all arrangements regarding the taxi service.

Parents / guardians must adhere to the opening times and strive to collect their child on time. The Scotforth After School Club organisation has the right to make an additional charge in the event of users persistently failing to collect their child within the specified times. This charge will be in line with payment for additional staffing cover.

Contact Hotline

If your child is unwell and unable to attend holiday club. Please make sure you leave a message to let us know that they will not be attending.

Scotforth Breakfast (Emma TB & Emma Flynn)

Cockerham kids Club – 07785527007 (Colleen Pattinson/ Wendy Maycock)
Breakfast Club- Debs Green, Lucy Lambert

Scotforth After School Club & Holiday Playscheme: Marie - 07796569719

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Sickness, Emergency and Appointments

If your child is not attending school due to illness, please can you inform after school club that they will be absent during breakfast & after school club. We follow the same sickness and communicable diseases policy as school.

We request that children are not brought to the playscheme if they are obviously poorly, as from experience we find that we have to contact you and ask you to collect your child. We feel you will agree it is unfair to subject all children to any kind of contagious infection, and to your child

Refunds cannot be given for cancellations made due to ill health/sickness. If you are unsure how long your child will be unwell you can retain your booking but will have to pay whether your child attends or not, as we will be unable to sell the reserved place.

Please note – If an accident occurs whilst you child is under the care , parents / guardians will be informed as soon as possible and a recording made of the accident / incident which parents / guardians will be asked to sign.

The playcare team are unable to escort children home unless in extreme emergency circumstances sanctioned by the Managing director and agreed by the parents / guardians. In the event of parents / guardians failing to collect their child and playcare staff are unable to contact the other registered adults, we have been advised to contact the Duty Social Worker or the Police within what we consider to be a reasonable period of time. Each incident will be assessed individually and sanctioned by the Managing Director & Deputy Manager. Here it is essential that we have at least two registered adults named to collect your child. If you find yourself in a situation where you are going to be late on collecting your child it is essential that you ring as soon as possible and make alternative arrangements.

Behaviour Policy

Thankfully, we generally have little or no problem with children's behaviour; however for the benefit of all children attending the playscheme, our organisation expects certain standards of behaviour from those attending. In the event of unacceptable behaviour occurring, the child will be taken aside and spoken to by staff. If this proves ineffective, the child may be excluded from an activity or requested to leave the group. If a child's behaviour continues to prove problematic – the managing director may decide to contact the child parents / guardians. If not they will speak to whoever collects the child. If over a period of time a child's behaviour is consistently found to be disruptive or gives cause for concern, the Managing Director may choose to suspend or ban the child from attending. A copy of the full behaviour management policy is available on request.

Valuing Children and Users

The Scotforth After School Club organisation aims to be a child centred organisation and values all children on an equal basis regardless of differences, for example, race, religion, gender. The Scotforth After School Club organisation strives to meet the needs of the individual child within the group and provide equal opportunities for all children attending. Discrimination or offensive behaviour

towards children, staff or parents / guardians is not acceptable. Safeguarding the welfare of children is our priority and if we have a concern it is our legal responsibility in some cases to raise issues with parents, record evidence and refer concerns to the appropriate agency (children's integrated services, police etc).

The Scotforth After School Club organisation values the opinion of its children and aims to care for them by: -

- Listening – to what our children have to say
- Seeing – to what needs doing
- Responding – to children's needs
- Working – with children, their families and the community

The Scotforth After School Club organisation operates a no smoking policy and asks users to respect this. We also have a no mobile phone use policy while in our setting and hope that parents will respect and adhere to this request. If you or your child have a comment, compliment or complaint to make about the organisation please do so in the day book or in writing to:

Marie Smith-Managing Director
Scotforth After School Club
Scotforth St Paul's School
Scotforth Road
Lancaster
LA1 4SE

The Scotforth After School Club organisation strives to promote fairness and equality, therefore providing an inclusive service to all or its users.

Please Note:

All of the terms and conditions set out within the parent scheme guidelines are conditional of registration and form a contract between the club and the parent/guardian. The managing Director reserves the right to cancel the contract and childcare places in the event of serious breach of our policies.All of our full policy documents are available to read on request.