



Schools' Out!

Breakfast Club and Afterschool Care



Afterschool Care for Primary School Aged Children in Netherlee Glasgow
7.45am - 9.00am and 3.15pm - 6.00pm*

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Parents are required to follow these guidelines to ensure the smooth and safe operation of the group. Guidelines forms can be downloaded in PDF format as follows:
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[After School](#)

If you require the free Adobe™ Reader™ or need your current reader updating click on the Adobe™ link.



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The fee shall be £11 per afternoon session, £4 per morning session.
Fees shall be charged **fortnightly or monthly in advance**. We also accept childcare vouchers. This fee covers your child/rens attendance at Schools' Out! You will not be invoiced for your fees please use payment envelope provided.

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1. Fees

Parents **MUST** ensure that we are notified by a message left on the answerphone on **0141 571 7309** by 2pm OR by calling **THE SCOUT HALL** on **07923 484 295** or **KIRK HOUSE** on **07923 484 850** if their child/ren will not be attending Schools' Out! as previously arranged, ie, if they do not want their children to be collected from school. Failure to notify us leads to staff searching in vain for absent children whilst other children in our care wait in the playground.

30 days notice of non attendance or cessation of use of the service is required otherwise full fee will be charged.

2. Non Attendance

Parents must inform Schools' Out staff if anyone other than the parent is collecting the child/ren from Schools' Out! This must be done in writing , signed by the parent or registered guardian. Without such a note or direct verbal confirmation from the parent/guardian your child/ren will not be released from our care .

We are sure that you must be aware that this is fully in the interest of your child/ren's safety. If the parent or appointed adult fails to collect the child/ren by **6pm** or notify staff of the delay in collecting them, staff will contact the two emergency contact names on your application form to arrange the uplifting of the children. A charge of £30 will for the late collection of any child.

If your child has not been collected by **6.30pm** and staff have been unable to contact any of the aforementioned contact persons, the Social Services Emergency Contact shall be telephoned for guidance. The Children Act 1989, under which we operate, requires that two members of staff be retained to supervise your child if you fail to collect or make suitable alternative arrangements for their collection. Failure to collect or have your child/ren collected by **6.15pm** shall result in a charge of **£50.00** to cover for any additional staffing and/or hall letting costs incurred by Schools' Out!

3. Collection from Schools' Out!

4. Dropping off and collecting at school

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Thirty days hath
September

Thirty days hath
September,
April, June and November;
All the rest have thirty one,
Excepting February alone
and that has twenty eight
days clear
and twenty-nine each leap
year.

The children shall be escorted to the school playground from the Breakfast Club prior to the sounding of the school bell at 9am. Staff shall remain in the playground until all the children are in school.

Pick up from the school shall take place at 3.15 pm when a member of staff shall collect the P1's from the school door whilst remaining staff members wait at a pre- determined area within the playground for the P2 - P7's to come to them. Once all the children are accounted for they are escorted to either Kirk House or the Scout Hall.

5. Medication

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Parents must inform staff if their child/ren are under medication or have been diagnosed as having a contagious disease, eg, chickenpox, German measles, etc.

The Care Commission advise us that if you wish us to administer any prescribed **OR** unprescribed medicines (eg Calpol) to your child, we can only do so with your prior written consent and by providing us with the child's own medicine bottle, clearly labelled and marked with their name, date of issue, expiry date and signed by you.

6. Admissions policy

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Schools' Out! has an open policy of admissions, ie. open to all children between 4 1/2 and 12 years attending local Primary Schools. Selection is entirely at the discretion of the management and their decision is final.

7. Place retention

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Your child/ren's place can be retained at Schools' Out! over the summer holidays by the payment of a **£35.00** retention fee payable prior to the holiday closing date in June. Please note that this fee reserves your child's place at Schools' Out! and is **not** advanced payment of care fees incurred after the holidays. New start children are required to pay £35 fee at registration only.

8. Time keeping

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Your child/ren are only in our care until 6pm, however, we would ask you to collect your child/ren from Schools' Out! as soon as is practicable after work. It is essential that staff should be able to contact either you or the emergency contact numbers given whilst your children are in our care.

Persistent late collection of your child will jeopardise their place at Schools' Out!

£30 fine for late collection.

9. Updated information and application forms

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We have endeavoured to include as much information as is practicable in our packs and forms, however each year the Care Commission requests additional information be included.

To that end we shall send out new infopacks and applications prior to the Summer holidays. We would request the return of these forms within 14 days of their issue.

If for any reason your circumstances change during term time eg change of address, place of work or study, telephone number, mobile number, etc please notify us immediately in order that we can amend our records.

IT IS ESSENTIAL THAT THE INFORMATION WE HOLD ON RECORD IS UP TO DATE. IN THE EVENT OF AN EMERGENCY YOUR CHILD/REN'S SAFETY MAY DEPEND UPON IT.

10. Policy Documents

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We have a comprehensive list of Policy and Procedure documents which are available for your perusal should you so wish. These policies include: Admissions, Accidents and Incidents, Aims and Objectives, Children's Participation, Child Protection, Confidentiality, Complaints, Emergency procedures, Equal Opportunities, Health & Safety, Infection Control, Staff Recruitment, Whistle blowing.

11. Inspection Reports

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The reports made on our service by the Care Commission are also available , please ask any member of staff to view any of these documents.

12. Complaints and suggestions

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We shall be happy to deal with any complaint that you might have and are always keen to improve the service and care that we provide. To that end we are always willing to listen to any suggestions that you might make.

13. Photography

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Occasionally we may wish to photograph the children at play for use in our own publicity material. If you do not wish your child to be included in these photographs please inform us in writing and your wishes shall be respected.



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* TIMES MAY VARY IF SCHOOL CLOSES EARLIER