

Spring Meadows

Out of School Club

INFORMATION PACK



www.springmeadows.co.uk

abi@springmeadows.co.uk

07760 663056

About the Club

Spring Meadows is a privately run business and has several registered provisions. All of the provisions are run in a very similar way but each have their own unique qualities. An admission form must be completed for each child prior to their first session at the club.

Spring Meadows currently has the following registered provisions:

Stevenage

Letchmore Infant School, Letchmore Road. Stevenage, SG1 3PS

Stevenage

Almond Hill Junior School, Almonds Lane, Stevenage SG1 3RP

Steveange Holiday Club

The Scout Hut, at The Barclay School, Walkern Road. Stevenage. SG1 3RB

Hoddesdon

After School Club based at:

The John Warner School, Stanstead Road. Hoddesdon EN11 0QF

Letchmore Infant School

Is open for all children attending Letchmore Infant school.

Opening times

07:50am until school starts.

Children attending Breakfast club will be offered a choice of toast or cereal and fruit juice. Children wishing to have Breakfast must be in club before 08:25am. Children will then be taken through the school to their classrooms.

After School club starts at 3pm, Children from Letchmore School are brought into the dining room by their class teacher.

Parents dropping off and collecting from Breakfast and / or after school club must use the dining room door not the front entrance.

Fees

Breakfast Club £3.50 per day. (No sibling discounts)

After School Club 3-4:15pm £7.50

 3-5:15pm £8.50

 3-6:15pm £9.50

Sibling discounts apply, 50p per session.

NHS Staff receive a 10% discount.

The club is open every school term day. We do not open for inset days.

All bookings to be made with Abi on 07760 663056 or abi@springmeadows.co.uk or with a member of club staff. Bookings should be made for the week ahead before 11am on a Monday morning unless a consistent booking is in place. If you need to book on the day bookings please so before 11am each day to the above contact info.

Ofsted Registration Number EY469027

Almond Hill Junior School

Is open for all children attending Almond Hill Junior school.

Opening times

07:45am until school starts.

Children attending Breakfast club will be offered a choice of toast or cereal and fruit juice. Children wishing to have Breakfast must be in club before 08:25am. Children will then be asked to go to their classrooms in time for the start of school. After School club starts at 3:15pm, Children will be sent by their teachers to the dining hall to meet after school club staff. Parents dropping off and collecting from Breakfast and / or after school club must use the dining room door not the front entrance.

Fees

Breakfast Club £3.50 per day. (No sibling discounts)

After School Club	3:15-4:15pm	£7.50
	3:15-5:15pm	£8.50
	3:15-6:00pm	£9.50

Sibling discounts apply, 50p per session.

NHS Staff receive a 10% discount.

The club is open every school term day. We do not open for inset days.

All bookings to be made with Abi on 07760 663056 or abi@springmeadows.co.uk or with a member of club staff. Bookings should be made for the week ahead before 11am on a Monday morning unless a consistent booking is in place. If you need to book on the day bookings please so before 11am each day to the above contact info.

Ofsted Registration Number EY541300

Holiday Club

Holiday club is open to any child between the ages of 4 and 12yrs. All children attending must fill out an additional registration form even if they already attend the Breakfast and After School Club.

Opening hours

07:50-6:15pm.

Fees

£3 per hour, Sibling discount of 50p per hour. Max daily cost is £25 per day or £22.50 sibling discounted rate.

NHS Staff are entitled to 10% discount.

Holiday Club is open all school holidays*. Please note we are not open on school inset days unless tagged onto a holiday.

**Please double check the website for Christmas dates as these vary each year.*

Ofsted registration number EY387719

All bookings to be made with Abi on 07760 663056 or Abi@springmeadows.co.uk. A booking form can be downloaded from our website before each holiday.

Hoddesdon

The after school club at John Warner currently collects children from: Cranbourne, Roselands and St John the Baptist.

Opening times

3:15pm till 6pm

Fees

After School Club	3:15-4:15pm	£7.50
	3:15-5:15pm	£8.50
	3:15-6:15pm	£9.50

Sibling discounts apply, 50p per session. All schools collected by car or minibus will incur a £1 travel per session.

Ofsted Registration number EY412749

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General information for all clubs

Staffing

Staff work to a ratio of 1:8 for under 8's. This ratio is a requirement made by Ofsted. As the children leave throughout the evening staffing levels are reduced but will still meet the required ratio. All staff hold current DBS check and current first aid certificates. Ongoing training in relevant subjects is available to all staff and they are encouraged to attend.

Insurance and accidents

The club is Ofsted registered and holds a full insurance certificate. All staff are trained in first aid which is renewed regularly. There is a fully equipped first aid box kept onsite. If a child has an accident, a member of staff will be responsible for recording the information into the accident book, which in turn must be signed by the parent to acknowledge the fact first aid has been given. By signing your child's admission form you consent to your child receiving any emergency medical treatment in your absence, you authorize the staff to sign any form of consent required by medical staff, if a delay in getting your signature could endanger your child's health and safety.

Getting there

After School clubs

The children are taken to the club by a team of walkers (Roselands and St John the Baptist will be collected by car or minibus.) It is important that you provide your child with suitable wet weather clothing. If your child is driven to the club, the member of staff will have a valid insurance certificate for business use.

Arrival and departure

Upon arrival at the club the walker or parent registers each child with the supervisor and reports any accidents or incidents that may have occurred on the way down.

Hoddesdon Club

Parents collecting their children should park in the School car park. Please park to the far right of the car park, walk through the double metal green gates, follow the path to the end, and bear to the left. We are in the second classroom on the left.

Stevenage Breakfast and After School Club

Parents will need to park on the road and enter the school through the pedestrian gate. All collections need to be made via the dining room door not the front entrance.

Holiday Club

Parents collecting their children can drive through The Barclay School gate in Walkern Road and follow the driveway, past the main school building on the right, around to The Scout Hut building.

All sites

Children must be signed out by their parent or carer upon leaving, it is important for the parent to inform a member of staff as they leave the building with their child. Parents must also inform the supervisor if someone else is going to collect their child. Persistent late collection of children may result in termination of membership.

Refreshments

Upon arrival at the club children are given a snack and a drink, snacks are usually toast, sandwiches, crackers etc accompanied with fruit. It is important to note that refreshments are cleared away as soon as possible; however drinks are available throughout the session. If your site offers Holiday club children are asked to bring a packed lunch and sufficient refreshments to cover their session. Morning and afternoon snacks will be provided by the club.

Activities

Daily activities are supervised and include; indoor and outdoor games, floor play, art and crafts, TV, video, karaoke, quiet area is provided for resting or homework. Some activities may be messy if you are concerned about your child's school uniform you may supply your child with a change of clothes. These need to be taken to and from the club each day.

Bookings

Places are booked in advance with as much notice as possible given. Places can be booked on a weekly, fortnightly, monthly or half termly basis with a priority given to those who book for full weeks over the term. Occasional days can be booked when available as long as your child has already been registered. Occasional days should be booked with Abi at abi@springmeadows.co.uk

Payment

There is a membership fee of £5 per family payable upon registration.

Fees are payable in advance or by arrangement with the supervisor, either by cash, Bacs, cheque made out to spring meadows or paypal and can be paid weekly, fortnightly, monthly or half termly.

Our Preferred method of payment is via internet banking, each week.

Account number: 01486672, Sort Code 309931

If you wish to pay via paypal our paypal account is louise@Springmeadows.co.uk.

We accept all types of childcare vouchers.

We encourage you to look into claiming working tax credits to help pay for your childcare.

<http://www.hmrc.gov.uk/taxcredits/>

If you require a receipt please ask at the time we cannot back date receipts when the tax office ask years later.

If you fail to clear a debt of unpaid fees by the end of the half term £1 per day will be added for everyday the debt remains unpaid and it may result in your child not being collected from school the following term. Late collection will incur a penalty fee of £5 per 15 minutes per child, payable to the play leaders on duty at the time of collection.

Absences

Parents are required to notify the club if their child is absent that day. Fees are still payable.

Sickness

If your child falls sick at the club you will be contacted immediately and asked to come and collect them as soon as possible. The club will not take children who are sick or infectious. You are required to allow 24 hours after the end of the illness before your child can return to the club. Any medication will not be administered without written consent from the parent. Medication that is administered to a child will be recorded and the parents required to sign to acknowledge the entry. The club and its staff reserve the right to refuse to administer medication if we do not have the technical or medical knowledge. If your child requires an ambulance, every effort will be made to contact you, if you are unable to accompany your child to hospital the club may have to hand the care of your child over to the NHS, as it may not always be possible for a member of staff to accompany your child to the hospital.

Behaviour management policy

We hope your child has a good time whilst at the club but we do expect them to be responsible and courteous to each other and the staff. They are also expected to follow any instructions they are given, if after continual reminding, the child is still showing signs of unacceptable behaviour, they will be removed from the situation and placed elsewhere in the club. The club will not tolerate bullying of any kind. If there is a persistent problem the supervisor will talk to the parent about their child and the incident will be recorded in the incident book, where the parent will be given an opportunity to comment on and to sign. After three incidents in the book the supervisor and any staff involved will meet with the child and parent to discuss the way forward to resolve the situation satisfactorily for all.

Safe guarding

Any concerns regarding the children attending the club should be reported to the supervisor and any action will follow Spring Meadows safe guarding policy. Please ask if you require a full copy of the safe guarding policy.

Equal opportunities

Spring Meadows welcomes everyone, regardless of gender, cultural background, special needs or disability. We honour and respect everyone.

Fire drills

Fire drills are carried out in accordance with the requirements set by Ofsted and are held half termly.

No smoking

The club operates a no smoking policy inside and in the grounds of all schools. We expect all parents to co-operate.

Weather

Please provide your child with a sun hat, sun cream and suitable clothing during hot weather. Children should also have wellington boots and a waterproof coat during wet weather. Please make sure all clothing is named.

Possessions

Staff cannot accept the responsibility for children's possessions or valuables whilst in the care of the club. It is strongly advised that children do not bring valuable toys that they are not prepared to share with others, or trading game cards to the club. The club has a lost property box which is emptied at the end of each half term.

EYFS

All children attending in Reception will fall under the Early Years Foundation Scheme, you will be given a booklet explaining what this means when you start the club. You will also be asked to fill out an All about me booklet with your children so we can get to know your child better and how best to love your child on. Your child will be given a key worker who will work closely with your child and help them settle. We will take regular photographs and observations of your child and build next steps to help him / her progress. These records are available at any stage for you to view. If you have any comments or questions please feel free to speak to a member of staff.

Photographs

Staff will take photos of the children while they are at Spring Meadows, these photos are used in advertising and for club records. Please ensure you indicate on the child's information form if you do not want your child photographed.

The school

John Warner, The Barclay School, Letchmore Infant School and Almond Hill Junior School have generously provided us with the use of the building within its grounds. Children and their parents are asked to respect school property whilst on the premises and not wander around the school

grounds. Children and their parents have access to the building occupied by the club and the car park only.

Complaints procedure

Day to day problems can be sorted out with the club supervisor, however if a more serious complaint arises concerning staff or club procedures. Please contact Ofsted on 0300 123 1231 stating our registration number.

Policies

If you wish to see any of our policies and procedures in full please ask a member of staff or check the website for details.