

ST HELEN'S OUT OF SCHOOL CLUB

WWW.OOSC.CO.UK ADMIN@OOSC.CO.UK OFSTED REGISTRATION: EY406528



July 2020

Dear Parents

Thank you for your interest in **St Helen's Out of School Club**. Below are further details of the fees and admissions arrangements.

We require a £10 registration fee per child on registration which may be paid by Paypal online at www.oosc.co.uk/registration. We also require a completed online **Child Registration Form** per child to provide us with the information we are required to keep on the premises whilst children attend the club as well as a signed **Parent Contract**. All forms, policies and our Privacy Notice may be found on our website www.oosc.co.uk **after login**.

Opening hours:	Term Time Only
Monday to Friday	3:30pm to 6:00pm

Children may be collected from the After School Club at any time before 6:00pm but **please be aware that collection after 6:00pm will incur a £3.00 fine per child, increasing by £3 every 5 minutes.**

Fees:

Parents of **pre-booked, regular users** will be charged per month over **11 months** (as below)

Please reference your payments with your customer reference number starting with the 4-digit club code **STHE**

Occasional / additional bookings: **£10.75 after school subject to availability**

Emergency, Same-day bookings (after school) subject to availability: **£12.50 (no reductions)**

Holiday Club £26.00 8am-6pm St Helens School, Alveston

For regular use we operate a **11-monthly payment schedule September 2020 to July 2021**, based on the annual 190 teaching days per year. For ease of payment, fees are averaged out over 11 months and are due in advance by **the 7th of each month** and calculated based on the number of sessions attending per week: **Fees are payable from 1st September to guarantee places.**

Days per week, After school	Monthly fee £	Two children £	Three children £ (3 rd half price)
1	£ 34.00	£ 68.00	£ 85.00
2	£ 68.00	£ 136.00	£ 170.00
3	£ 102.00	£ 204.00	£ 255.00
4	£ 136.00	£ 272.00	£ 340.00
5	£ 170.00	£ 340.00	£ 425.00

You are not charged for Bank Holidays or In-service days.

Please do not ask to swap regular days as we cannot accommodate this.

Regular User fees are paid by setting up a **11 month** Standing Order or by Childcare Voucher transfer. *Childcare vouchers are a tax-free way to pay, and we are registered to accept several different voucher providers including the Government Tax Free scheme. Speak to your employer and save money on your fees.* Payment is to be made by 7th of each month or a 10% fine added. Payment by Standing Order, voucher or bank transfer only please – our bank details are available upon request:

OOSC Acc No: xxxxxx97 Sort Code: xx-xx-32

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For **Occasional** or **Additional use** (not the same days every week, or not every week) please book online by Paypal or advance childcare voucher transfer. These are bookable up to 10pm the day before the session, subject to availability. For **Emergency same-day bookings (subject to availability)**, please email admin@oosc.co.uk or phone the contact numbers below. Payment is to be made by BACS only (OOSC xxxxxx97 xx-xx-32). Please see our **Terms and Conditions** and our **Admissions and Fees Policy** for further details of fee-paying.

Please be aware of the following: As stated in our Fees policy –

- 1. Cancellations, absence through illness and holidays taken in term time are to be paid for.**
- 2. All occasional or additional booked sessions are to be paid for in advance.**
- 3. Four weeks' calendar notice is required for alterations and cancellation of a regular booking.**

Arrangements for child arrival at After School club:

At the end of the school day, children in Reception class and in years 1, 2 and 3 are collected from their classroom by an OOSC member of staff. Children in years 4 and 5 are escorted to the club by their class teacher. Children in year 6 make their own way to the club.

All children will be registered on arrival. If your child appears distressed or we have any concerns about their attendance we will contact you. Please ensure that your child's class teacher and your child are aware that they will be attending the club.

USUAL Arrangements (revised amendments to be circulated for Sep 2020) for child collection from After School club :

Children are collected from the club room via the side metal gate situated behind the school bins, to the right of the car park.

Access is through our coded lock on the side metal gate behind the bins **code to be notified**. This code is only to be shared with other adults authorised to collect your child. Please ensure the code is reset each time you pass through the gate, and that no one unknown follows you through. Parents walk across the large playground and the club is situated in the far right temporary classroom, behind the benched area. Please make contact with a staff member and sign your child(ren) out. If you have any problems, please ring the club mobile number (club hours only) **07935055351**.

Illness:

Please be aware that children will not be accepted at the club if they are ill. If a child arrives at the club and is suffering from sickness, diarrhoea or has an infectious condition, parents will be notified immediately to collect their child. In line with the South Gloucestershire Schools' policy we cannot accept children at the club within 48 hours of sickness or diarrhoea. We cannot administer any medication unless we have written consent. If you wish us to administer medication please ask for an *Administering Medication form* which you will need to complete and return to us at the club with the clearly labelled medication. All medication will be stored out of reach and only administered by a qualified first aider.

Coronavirus update at July 2020:

OOSC follow the current [government guidance](#) for out of school clubs. Further details of our revised operational procedures are regularly updated on our website and available to view [here](#). Children regularly wash their hands on arrival, before and after they eat and before leaving the club. Parents and carers must remain off-site as much as possible. If your child experiences any symptoms of Covid-19 please follow the current [public health guidance](#).

There will be lots of games and activities on offer at the club and children will be supported in their play, indoors and outdoors. We look forward to welcoming your child(ren) to the club on their start date. Please let us know if they have any particular interests that we can extend at the club. Please do not hesitate to contact us if you require any further information.

Kind regards

Cath, Mandy, Jen and the OOSC team