

A quality service for the children

- Activities:** Will provide positive play opportunities appropriate to the age of the children
- Care:** Clubs will provide safe environment for children in their care, with safe premises, equipment and activities: first aid, procedures for coping in emergencies, including injury or illness.
- Premises:** Will be welcoming and safe, with adequate catering and toilet facilities.
- Equipment:** Will be safe and provide a stimulating challenge to the child, developing social and creative skills and educational and recreational interests.

A quality service for parents

- Parents:** Will be encouraged to be closely involved with the club so that the club can respond to parental needs.
- Charging:** Fees will be set out clearly so that parents are aware of charging policy. **(See bookings and payments overleaf)**
- Safety:** There will be a written contract for each child, stating times and services offered and emergency contact arrangements. (Registration Form)
- Accessibility:** The club will be open to all local families, regardless of disabilities.
- Reliability:** Clubs will be open when they say they will and cover will be provided to cover staff absences.

Efficient and effective management

- Admin:** Clubs will have a business like approach with clear decision making structures, sound financial systems and appropriate and confidential record keeping.
- Staffing:** Clubs will provide a minimum of 1:8 staff to children ratio at all times. Clubs will encourage staff training and have clear policies on recruitment and use of volunteers.
- Insurance:** Employers and public liability insurance are taken out.
- Equal Opps:** For children, parents and staff.

Parent Information Sheet

Offerton Childcare Limited

High quality childcare by
Qualified, caring staff

Phone: Diane 0776 927 3358

Reviewed April 2022

**Stockport L.C Before and After school club
And Holiday Club**

Opening Times
Breakfast Club 7.30am-9.00am
After School Club 3.00pm-6.00pm
Holiday Club 7.30am – 6.00pm

Prices

Breakfast Club	£ 4.00	Open from 7.30am
After School	£ 9.50	Close at 6.00pm

Holiday Prices

Full Day	£ 25.00
Any 5 Hours	£ 17.00

Note to Parents

Will parents please be aware that our clubs close at **6.00pm.**

If you are late collecting your child/ren there are charges in place which will be strictly adhered to by All staff.

0-5 mins	£5.00 per child
5-15 mins	£10.00 per child
15+ mins	£30.00 per child

We are NOT insured after 6.00pm
We have to vacate the building at 6.00pm to avoid further rent charges

Registration

There is a no registration charge. Every child has to be registered which entails completing a form with the relevant details of name, age, school, Emergency contact numbers, G.P. and other medical information...

Bookings and Payments

It is requested that parents/Carers make their bookings for the following week on or before 6pm Friday. This way we can usually guarantee a place for your child at the club.

Payment is expected in advance of your child attending the setting.

If you have a regular booking for your child, your child will be automatically booked into the setting, and the onus is on the parent/carer to cancel on or before 6pm Friday, of the previous week.

Failure to cancel your child's booking before this time will result in you being charged for that session, even if your child has been sent home from school ill.

Activities available

All types of arts, crafts, games, sports, trips out, cars, garage, train set, table top games, snooker, pool, darts, home corner, electronic games and much more. There is also a quiet area where children can go for rest and relaxation.

Holiday Provision

We operate a Holiday Play scheme at Stockport Lad's Club; we are open most school holidays

Bookings for holiday club can be made online at occltd16@gmail.com