

COCKENZIE AFTER SCHOOL CLUB

PARENT/CARER HANDBOOK

**EAST LOTHIAN OUT OF SCHOOL CARE NETWORK
(ELOSCN)**

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1. Introduction

Welcome to COCKENZIE Out of School Club!

This handbook has been designed to give you all the information you will need when thinking about an out of school club for your child. We would also be delighted to see you if you would like to come and visit our club.

We provide a safe, caring, fun and affordable play setting for all families of school-age children in this area. We care for children from the ages of 4 - 12 years, which allows parent/carers to undertake training or employment in the knowledge that their children are safe and happy.

Cockenzie supports children and families in East Lothian through development and provision of quality play provision. Our focus is self-directed, risk-assessed play and we aim to provide opportunities for children to have fun and develop through play. We aim to provide the settings, trained staff, and where required, the equipment to allow children their right to play.

In providing a quality service, we work hard to promote the following principles, engaging with the Playwork Principles (a copy of which is available in your club). We will ensure that:

- Every child is respected as an individual
- Each child has the right to equal opportunities
- Each child has the right to play safely
- The parent/carer/guardian is the prime carer of the child
- Family and community play an important part in each child's development

COCKENZIE out of School Club is a member of, and is run by, the East Lothian Out of School Care Network (ELOSCN). This organisation works closely with all Out of School Care Clubs in East Lothian and is based in the Fisherrow Community Centre in Musselburgh. ELOSCN is itself managed by a voluntary management board and all parent/carer users of the club are eligible to put themselves forward for a position on the Board. Contact details can be found on page 8 of this handbook.

All clubs that require being are registered with the Scottish Commission for the Regulation of Care (Social Care and Social Work Improvement Scotland), who inspect and monitor provision to ensure that it meets national standards. Reports of these inspections are available to read; alternatively parent/carers can contact the Social Care and Social Work Improvement Scotland directly to request a copy. The Social Care and Social Work Improvement Scotland can be contacted on 0131 653 4100.

2. Opening hours

The club is based in COCKENZIE Primary School, Osbourne Terrace, Cockenzie
The opening hours are:

Breakfast Club	Mon – Fri	7.45am – 8.45am
After school Club	Mon – Thurs Fri	3.10pm – 5.45pm 12.10pm-5.45pm
Holiday Club (Includes in-service days)		8am – 5.45pm

3. Cost

Charges are set annually and reflect local childcare charges.

As our club is a registered childcare facility, parent/carers may be able to get help with the cost of the childcare through the Working Tax Credit and Child Tax Credit. Further information is available from the Inland Revenue on 0845 609 5000.

Please note that current charges are attached to this handbook. They are revised on an annual basis

4. Contact details:

Club manager: Marion Gilroy

Cockenzie OSC
Osbourne Terrace
Cockenzie
EH320BX

Fisherrow Community Centre
South Street
Musselburgh
EH21 4AT

Tel no: 07854742077

Tel no: 0131 653 0820
email: eloscn@btconnect.com

5. Admissions Policy and how to register

COCKENZIE out of school club welcomes all children and does its utmost to accommodate everyone who would like to use the club.

- The aim of the club is to provide a safe and enjoyable play environment for children aged 4 – 12 years.
- A maximum number of children can be catered for at any one time. Priority will be given to full- time places, followed by regular part- time places and then occasional places.
- There will be a waiting list, should this be required, and parent/carers of children on the waiting list will be informed regularly as to where they are on the list
- A Registration/Membership form must be completed for each child attending the club with an up-to-date record of the child's needs and parent/carer's contact details.
- Parent/carers will be required to sign a contract, which will outline the conditions under which the placement is offered.
- It is essential that children abide by the club rules, which will have been devised with input from the children themselves. Repeated failure to abide by these rules may result in the withdrawal of a place at the club.

Registration/Membership and Booking forms can be found at the end of this handbook.

6. Activities and Games what your child can look forward to

Breakfast Club: we ensure that each child can choose breakfast from a range of options. These will include cereals and toast. Activities at this time of day tend to revolve around free play and there is always the opportunity to sit quietly.

After School Club: we know that after a busy day at school, your child may well be tired and ready to relax. We also recognise that different children like to relax in different ways. For this reason we make sure that a range of activities is available and that each child can choose what s/he would like to do. Our club offers a range of stimulating, challenging and creative play opportunities, which reflects the needs and interests of the children attending. Activities can include:

- Arts and crafts
- Free Play
- Outdoor Play
- Sports and games
- Construction play
- Computers
- Reading

Alternatively children may just want to relax with friends, listen to music or do homework. Children are involved in planning the range of activities.

7. A safe and happy club our underlying principles

This club provides a quality care service where every child is respected as an individual. We feel strongly that the needs of the child should be the primary focus of the club. We will ensure that the needs of all children are met by adhering to the following principles;

1. FOOD AND SNACKS

- A healthy snack will be provided at the club when the children arrive. Any dietary or cultural requirements of the children will be met. These requirements can be discussed with parent/carers and noted on the Registration/Membership form.
- We follow all Health and Safety Regulations in the preparation of any foodstuffs and aim to buy only good quality food.

2. PREMISES AND ACCESS

- The premises meet accepted standards and conform to Health and Safety Requirements as well as Fire Regulations.
- We have an agreed standard of cleanliness and all members of staff take care to ensure that the premises remain clean and safe for its users.

3. STAFF RECRUITMENT AND TRAINING

All vacancies will be widely advertised. Following a rigorous interview process, all those selected will undergo a PVG check. Staff will register with the Scottish Social Services Council and follow a programme of training to reach their full potential and the club will help each staff member to follow a path of continuing education and development.

Regular staff meetings will be held to maintain good communications and to review good practice. Staff will also ensure that the religious and cultural beliefs of the users are respected.

We will follow the minimum staff ratios, as approved by the Social Care and Social Work Improvement Scotland

4. SUGGESTIONS AND COMPLAINTS PROCEDURE

We have a complaints policy, which is available for all club users to read. Children, parent/carers, staff and volunteers are all encouraged to express satisfaction and make suggestions or complaints, about the service provided.

We also provide a suggestion box, which will be checked regularly, with all suggestions being considered

Parent/carers wishing to discuss any matters of concern should approach the Club manager or ELOSCN directly.

Alternatively complaints can be made in writing to:

Social Care and Social Work Improvement Scotland
Stuart House
Eskmills
Musselburgh
East Lothian
EH21 7PB
Tel: 0131 653 4100

5. FIRE SAFETY

The Club holds regular, unannounced fire drills to ensure that all children are aware of Fire Exits and Assembly Points.

6. PLAY AREA AND KITCHEN

All floors will be kept clean, non-slippery and free from any obstruction. All spillages will be cleaned up immediately.

Children are never allowed in the kitchen area without supervision.

All cleaning materials are kept out of reach of children.

8. Policies how we operate

Our club has a set of policies, which are available to parent/carers and children to read and these include:

Accident and Incident
Admissions
Anti-bullying
Child Protection
Complaints
Confidentiality
Equal Opportunities
Health and Safety
Infection Control
Outings
Positive behaviour
Whistleblowing
Missing Child
Play
Participation

All club users can ask to see these policies at any time.

They are reviewed on an annual basis.

9. Frequently asked questions

How do I register and book a place? A Registration/Membership form is included at the end of this handbook.

Please complete it and hand it to a member of staff at the club.

How does my child get to the club? Breakfast club – parent/carer drops off child at the club. After school club – your child will be collected from the playground and escorted to the club. Each child will have his/her name checked against a list of those children expected that day.

What happens at home time? Children will ONLY be permitted to leave with a person/people named on the Registration/Membership form. Parent/carers must inform us in writing of any changes to the named person(s) so that our records can be kept up to date and for the safety of each child.

What happens if I'm late in arriving at the end of the day to collect my child? If a child has not been collected by 5.45pm a member of staff will call the emergency contact as detailed on the Registration/Membership form. In the event that a child has not been collected by 6.00pm, and staff have been unable to locate any of the emergency contacts, under the conditions of the Children's Act 1989 and Care (Scotland) Act 2001, the police will be called. Parent/carers will be responsible for any additional operational costs incurred because of late collection.

What happens if my child is sick and off school? If your child will not be attending the club as per your normal booking, a phone call should be made directly to the club as soon as possible.

What happens if my child forgets to, or simply doesn't, turn up? When an expected child does not appear at the pick-up point or at the club, a staff member will check the school register. If the child attended school, the parent/carer will be contacted immediately. If a child is not attending the club the parent/carer should inform the club manager in advance to avoid unnecessary concern. - Please see Missing Child Policy.

Should my child bring anything with him/her to the club? Toys, games and equipment are all available at the club. Although a number of aprons are available, we do suggest that children either wear or bring old clothes to change into as many activities may involve paint or glue.

Many activities take place outside so it is important that you provide sun cream for your child. Hats and long-sleeved clothing will also help to prevent over-exposure to the sun whilst children enjoy themselves.

10. Useful contacts

East Lothian Out of School Care Network
Fisherrow Community Centre
South Street
MUSSELBURGH
EH21 4AT

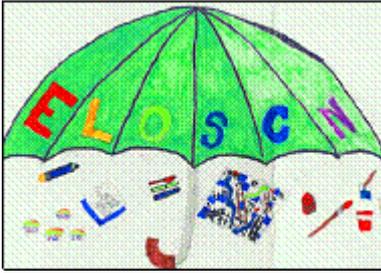
Tel: 0131 653 0820
eloscn@btconnect.com

Social Care and Social Work Improvement Scotland
Stuart House
Eskmills
MUSSELBURGH
EH21 7PB

Tel: 0131 653 4100

Early Years and Education Team
East Lothian Council
John Muir House
HADDINGTON
EH41

Tel: 01620 827156



EAST LoTHIAN OUT OF SCHOOL CARE NETWORK (ELOSCN)
Using your Out of School Club
TERMS AND CONDITIONS

Welcome to Cockenzie club, a member club of the East Lothian Out of School Care Network. Our aim is to offer parent/carers in work, education or training a flexible service, where children can play and relax in a safe and caring environment.

Our Parent/carer Handbook gives much of the information that you will need before using the club and is a useful reference document for once your child has joined. Please ask the Club Manager for a copy if you do not already have one.

Before we can accept your child into our club, we require you to have read and understood both the Handbook and these Terms and Conditions. Your signature is required at the end of this document.

Booking a place

Places are to be booked in advance, and will only be accepted after a Registration/Membership form has been completed for each child. Registration/Membership Forms can be found at the back of the Parent/carer Handbook.

Details of the opening times can be found in the Parent/carer Handbook.

All sessions are subject to demand and sessions may be altered at short notice. You will however be informed of any alterations to sessions or times of operation.

You can request an additional session at short notice. However, additional sessions can only be allocated if a space is available.

If there are changes to your requirements, or you no longer require the allocated sessions, you must give 4 weeks **paid** notice to the Club Manager immediately. Failure to inform the Club Manager will result in you being charged for these sessions.

The Cockenzie Out of School Care Club is open every day that pupils attend school, including in-service days. Please ask the Club Manager for information regarding holiday attendances – **please note that only a few Out of School Care Clubs are open during part of the school holidays.**

Registration/Membership forms

You will be asked to complete a Registration/Membership form which can be found at the back of the Parent/carer Handbook. The form will ask for information such as the child's date of birth, emergency contact numbers, medical information including detail on immunizations, medical conditions and allergies, along with any information which you consider helpful to staff.

This form and the information provided will be treated as confidential and kept in a locked cabinet on the premises. Nominated staff, if necessary, may access information.

It is your responsibility to ensure that any changes to the Emergency Contact are passed onto staff. Failure to do so may result in delays in contacting you in an emergency situation.

Fees

Please ask the Club Manager for current details regarding the fees. The Registration/Membership fee is payable each year and is the same for everyone regardless of the number of sessions booked. The Registration/Membership fee **must** accompany your booking form.

Fees are to be paid monthly by standing order. Payment for fees can be made using Childcare Vouchers from your employer. If you wish to use vouchers for payment please contact the office on 0131 6530820 and they will explain the way in which vouchers can be credited to your account.

Non-payment of fees WILL result in your child's place being withdrawn. If you have any problems with payment please contact the Club Manager as soon as possible to discuss alternative arrangements.

If you work over 16 hours a week you may be entitled to Child Tax Credit or Working Tax credit to assist with childcare costs. For further information on this contact the Tax credit Helpline on 0845 300 3900 or visit www.hmrc.gov.uk/childcare/taxcredits-guidance.htm

Meals and snacks

A light breakfast is provided for children attending Breakfast Clubs. This normally consists of toast, cereal, milk and juice. Snacks are also provided. Any dietary or cultural requirements of the child will be met, however, we follow a Healthy eating policy and will not provide any breakfasts that contain a high sugar content.

Sickness and Absences

You **must** inform the Club if your child will be absent from school due to illness. The telephone number is 07854742077. You will be charged and pay for the sessions booked for the first two weeks of absence. If your child is off for a longer period, arrangements will be made for retention of your place and alteration to the fees will be made. Please do not send your child if they are not well, especially if they have any form of sickness or diarrhoea. We adhere to Community Health's recommendations on exclusion periods for contagious diseases. A copy of this is available for parent/carers to see.

Administration of Medication

Club staff will only administer prescribed medication on receipt of a completed medication consent form. A new form is required each time you ask for medication to be given. All medication administered will be recorded and you will be asked to countersign this record when you collect your child.

Prescribed medication will only be accepted if:

- It is in the original container with the pharmacist's label attached
- The attached label details the child's name and has the date of issue clearly marked
- It is within the use by date

Club staff cannot accept prescribed medication that does not conform to the above.

If your child has additional needs, which may require the administration of medication on a regular basis or in emergency situations, please discuss this with the Club Manager. Specialist medication can only be administered if staff has undertaken the required training.

Sun Cream

Parent/carers are asked to provide sun cream/spray for their child, whilst in the care of Cockenzie Club. The sun cream/spray should be labelled with the child's name and be within the use by date. Club staff do not keep sun cream on the premises for general use and can only offer a product supplied by the parents/carers. Permission slips are issued with Registration/Membership forms.

Care and Control

Each child will be treated as an individual and their individuality respected and valued. It is the policy of all ELSOCN's Out of School Care Clubs to promote positive behaviour. Staff do not use any form of physical or verbal chastisement, verbal reasoning will be used, and explanations will be given as to why a child's behaviour is not acceptable. If for any reason a child's behaviour is causing concern, this will be discussed directly with you. For this reason it is important that you tell staff if your child has any behavioural difficulties. It is also important that you keep staff informed of any changes in home circumstances such as family illness, moving home, death of a pet etc, as this may effect children's behaviour.

Collection of Children

Children **must** be collected by the agreed time, and by **5.45pm** at the latest. We appreciate that sometimes parent/carers are unavoidable delayed. In these circumstances you **must** contact the Club staff to inform them of the situation.

Children still in attendance after their leaving time will be charged for the minimum of a session to cover the cost of additional staff required to ensure the required ratios are met. This is to ensure compliance with the Care (Scotland) Act 2001. If you are unavoidably delayed you **must phone and let us know.** Arrangements can then be made for collection of your child.

If a child has not been collected by the collection time and there has been no contact from parents/carers, the Club staff will use the emergency contact numbers to contact parent/carers or other responsible adults. If no contact can be made, the Club manager or senior member of staff will contact the Police.

Children can only be released from Cockenzie Club into the care of a responsible adult. An adult is classed as someone over the age of 16 years. When registering, you will be asked for the names of adults likely to collect your child. If there are any changes to the adults collecting your child you must inform the Club staff. Staff cannot release a child into the care of an unknown adult.

Once your child is signed out of the Club you are responsible for their safety and wellbeing.

Inspections

Cockenzie Club is regulated by the Social Care and Social Work Improvement Scotland and works to the *National Care Standards Early Education and Childcare up to the age of 16*. Following the inspection a written report is prepared. Once finalized, this report will be available for you to see. Wherever possible you will be informed of dates for announced inspections. Parent/carer's questionnaires may be issued prior to inspection. This gives you the opportunity to comment on the service you and your child receive from the Club.

As a way of monitoring and evaluating the service we may from time to time send you a questionnaire for completion. Your comments and suggestions are always welcomed. In addition, the views of the children are sought regularly.

Concerns/Complaints

If you have any queries, complaints or concerns with regard to the way in which the Club operates, please discuss these with us in the first instance. ELSOCN has a comprehensive Complaints Policy. If, following the investigation of your concerns/complaint, you are not satisfied with the outcome, you can raise your concerns with the Social Care and Social Work Improvement Scotland. The Social Care and Social Work Improvement Scotland is located at Stuart House, Esk Mills, Musselburgh EH21 7BP, telephone: 0131 653 4100.

Cancellation of a Place

If you decide that you no longer require a place for your child you must give the service one month's paid notice in writing. ELOSCN reserve the right to cancel a place with 2 weeks' notice for non-payment of fees.

Emergency Closure

There may be occasions when staff makes the decision to close the Club. Club closure may coincide with school closures. However, there may be occasions when the Club closes and the school remains open and vice-versa. The Club may close in situations such as adverse weather conditions, break down of the heating system, flooding, or actual damage to the building. In this situation parent/carers will be contacted and asked to collect their children. The ELOSCN board will meet to consider refunds if the situation continues beyond one week otherwise refunds will not be made.

Photographs

Staff often take photographs of the children for display purposes within the Club. Images may also be used on display boards at childcare training/promotion events, and as visual aids in promoting different forms of childcare at seminars. The photographs taken are not used for purposes other than described above. Please inform the Club staff if you do not want your child to be photographed or for their photos to be used in publications and promotions of Out of School Care, and childcare in general.

Trips and Outings

You will be informed of any special trips and planned outings, and asked to sign a permission slip. On a day-to-day basis children may leave the premises for a walk, visit the shops, park, library, etc.

Non attendance

In the event of a child not turning up at the Club when booked to do so, and having had no contact from parent/carers, staff will contact you to discuss the reasons for this. Parent/carers are therefore asked to let staff know if for any reason their child will not be attending. This applies to all sessions including breakfast. **Please do not presume that the school will inform us of children's absences. If we are unable to contact you we will have no other option than to follow our Missing Child Policy.**

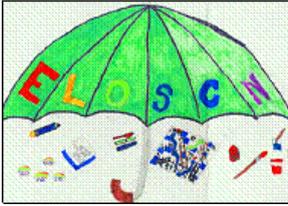
Child Protection

All staff have undertaken Child Protection training and are aware of its importance. In the situation whereby staff are concerned over a child's well being they will follow the Child Protection Policy and Guidelines.

General

Please note: These Terms and Conditions are put in place to ensure the safety and wellbeing of children cared for within the Club, and to reassure you as parents/carers that the required Standards under the Care (Scotland) Act 2001 are met, and the service is of the quality you expect. Staffs in their roles are expected to adhere to the above Terms and Conditions and, whilst we are able to make special arrangements to meet the needs of individual children, we are not able to deviate from various aspects of the above, especially where health and safety, insurance, staffing and medication are concerned. Please do not be offended if staff refuse an individual request made by you.

Please sign both copies of the attached, confirming that you have received, read and accept the Terms and Conditions. Keep one copy for yourself and return the other copy to the Club Manager.



Out of School Care Terms and Conditions

Childs Name:

DOB:

Address:

I have received and read the Terms and Conditions for using the Cockenzie Club.

I have read and understood the Parent/carer Handbook.

I understand and agree to the Terms and Conditions as detailed.

I consent/do not consent to my child being photographed and those photographs being used for the promotion of Out of School Care and childcare in general.

I consent/do not consent to my child leaving the premises for walks and visits in the local community.

Signed:

Date:

Name:

Relationship to Child

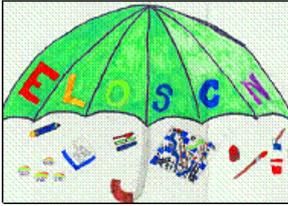
Signed:

Date:

Name:

Relationship to Child:

Please keep a copy of this form for yourself and return the second copy to the Club Manager.



Out of School Care Terms and Conditions

Childs Name:

DOB:

Address:

I have received and read the Terms and Conditions for using the Cockenzie Club.

I have read and understood the Parent/carer Handbook.

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I consent/do not consent to my child leaving the premises for walks and visits in the local community.

Signed:

Date:

Name:

Relationship to Child

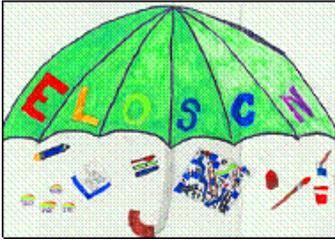
Signed:

Date:

Name:

Relationship to Child:

Please keep a copy of this form for yourself and return the second copy to the Club Manager.



Date Form recd:
Registration/Membership Fee:
Date Fee Paid:
S/O form issued: :
Update required:

East Lothian Out Of School Care Network

REGISTRATION/MEMBERSHIP FORM

Please complete this form using black ink and in BLOCK CAPITALS and return it to Cockenzie Club.
Any parent/carer wishing to use the Club must first register their child/ren using this form.

Any changes of circumstances should be reported to the Club immediately.

Name of Club	
First names of Child (As stated on birth certificate – also enter any other names that the child might be known by and underline these)	
Surname	
Date of Birth (Please give figures, e.g. 14 06 1998)	
Child's Home Address	
Postcode (Please ensure complete)	
Home Tel No (Including STD code)	
Mobile No	

PARENT/CARERS / GUARDIANS LIVING AT CHILD'S HOME ADDRESS

Relationship to Child	E.g. mother, step-mother, guardian	E.g. father, step-father, guardian
Title	E.g. Mrs/Miss/ Ms/Other	E.g. Mr/ Other
First names		
Surname		
Are you contactable in an emergency? If YES, give whereabouts (E.g. at home or name of workplace)	YES or NO	YES or NO
Daytime Tel No (Include STD code)		
Mobile No		
E-mail		
Other Emergency Contacts Give names, addresses, daytime tel. nos and relationship to child (e.g. neighbour, aunt, friend)	Name: Address: (with postcode) Tel: (with STD code) Relationship:	Name: Address: (with postcode) Tel: (with STD code) Relationship:

MEDICAL AND DENTAL CONTACTS

Doctor's name and tel. no (Including STD code)	
Full postal address of doctor's surgery	
Dentist's name and tel. no (Including STD code)	
Full postal address of Dentist's surgery	

ADDITIONAL SUPPORT

In order to plan and provide appropriate care for each individual child it is important that staff have details of any additional support requirements. Please complete the following as fully as possible.

Does your child have -	Yes	No	Details of any support being provided
Anaphylaxis			
Asthma			
Attention Deficit Hyperactivity Disorder			
Autistic Spectrum Disorder			
Behavioural Difficulty			
Cerebral Palsy			
Diabetes			
Downs Syndrome			
Dyslexia			
Dyspraxia			
Emotional Difficulty			
Epilepsy			
Hearing Impairment			
HIV / Aids			
Incontinence			
Language & Communication Disorder			
Global Learning Difficulty			
Mental Illness			
Motor Difficulty			
Physical Impairment			
Renal Failure			
Visual Impairment			

Other additional support required, please give details -
--

Medication

Does your child require medication on a regular basis?

Yes

no

Please contact staff at the Club to discuss requirements.

Special Dietary Requirements	Yes	No	Any further details
Nut allergy			
Milk Intolerance			
Gluten free diet			
Other allergies			

Please give details of any other information about your child or family circumstances, which you think would be useful for the staff to have.

We may take photographs/videos for display in the club premises and to show to other children/parent/carers who use the service – please tick the box if you **DO NOT** consent to us taking photographs

I give permission for staff to apply sun cream/spray to my child when necessary using a product provided by me.

IMPORTANT - Please inform the Club as soon as possible if your child develops a contagious or infectious disease.

CLUB CHARGES August 2014– June 2015

All bookings for the Club must be made in advance.

ANNUAL Registration/Membership Fee

All children attending the Club are required to renew Membership with the service by the end of June each year. New users may register at any point in the year.

Until June 2014, charges for Registration/Membership are: £15.00 per family

This Registration/Membership fee is an annual payment and must be made on Registration/Membership.

There is no reduction in the Registration/Membership fee for part-year Registration/Membership and no reimbursement of payment upon cancellation of Registration/Membership.

BREAKFAST CLUB RATES

£2.50 per child per session

AFTER SCHOOL CARE RATES

Mon to Thurs

£8 per child per session

Friday

£11.00 per child per session

All fees must be paid weekly in arrears or monthly in advance. Alternative arrangements may be made at the discretion of the Club Manager.

Failure to pay fees will result in suspension or cancellation of Registration/Membership.

Help with Childcare fees may be available through the Childcare Element of Working Tax Credits. For further help, contact the **Working Tax Credit Helpline on 0845 300 3900.**

I have read and understood the information on using this Club. I understand that there is a fee for using this service which I must pay weekly in arrears or monthly in advance unless by prior arrangement with the Club Manager. Failure to pay fees will result in the cancellation of my Registration/Membership.

I understand I must give 4 weeks notice of change to booking or cancellation.

I will inform the Club of any changes to the information detailed in this form.

I declare the information in this form to be correct to the best of my knowledge

Signed..... Date.....

Print name



East Lothian Out Of School Care Network

BOOKING FORM – Cockenzie out of School Club

Please note that bookings can only be accepted once a Registration/Membership Form has been completed and the Registration/Membership Fee paid. Please speak to the Club Manager if you need further help with this. Please ask the Club Manager for a Parent/carer Handbook if you do not already have one. It contains much useful information and will answer many questions that you may have. Please also ask the Club Manager or Club staff if there is anything that you are unsure about.

I would like my child/ren to use Cockenzie Club:

Name of Child/ren	Class	School

Our Club is open the following times; please indicate which session(s) you would like to use:

Day	Time	Name(s) of child/ren to attend
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Signed Date

Name

YOU AND YOUR OUT OF SCHOOL CLUB

Your questions answered

Welcome to Cockenzie Out of School Club!

We want to make sure that you have a great time at your Out of School Club and this information has been pulled together to help you do that.

If you ever have any other questions, please ask any of us – we'll do our best to answer them.

What is an Out of School Club? It's a place where you can go before or after school or during the school holidays. Your mum/dad/carer* have booked a place for you to make sure that you are safe and having fun while they are either at work or on a training course.

Who else will be there? It will mostly be children from your own school who are aged 5 – 11 years old. Sometimes children may come from other schools if they don't have their own club.

How will I get there? Before your first day, you'll come to the club with your mum/dad/carer* and we will talk about how you will get here. Usually we will collect you from an agreed point and you will be walked to the club. When you arrive, we'll check your name off our register.

What if I forget to go to the club? We'll get in touch with your mum/dad/carer* and decide what to do.

Who looks after me when I'm at the club? We have a club manager, a play leader and a play assistant. All of these people want you to have a good time at their club. They have lots of ideas to make it fun and they like to hear your ideas too.

What sort of things will I be doing at the club? We have building toys, computers, books, craft stuff and we try to go outside as much as we can. We also celebrate lots of festivals like Halloween and Christmas and make sure that everyone who wants to be, is involved

What if I don't like it? There is always someone to chat to if you aren't enjoying yourself. Why not speak to one of the staff or your mum/dad/carer*? We'll find out what you don't like and see how we can make it better for you.

What if I'm not happy? Again, it would be good if you had a quiet word with one of the club staff. They will listen carefully to you and then have a think about how they can make things better. Don't ever feel shy or embarrassed, everyone just wants you to feel safe and have a good time.

I've got some great ideas about things that I want to do at the club. Who can I tell? That's brilliant! The play staff have lots of ideas but they always like to get new ones– just let them know and they'll see if it can be done. Sometimes they might not be able to do what you want because there might not be the space or it might not be safe.