

Clockwork

Out of school and
Holiday club



WELCOME

Stamford Street East
Ashton Under Lyne
Lancashire OL6 6NW
Tel: 0161 343 4500

E-mail: info@clockworkdaynursery.co.uk
Website: www.clockworkdaynursery.co.uk

Welcome to our out of school and holiday club. We provide before and after school care and we have a holiday club for children aged four to twelve years old. Our club is situated in a purpose built area within the nursery, on our mezzanine floor.

We provide a fun packed program where your child can use the computers or/and complete their homework in the quiet room. There is a variety of equipment and activities on offer as well as outdoor play opportunities in our soft play outdoor area and garden.

We offer a pick up and drop off service from the following schools - St James, Parochial, Our Lady Mount Carmel, St Christopher's and the The Heys. Places are limited for this service, each of our two people carriers is able to transport 7 children and you will need to ask about availability. (We may extend our service dependant on demand, if your school is not listed above we may be able to add you to the list, this may depend on opening and closing times of your school)

FEATURES & FACILITIES

- **Family owned nursery, with valuable experience in running good quality care provision**
- **Qualified and fully trained, dedicated staff - 100% of staff team are trained or on childcare training**
- **A safe, secure and stimulating environment**
- **Excellent OFSTED report with 7 'Outstanding' gradings (see enclosed sample of report dated November 2008)**
- **An original building, which has been refurbished to a modern, high standard**
- **Fully insured and serviced nursery vehicles**
- **Excellent indoor and outdoor play opportunities**
- **Accept credit / debit cards for fee payments (Chip and Pin)**
- **Opening hours 7.30am - 6pm, with extended hours available**
- **An excellent menu which caters for all dietary requirements**
- **Achieved Investor in People Award in April 2003.**
- **Achieved Tameside's 'Quality Standards Framework' in August 2005.**
- **Achieved Tameside Food Safety Award annually since 2003 .**
- **Tameside Gold "Healthy Choice" food Award for our nutritious, healthy menus.**
- **Working towards "Pathways to Quality in Tameside" quality assurance scheme - achieved Silver award in September 2008**

MEALS

Breakfast is served between 7.30 and 8.30am, this will be a selection of Cereals and toast.

After school there is an afternoon snack and refreshments provided.

** You will be required to provide a packed lunch with your child's name on during the holidays.

OPENING TIMES AND PRICES(from 28th June 2010)

Before School(inc breakfast): (from 07.30-09.00) - £4.70 per session.

After School (inc snack): (from 3pm-6pm) - £12.50 per session / £5.00 per hour.

Holiday Club: (07.30- 6pm) - £16.50 per $\frac{1}{2}$ day / £24 per day / £100 per week.
(half day sessions from 07.30-12.30 or 1-6pm)

Siblings will receive 10% discount.

We operate with an equal opportunities policy and an experienced, qualified Senior member of staff runs our club, with the assistance of play workers or nursery assistants.

We have rules in our club, which have been put together with the input from our children, these encourage the children to take care of the property and environment, and to be considerate towards their friends.

We will inform parents of any displays of unwanted behaviour, and we will discourage racism, bullying, swearing and unkindness.

We will monitor the children using the computers to ensure they are not playing violent games or visiting any unsuitable websites. All the computers have internet restrictions in place and children are only able to access sites suitable for young children, they are also unable to enter any type of chat room.

** All medication must be brought to the attention of staff and a medical consent form will need to be signed.

Extract OFSTED report November 2008

"The dedicated staff team value all children in the nursery and offer effective support by promoting equal opportunities and anti-discriminatory practice, which recognizes and responds to the uniqueness of every child. Strong emphasis on community cohesion includes excellent partnership with parents, schools and community groups.

... a secure awareness of safeguarding issues and robust recruitment procedures ensure children's safety and well-being. Effective deployment of staff enables children to be closely supervised and supported at all times. In addition to this, rigorous health and safety checks are undertaken and meticulous records are maintained to promote children's safety.

Children are active learners and thoroughly enjoy practical experiments using a range of materials.

Children engage in lively conversation as they chat confidently to their friends. A superb range of continuous play opportunities is provided enabling children to use their initiative as they make choices in their play.

Children's physical well being is enhanced because staff work closely with external agencies to provide physical activities for children. For example, they take part in belly dancing sessions and refine their posture as they practice yoga. This contributes to their awareness of a healthy lifestyle. Children's health and well being is further promoted as they are cared for in a clean and safe environment where they have a good sense of belonging. Strong links are formed with local schools and outside agencies, such as physiotherapists and speech therapists who work in partnership with staff to ensure children reach their full potential"

REGISTRATION

There is a registration form attached for you to complete and a deposit payment of £25.00 is required to secure your child's place. We will refund this deposit if we receive four weeks written notice, when you wish for your child to leave us.

Terms & Conditions - Out of School Club

The out of school club is open all year round, Monday to Friday except for Bank Holidays. Places are never guaranteed and are offered on a first come first served basis.

We require a £25.00 registration fee to secure your child's place at nursery. This is payable at the time of registering and we cannot guarantee your place until this is received. If your child does not start nursery, the registration fee will not be refunded as this will cover our administration costs. Once your child starts nursery, the deposit will only be refunded upon receipt of four weeks written notice.

Booked and agreed sessions as requested on your registration form will be charged for in full, whether your child attends or not. Where your child does not attend, in the case of after school charges a minimum of the hourly rate will apply.

Reductions or refunds will not be given for sickness, occasional days off or holidays. However we will permit 4 weeks holidays, to be agreed and booked with a minimum of 4 weeks advance notice at a reduced rate of 50% of your usual fees.

The nursery and out of school club is only closed on bank holidays, when these fall in school holidays they will not be bookable so will therefore not be charged. Other bank holidays will not be charged for.

We require 4 weeks paid notice to change your child's agreed sessions, which must be made in writing.

Fees are payable in advance weekly, preferably by standing order, cheque or credit/debit card. Any unpaid cheques will incur a charge of £5.00. Failure to pay on a weekly basis will result in the termination of your child's place and the cessation of collections/drop offs to/from school.

The nursery should be notified of any absences as soon as possible. If a child does not attend for a two week period without prior notice, we will terminate their place.

Clockwork Day Nursery & Out of School club reserves the right to increase the fees with one month's written notice.

Where applicable and agreed, school pick ups & drop offs are included in fees either in a nursery minibus or a walking escort. Hourly rates will be charged from your child's school pick up time and every hour thereafter. Full session will be charged for a child not collected after 2nd hour.

Collecting your child late will incur a charge of £7.50 per 15 minutes.

Non payment of fees or breach of terms and conditions will result in termination of your child's place.

Holiday places must be pre-booked by completing our booking forms. These forms will be given to you in advance of the holiday period and must be handed in by the deadline as stated on the booking form which will be at least 2 weeks prior to commencement of holiday period. Once holiday places are booked these days will be charged for regardless of whether your child attends unless we are given 1 weeks notice of absence. On completion of forms a £5.00 deposit per week per child must be paid to secure the place which will be deducted from fees.

Terms & Conditions Agreement

I have read and understood the Terms & Conditions enclosed in the Out of School Club Prospectus.

I hereby agree to follow the terms & conditions of my child's out of school place.

Parent's signature-----

Child's name-----

Signed -----

On behalf of the nursery.

Date -----

Parental/guardian consent form

Please read the following points and comment or delete as necessary.

**I allow members of staff to apply plasters in the event of an accident:
YES/NO**

In the event of an emergency I allow my child to be taken to hospital to be given medical treatment: YES/NO

In the summer months I give consent for a member of staff to apply suncream to my child: YES/NO

**I give consent for my child to be photographed in the connection of nursery activities and fun days. (These photographs will not be sold or published)
YES/NO**

**I consent to a senior member of staff to give my child Calpol in the event of my child developing a high temperature, which cannot be reduced in other ways. (After signing a medication form)
YES/NO**

I give permission for my mobile number to be used for the out of school and holiday club text messaging service YES/NO

I give consent for my child to use face paints during role play and activities. YES/NO

Any other consents/comments:

Signature of parent/guardian

Date: