



# Frosties' Booklet

Welcome to Frosties

Friezland's Before and After School Club

# Frosties



## Before and After School Club

Welcome to Frosties, our Before and After School care where we aim provide:

- a safe, happy, stimulating and well equipped environment in which children can play and socialise;
- a wide range of activities for all ages and abilities;
- a supportive environment in which children are encouraged to participate and their individual needs met.

**The Friezland Before and After School Club (Frosties)** was established to provide a service for Friezland's families. As such, 'Frosties' is an extension of school and therefore school expectations, policies and procedures are followed.

Frosties is monitored by the Governing Body through the Resource & Environment Committee.

**We are a small team** but combined, our staff have many years' experience working with and looking after children in a variety of different settings.

- Mrs Rebecca Moores – Supervisor (N.V.Q.3 in Children's Care, Learning & Education. Higher Level Teaching Assistant)
- Mrs Elaine Owen (Diploma in pre-school practice)
- Mrs Julie Hopkins
- Mrs Louise Beech
- Mrs Marie Hudson

**The Early Years Foundation Stage** is a very important time for children, therefore as the children start school and come into Frosties they will each be assigned a key person. The key person has the responsibility to ensure each child has their individual needs met, make sure they feel safe, has reassurance to explore new things and is helped to form new relationships.

## **Opening Times and Fees:**

### **Breakfast Club:**

Full session: 7.30 - 8.45 a.m. £4.50

Part session: 8.15 - 8.45 a.m. £2.50

**No child can be admitted before 7.30 a.m.**

### **After School:**

Part Session: 3.20 - 4.30 p.m. £4.00

Full session: 3.20 - 5.45 p.m. £7.60

Although individual circumstances are always considered, there will be a charge of £5 per child for every 10 minutes they remain uncollected after 5.45p.m. Our procedures for uncollected children are available on request. There will also be a £5 penalty for children arriving in Frosties who haven't been booked in by parents in advance. Frosties is a pay in advance service, therefore please ensure that your child's account is in credit. If your child attends an extra-curricular club prior to attending Frosties, you will be charged for the part session only.

## **To Register your child:**

All children must be registered before they can use the club.

- Registration forms are available from the school office or from any member of the Frosties staff:
- A annual registration fee of £5 is charged on your child's first attendance into Frosties.

## **Booking your child into Frosties:**

Your Child needs to be booked into Frosties to ensure they are collected from their classroom and taken into Frosties before the end of the school day. Children can be booked in using the weekly booking forms, or the half-termly booking forms if your child will attend on regular days.

- Booking forms can be found from outside the school office, off staff in Frosties or can be downloaded from the school website.
- All sessions must be booked in advance.

In an unexpected event where you are not able to collect your child from school at the end of the day, please ring school before 3pm to book your child into Frosties.

## **Payment:**

- Payment is to be made, in advance, weekly, monthly or half termly via Edubase.
- Childcare voucher payments are also accepted. Please email Frosties to tell us when these payments have been made at [frosties@friezland.oldham.sch.uk](mailto:frosties@friezland.oldham.sch.uk)
- We understand that sometimes parents do not know in advance exactly how many sessions they need, so if extra sessions are taken, payments must be made as soon as possible.
- By completing the registration form, parents/carers are agreeing to our terms and conditions.

## **Collection of Children:**

- Please introduce yourself to a member of the Frosties staff on arrival.
- You will be asked to sign your child out before leaving the club.
- If you are making arrangements for someone different to collect your child, please let us know beforehand by telephoning the Frosties' mobile on 07874 657065 or school on 01457 872601. Please ensure the person collecting your child knows the two-word password you provided to school.

## **Refreshments:**

Breakfast is provided during the morning session and consists of: cereal, toast, apple juice, orange juice, milk or water.

During the evening session, a variety of snacks are readily available along with drinks of water.

## **Allergies and Dietary Requirements:**

If your child has any allergies or dietary requirements, please provide this information on their registration form and discuss it in more detail with the supervisor, if necessary.

## **Activities:**

A wide range of activities are offered and include:

- outdoor games including football, skipping, tennis, scooters & climbing frames;
- art and craft activities;
- construction including Lego, Knex, Meccano;
- board games including chess, Monopoly, Connect 4;
- computer games and iPads (turns taken and times monitored);
- role play and dressing up;
- festival celebration days for example Chinese New Year & Divali;
- reading a book, listening to music or chatting with friends.

## **Behaviour:**

Frosties thrives in an atmosphere of mutual respect, where in line with our Behaviour Policy and Friezland Expectations, appropriate behaviour is positively reinforced.

It is our belief that if children are motivated, occupied and happy, inappropriate behaviour is discouraged. Staff are experienced in using a range of strategies to diffuse inappropriate behaviour, but if this is persistent it may result in the loss of a place.

## **Illness and Medication:**

- Parents or guardians will be notified immediately on the emergency contact numbers, if a child is unwell or has a serious accident. It is therefore very important to inform us of any change to these numbers.
- Our 'Administration of Medicines Policy' includes details of procedures to be followed if your child needs to take prescribed medication. Members of staff may only administer essential medication.
- Most of the Frosties staff have undergone training in emergency first aid and are well equipped to deal with minor injuries should they arise.

## **Contact Details:**

School Phone Number: 01457 872601

Frosties Mobile Phone Number: 07874 657065

Frosties Email Address: frosties@friezland.oldham.sch.uk

## **Policies:**

A number of policies guide us in our implementation of various practices and procedures; all our policies are available to read upon request.

## **Equal Opportunities:**

We acknowledge that all users of the Frostie Club have individual requirements, and as such, as Equal Opportunity providers, we aim to ensure that these requirements are met.

## **Child Protection:**

The Club's Child Protection Policy contributes to the personal safety of all children using its facilities, through actively promoting an awareness of procedures and good practice.

Supervisors of the Frostie Club have responsibility for the implementation of this policy.

## **Complaints Procedure:**

We hope you will have no need to use the complaints procedure, however, if you do

- Please speak to the Frostie Supervisor in the first instance.
- If the matter is not resolved, the Head Teacher should be contacted.
- If the matter remains unresolved, please complete the School Complaints Procedure Form & send to Chair of Governors, via Business Support, Rock St. Centre, Rock St, Oldham, OL1 3UJ.
- The Chair of Governors will acknowledge receipt & explain what action will be taken.
- You may also contact OFSTED with any compliments, complaints or concerns. A leaflet 'Guidance for Parents' is available on the OFSTED website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Grievances may be addressed to: *Early Years, OFSTED, 3<sup>rd</sup> Floor, Royal Exchange Building, St. Anne's Square, Manchester. M2 7LA, quoting our reference number – 105666.*

## Data Protection:

All information we collect from you will be handled in accordance with the school's Data Protection Policy.

<b>Data Audit For Frostie Child Registration Details</b>					
<b>What ?</b>	<b>Probable Content</b>	<b>Why ?</b>	<b>Who ?</b>	<b>Where ?</b>	<b>When ?</b>
Pupil and carer information	Name D.O.B. Carer phone numbers Home address Email address Medical information Sibling information (if attend this school)	In case of emergency  Well-Being of Your Child  To support fees and administration	All Staff  (as necessary)	Paper copies filed securely  Email and phone numbers on School Money and locked in the school office	Held on File and renewed annually  Data is deleted / shredded annually or as a child leaves the school.

As such, our assessment is that this information handling:

<b>Has Few / No Data Compliance Requirements</b>	<b>Has A Moderate Level of Data Compliance Requirements</b>	<b>Has a High Level Of Data Compliance Requirements</b>
	✓	