



Frosties Booklet

Welcome to Frosties

Friezland's Before and After School Club



Before and After School Club

Welcome to Frosties, our Before and After School Care Club where we aim to 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- Deputy Supervisor (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 and reassured to explore new things and are helped to form new relationships.

(KEY: COVID 19 adjustments)

Opening Times and Fees:

SEPTEMBER 2020 *(please note prices are reviewed annually and are subject to change)*

Breakfast Club: <i>No child can be admitted before 7.30 a.m.</i>	Session: 7:30 – 8:45 a.m.	Fee: £4.50
After School Club:	Part Session: 3:20 – 4:30 p.m. OR Following an extra-curricular club	Fee: £4.00
	Full session: 3:20 - 5:45 p.m.	Fee: £7.60

Although individual circumstances are always considered, additional charges may apply:

- 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.
- A £2.50 penalty for children attending Frosties who haven't been booked in by parents, in advance. This also applies when a child is not collected from school on time at 3:20pm.
- Applicable fees where a child does not attend the service and the place has not been cancelled in advance.

Frosties is a pay in advance service, therefore please ensure that your child's account is in credit prior to accessing the service. If your child attends an extra-curricular club in school, 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, website or from any member of the Frosties team.
- An annual registration fee of £5 is charged on registration and will show in your Eduspot account in September / first attendance if this is later.

Booking your child into Frosties:

Your child needs to be booked into Frosties in advance. This ensures we know to expect them for a morning session and that we can collect them from their classroom and take them into Frosties before the end of the school day, for an after-school session. Children should be booked in using the half-termly booking forms.

- Booking forms can be found from outside the school office, from staff in Frosties or can be downloaded from the school website.
- **During COVID 19 restrictions, paper copies can be sent home with your child or collected from a member of staff when collecting your child from the service.**
- All sessions must be booked and paid for in advance.

- If unexpected circumstances arise and you are not able to collect your child from school at the end of the day, please **telephone** school as soon as possible and they will be accepted. Sending an e-mail at short notice is not advised as it may not be seen in time.

Payment:

- Payment is to be made, in advance, weekly, monthly or half termly via Eduspot.
- Childcare voucher payments are also accepted. Please email school to tell us when these payments have been made info@friezland.oldham.sch.uk so we can match the credit correctly. **Please note, it can take 5-10 working days for the vouchers to show in our account.**
- We understand that sometimes parents do not know in advance exactly how many sessions they need, so if extra sessions are taken, payment must be made as soon as possible.
- By completing the registration form, parents/carers are agreeing to our terms and conditions. (Please be aware that the Eduspot system shows any amounts owing dated as 'the week commencing', not the individual dates your child has accessed the provision).

Dropping off and Collecting Children:

- During COVID 19 restrictions, parents/carers are unable to enter the school building.
- On arrival, please ring the main entrance **Frostie** bell and a member of staff will receive your child if dropping off or go and get your child if you're collecting them.
- If the children are playing outside, please approach the playground gate (off the driveway). Your child can be received from here.
- The member of staff will ask you to agree the time and they will then sign your child in/out.
- If you plan 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 on your school annual data collection form.

Refreshments:

Frosties has a 5* Food Hygiene rating from the borough's Food Standards Agency. Annual checks take place.

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.

During COVID 19 restrictions, additional hygiene routines will be carried out in order to ensure the safety of all.

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 & Shrove Tuesday
- reading a book, listening to music or chatting with friends

During COVID 19 restrictions:

- Children will play in class bubbles or with siblings at allocated tables / areas.
- Additional hygiene routines will be carried out in order to ensure the safety of all.
- Activities will be rotated to ensure they can be cleaned in between different bubbles playing with them.
- Outdoor activities will be encouraged whenever the weather permits.

Friezland Expectations:

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: 07874657065

School Email Address: info@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 Frosties have individual requirements and as such, as Equal Opportunity providers, we aim to ensure that these requirements are met.

Safeguarding and Child Protection:

The school Safeguarding Policy contributes to the personal safety of all children using its facilities, through actively promoting an awareness of procedures and good practice. Supervisors of Frosties 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 Frosties 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 Grievances may be addressed to: *Early Years, OFSTED, 3rd 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.

Data Audit for Frosties Child Registration Details					
What?	Probable Content	Why?	Who?	Where?	When?
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:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
	✓	