



Scotties Out of School Club is a safe, stimulating environment in which your child can have fun. The club is relaxed with an emphasis on 'free play'. There will be many activities, in which the children can choose to participate. Activities during Club hours will be arranged by the staff.

We strive to provide an atmosphere of mutual respect and support for the children in our care at all times.

### **REFRESHMENTS**

Children attending the breakfast session may have toast & cereal if they wish between 7.45am-8.15am. Fresh fruit is available throughout the sessions and a light refreshment will be provided between 4.45pm-5.15pm. Water will be available at all times.

#### **SESSION TIMES:**

7.45am - 8.35am  
8.00am - 8.35am  
3.15pm - 4.30pm  
4.30pm - 5.30pm

#### **FEES:**

£3.00  
£2.50  
£3.50  
£3.00

Sibling discount of 50p per breakfast session and £1 per afternoon session  
**Late collection, per child, per 10 minutes £5.00**

Scotties is open to ALL Scott Lower School children, from Nursery to Year 4 on a first come first served basis. All sessions **MUST** be pre-booked as spaces are limited. Please phone or come to the Office to check availability and book a space. Your child must be registered and a Booking Form completed.

**Payment is required in full in advance, accompanied by a Booking Form in order to secure a place. Cheques should be made payable to 'Scott Lower School'. Please write your child's name. Thank you. A Registration Form MUST be completed the first time you use Scotties.**

### **ILLNESS AND MEDICAL MATTERS**

Children who are ill should not attend the Club. If a child becomes unwell during Club hours, the Play Leader will endeavor to contact parents who should arrange for the child to be collected as soon as possible.

**Any specific medical conditions must be reported to the Play Leader when the child is registered or when diagnosed and the appropriate indemnity form must be signed to enable staff to administer any medicines (i.e. inhalers/antibiotics).**

### **CANCELLATIONS**

For all bookings, 48 hours notice is required, except in the case of sickness. If you wish to cancel a Monday session, you must contact the office by 9.00am. No refunds can be given, but we are willing to re-schedule if numbers allow, and providing adequate notice has been given.

### **COLLECTION FROM THE CLUB**

The entrance/exit to the club can be located via the door before the side entrance to the school (up the path that the children use in the mornings and down the steps mid-way between the road and the playground). Parents must collect their children from the outside door to the club and not through the school.

**Children must be signed out by the person collecting them before they leave.**

We ask that all parents using the Scotties Out of School Club help us run in a smooth and efficient manner by following a few simple requests:

- Please inform us in writing, if anybody other than the persons named on your registration sheet will be collecting your child. (In an emergency, a telephone call will be acceptable). We will not let your child be taken unless we have received this permission.
- Please do not assume that the Club will have spaces and fail to either complete a Booking Form or give adequate notice.
- Please be punctual when collecting your child. Children become very distressed if they think they have been forgotten! If lateness is unavoidable, then a telephone call is essential and alternative arrangements for collecting your child must be made. (Charges will apply).
- Parents are reminded that children left at the SCOTTIES Out of School Club are not the responsibility of Scott Lower School and the Club accepts no responsibility for children left on School premises who are not registered with the club.
- The Club is self-funding. All running costs must be met from fee income. Any profits will directly benefit the Club.

### THANK YOU FOR YOUR SUPPORT

**Play Leader - Zoe Ross**  
**Play Assistant - Carolyn Adair**  
**Play Assistant - Lily Aceto**  
**Play Assistant - Sarah Abraham**  
**Play Assistant - Christie Buckingham**  
**Play Assistant – Lisa Connelly**  
**(All DBS checked and qualified first aiders)**

We will work in accordance with the relevant legislation.

Race Relations Act 1958, 1986, Children's Act 1976, Anti-Bullying, Health and Safety and Equal Opportunities

**Copies of all policies are available upon request.**

### DISCIPLINARY MATTERS

Any discipline issues will be brought to the attention of parents by the Club Leader. If the problem cannot be resolved, the child may, at the discretion of the Club Staff, be asked to leave the Club.

### COMPLAINTS PROCEDURE

If you feel unfairly treated or are unhappy in any way with the care your child receives then a complaints procedure exists. In the first instance any complaint should be made to the Club Play Leader (**Miss Zoe Ross**). This should be in writing stating the names of the people involved, the relevant dates and the nature of the complaint. Further details of the complaints procedure can be found in the complaints policy.

We hope you find this information informative and will choose to use the facilities available. If you have any queries, please do not hesitate to contact us.

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**Scott Lower School**  
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