

Scott Primary School



Scotties Parents Handbook

Inspire - Believe - Achieve



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About Us

Welcome to Scotties

Providing high quality, affordable, accessible childcare to children in a safe, secure and relaxed environment. Scotties before and after school club aims to provide high quality childcare within a warm and welcoming environment. The individuality of each child in our care will be respected and nurtured.

Scotties is open to ALL Scott Primary School children, from Nursery to Year 6 on a first come first served basis. All sessions **MUST** be pre-booked as spaces are limited.

At Scotties we endeavor to provide an atmosphere and activities similar to those found within the home, where children love to come to play and learn together. Our objectives are to:-

- Offer an inclusive service, accessible to all children attending Scott Primary School
- Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centered environment
- Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination
- Provide a range of resources and equipment which can be used under safe and supervised conditions
- Offer activities which meet the needs of each child, promoting their physical, intellectual, emotional and social development, enabling them to become confident, independent and co-operative individuals
- Work in partnership with parents to provide high quality play and care

- Review and evaluate our services to ensure that we continue to meet the needs of children in our care and those of their parents or carers
- Keep parents and carers informed about changes in the administration of the club and to listen to and respond to their views and concerns
- Communicate effectively with parents and carers, and to discuss experiences, progress and any difficulties that may arise
- Employ experienced, well trained staff and offer them appropriate support
- To continue to promote spiritual, moral, social and cultural values, as well as British values through diverse activities at our before and after school club

We offer a wide range of activities incorporating cookery, crafts, construction, creative play, use of the Wii, film watching, book reading, painting, gluing, board games, role play and lots more!

A healthy breakfast and drinks are provided during the 7.45am morning session, fresh fruit is available throughout the sessions and a light evening snack is provided for those staying for the late session. Water is available at all times. We promote independence by encouraging the children to prepare their own drinks and snacks. The children are also encouraged to tidy up after themselves following each snack or meal.

Staff are vigilant and consider children's individual dietary requirements when preparing and offering children food. Scott Primary is a nut free school.

Qualified staff undergo regular training in order to provide the best care for the children in a safe and secure environment.

Policies and Procedures

We take great care in ensuring we are constantly up-to-date with all current legislations and policies. We encourage parents and carers to read our policies and procedures, which can be found on our website www.scottprimary.co.uk

GDPR

We are committed to ensuring the security and protection of the personal information that we process and to provide a GDPR compliant and consistent approach to data protection. More information about GDPR can be found on our website www.scottprimary.co.uk

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 on our website.

Telephone number: 01234 352630

Email: scotties@scottprimary.co.uk

Meet our Team

Dedicated to improving outcomes for all the children we work with. Our passionate team strive to inspire, encourage and challenge the children we work with through engaging activities that help children develop, learn and grow.



Miss Ross - Scotties Play Leader (BA Hons in Childcare and Education)
First Aid/ Safeguarding/ Food Hygiene



Mrs Newman- Play Assistant North Pole (Level 3)
First Aid/ Safeguarding/ Food Hygiene



Mrs Abraham- Play Assistant South Pole (Level 2)
First Aid/ Safeguarding/ Food Hygiene



Miss Buckingham- Play Assistant South Pole (Level 3)
First Aid/ Safeguarding/ Food Hygiene

Miss Michelin- North Pole (Level 2)

First Aid/ Safeguarding / Food Hygiene



Admissions and Bookings

Mrs Garnett - Play Assistant South Pole (Level 3)

First Aid/ Safeguarding/ Food Hygiene

Admissions and Registration

Book, manage and pay for activity clubs and childcare in one easy-to-use and secure place – ParentMail.

ParentMail gives you full access to your account information and makes it easy to book and manage your child's, care and out of school club bookings and attendance.

Our online booking and payment platform is available 24 hours a day 7 days a week and allows you to book sessions up to 1pm on the day of the session.

Bookings and Fees

All bookings are made via our online booking and payment platform, ParentMail. Sessions are booked and paid for in advance and can be made up to 1pm on the day of a session, please note same day booking places are not guaranteed. If you require a booking after 1pm please contact the office who will be able to check availability.

Places are not guaranteed and are subject to availability. Please note that Scotties may not be able to take emergency childcare bookings as adult to child ratios need to be adhered to.

Any parent with unpaid fees will not be able to make any further bookings until their account is settled.



Booking your child's sessions is your responsibility. You will be charged a £2 administration fee per child for each booking made on your behalf. If parents or carers continuously fail to book their child's sessions, in order to safeguard the children in our care, our setting and our staff, we may no longer be able to accept your child into our care.

Payments and Fees

At Scotties we accept the following payment methods.

Card Payments

Credit and debit card payments can be made instantly online and card details can be securely saved for quick payments.

Childcare Voucher Payments

We accept Childcare Voucher Payments from the providers detailed further in this handbook. Please let us know if we are missing a provider. Childcare Voucher payments can be made to Scott Primary School. Please inform the office once any payment has been made using Childcare Vouchers.

When making a payment with Childcare Voucher it is important that you provide us with all the information including the provider name to help us locate and verify your voucher payment and that you ensure payments are transferred from Childcare Voucher accounts at the time of booking.

Fee- September 2022

	Times	Price
Session 1	7.45am- start of school day	£4.25
Session 2	End of school day until 4.30pm	£4.75
Session 3	4.30pm-5.30pm	£8.75

Using Childcare Vouchers

If you wish to make payment via Childcare Vouchers, please find the Scotties user codes below.

Voucher Provider	Identification Number
Accor / Edenred	P20526337
Allsave	S4YC Out of School Club
Busy Bees	S4YC Out of School Club
Computershare	001384866
Fidelity	S4YC Out of School Club
Kids Unlimited	336549
KiddiVouchers	CH65 6TQ
Sodexo	808993 / Post Code CH2 1ED
Co-Op	85104520
Care-4	66222647
Early Years Vouchers	10480
RG Vouchers	21777057305
Tax-Free Childcare	Each setting is registered

Please note that it can take up to 5 working days for the payment to be received and you can only have two pending vouchers at a time.

Government Tax-Free Scheme

We can accept payments through the government tax-free scheme. You can search for the Scotties setting via the government portal.

Wallet Payments

Any additional payments or refunds will show as a credit in your wallet on ParentMail account which can be used to make bookings. You can also add funds to your wallet to pay for your child or children's bookings.

Funded Sessions

Nursery funding cannot be used for Scotties.

Pupil Premium

In some instances, we can accept payments via pupil premium. This would be discussed and agreed on an individual basis.

Cancellations and Credits

If you want to make any changes to your child's booking you need to cancel the session **48hrs in advance**. This is your responsibility and can be done via the ParentMail booking system.

Any credit will be refunded to your online wallet and can be used to pay for future bookings. If your child is unwell, please follow the school's absence policy by telephoning the Office on 01234 353630 on each day that your child is unwell.

Late Fees

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).

If you are late collecting your child you will be charged £5 plus £5 for every 5 minutes you are late. You will be asked to sign a late collection slip and then this fee is automatically deducted from your ParentMail wallet upon signing your child out on collection.

Please note that the late fee will be applied on any occasion that you are late collecting your child not just after 5.30pm e.g. if you are late collecting your child after a session ending at 4.30pm. In exceptional circumstances, you may be able to appeal the late charge. To make an appeal please contact office@scottprimary.co.uk

Non-Booking Fees

You will be charged a £2 administration fee per child for each booking made on your behalf. It is the parents or carers responsibility to manage the booking of sessions.

Increase in Fees

Our fees are reviewed annually and may be subject to an increase at the beginning of the school year. Fees will remain unchanged for the remainder of the school year and until the next annual review. We anticipate that our next increase in fees for our out of school clubs will take effect in September 2023.

Drop off and Collection

South Pole						
Session	Year Groups	Timings	Location	Cost	Drop Off/ Pick Up	Staff
Session 1	Nursery – year 2	7.45am until the beginning of the school day	South Pole Scotties Room	£4.25 Breakfast included	Reception Block	Miss Ross & Mrs Garnett
Session 2	Nursery & Reception	End of school day until 4.30pm	Caterpillars Classroom	£4.75	Nursery Building	Mrs Garnett & Miss Bromfield
	Years 1 and 2	End of school day until 4.30pm	Scotties Room	£4.75	Reception Block	Miss Buckingham & Miss Michelin
Session 3	Years N, R, 1 & 2	End of school day-5.30pm	Scotties Room	£8.75	Reception Block	Miss Buckingham & Miss Michelin
North Pole						
Session	Year Groups	Timings	Location	Cost	Drop Off/ Pick Up	Staff
Session 1	Years 3,4,5 & 6	7.45am until the beginning of the school day	North Pole Scotties Room	£4.25 Breakfast included	Go through the green gates at the end of the North Pole car park	Mrs Newman & Mrs Abraham
Session 2	Years 3,4,5 & 6	End of school day 4.30pm		£4.75		
Session 3	Years 3,4,5 & 6	End of school day-5.30pm		£8.75		

Please inform us in writing, if anybody other than the persons named on your registration/collection 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.

Illness

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

Parent's Contract

All sessions are managed by Scott Primary school.

I consent for my child to attend sessions with Scott Primary School. I understand that the school has policies and procedures in place and that there are expectations and obligations relating to both the school, myself and my child and I agree to abide by them.

I understand that Scotties is a care facility and that, whilst my child is there, Scott Primary School is legally responsible for him/her.

I understand that my child will be provided with a snack and drink whilst at the setting unless otherwise requested.

My child will receive stimulating, challenging play activities and learning opportunities in a fun and safe environment.

I understand that, once my child is handed over to the setting he/she will be in the care of the Scotties staff until collected and signed out by a "Named" responsible adult over the age of 16 years.

I understand that set sessions can only be cancelled by giving 48hrs notice even if the reason for cancellation is due to my child being unwell. If my child is unwell I will follow the Scott Primary School absence procedure and notify the school each day my child is unwell.

I understand that it is my responsibility to keep Scott Primary School informed of any alterations to the information regarding my child.

I accept that, whilst at Scotties, my child may get involved in messy activities.

I understand that Scotties cannot admit my child into the setting any earlier than the appointed time and that I or another "Named" adult must accompany my child or children into the setting and sign my child or children in.

I understand that Scotties closes at 5.30pm and, if for any unforeseen circumstances I am going to be late, I will contact the school.

If my child remains at 6.00pm, after doing everything possible to contact myself and emergency contacts, then I understand that School will be legally required to contact Social Services.

I understand that, if my child is not collected by 5 minutes after the required collection time, I will pay a late charge of £5 plus £5 for every 5 minutes thereafter.

If my lateness is due to exceptional circumstances, I understand that I can contact office@scottprimary.co.uk to explain and appeal the late charge.

Whilst Scott Primary School try to ensure the safety and security of items, I understand that they cannot be held responsible for anything that is lost and stolen.

I have read the behaviour policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from Scotties and I will be liable to pay for these missed sessions. Should there be any incidents at Scotties involving my child, I will be informed of the situation.

I understand that, if my child has an accident, then he/she will be treated by a qualified first aider and I will be informed of the situation as soon as possible. If there is a situation where my child needs urgent medical treatment and I am unavailable, a member of staff from Scotties may sign any consent forms necessary for treatment on my behalf.

Any information and details regarding my child will be treated as confidential. I realise, however, that there may be times, for example in cases of child protection concerns, when details of my child may be passed on to other agencies, for example, Police, Social Care, and Health Care Professionals.

I understand that, where Scott Primary School has endorsed my claim for Tax Credit, Scott Primary School is legally obliged to notify the HMRC if I cease to use the service during the period of my claim unless I give a minimum of 10 days notice. My Tax Credit claim form will indicate that Scott Primary School may be held jointly liable for any claim HMRC consider to be fraudulent.

I understand that any additional paperwork or invoices required will incur a £25 administration fee.

I understand that should Scott Primary School need to make a booking on my behalf, then there will be a £2 administration fee per child per booking. I also understand that it is the parents or carers responsibility to manage the booking of sessions.

If parents or carers continuously fail to book their child's sessions, Scotties may no longer be able to accept your child into our care in order to safeguard the children in our care, our settings and our staff.

I have read and understood the above terms and conditions and by including my children in any Scott Primary School activity I agree to abide by them.