

### **Booking**

It is possible to book places, subject to availability. Short notice bookings can be taken but will be subject to availability of spaces.

We require your email address so that we can send invoices and notifications to you electronically

### **Registration Form, Application Form and Terms And Conditions**

These must be completed and signed for each child. The child cannot attend the Club until the registration process has been completed.

### **Allocation of Places**

Places will be allocated on a first come, first served basis.

There will be a trial period of one month to ensure that children's behaviour is acceptable.

Two weeks fees will be required to place your child on the Club waiting list. Should you not take up the place the fees will be forfeited, or alternatively the fees will be deducted from the first invoice issued.

Two weeks notice of withdrawal of a child must be given in writing. Should this not be the case then two weeks fees will become due.

### **Collection of Fees**

An invoice will be issued prior to commencement of the child starting at Little Rascals Out Of School and each half term thereafter. Fees must be paid IN ADVANCE.

Anyone who starts with Little Rascals Out Of School after the beginning of a half term will have to immediately pay for the remaining number of sessions in that half term.

At the time of going to press, fees are £25.00 annual membership per child. After School sessions are £14.00 per child per day (£11.00 for the first sibling and £8.00 for subsequent siblings per day). Breakfast Club session are £6.00 per child per day.

On the last day of term when schools finish early, an additional early pick up charge of £5.00 per child will be levied.

In the event of school being closed suddenly due to unforeseen circumstances such as snow days, heating system breakdowns etc., refunds cannot be given.

The annual membership fee is charged for EVERY child whichever Club they use. This gives them membership to our Club insurance scheme.

Copies of invoices will be charged at £5.00 for each invoice. Please note that we no longer accept payments by cash or cheque.

Little Rascals Out Of school is Registered on both the Compulsory and Voluntary sections of the Childcare Register maintained and run by OFSTED.



## Little Rascals Out Of School

### **Correspondence Address**

58 Hazel Tree Road, Watford, Hertfordshire,  
WD24 6RQ

### **Telephone numbers**

07538 753 023 (Cherry Tree Primary School team)  
07496 081 374 (Parkgate Junior School team)  
07939 488 265 (Parkgate Infants School team)

07496 081 326 (General Enquiries)  
07763 214 360 (New Business and Invoices)

### **Email addresses**

cherrytree@littlerascalsoutofschool.co.uk  
parkgate@littlerascalsoutofschool.co.uk  
parkgateinfants@littlerascalsoutofschool.co.uk  
enquiries@littlerascalsoutofschool.co.uk  
info@littlerascalsoutofschool.co.uk  
(NOT TO BE USED FOR EMERGENCY CONTACT)

### **Web Site**

www.littlerascalsoutofschool.co.uk  
Registered by OFSTED who may be contacted on  
(01279) 693 603

August 2018

## Little Rascals Out Of School

Cherry Tree Primary School site times; Breakfast (07:30-08:50\*) and After School (15:15-18:00\*).

Parkgate Junior School site times; Breakfast (07:30-09:00\*) and After School (15:00-18:30\*). Please use the Parkgate Road entrance to the school.

Parkgate Infants School site times; Breakfast (07:30-09:00\*) and After School (15:00 -18:30\*).

\*During school term time only



### **Operating Out Of**

Cherry Tree Primary School, Berry Avenue, Watford,  
WD24 6ST

Parkgate Junior School, Southwold Road, Watford, WD24 7DN  
and

Parkgate Infants School, Northfield Gardens, Watford,  
WD24 7RL

[See reverse of leaflet for correspondence address]

07496 085 489 (Cherry Tree Primary School team)  
07496 081 374 (Parkgate Junior School team)  
07939 488 265 (Parkgate Infants School team)  
07496 081 326 (General Enquiries - Michelle Tullett)  
07763 214 360 (New Business and Invoices - Moira Hine)

Manager/Proprietor - Mrs. Moira Hine  
Deputy Manager - Mrs. Michelle Tullett

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### **Children's Act 1989 & The Protection of Children Act 1999**

Little Rascals Out Of School is required to follow the Child Protection Procedures agreed with the Area Child Protection Committee and OFSTED within our responsibility to 'Safeguard Children'. We have a duty to refer to Social Services if we suspect a child is at risk of abuse. We will keep parents/guardians informed if a referral is made unless to do so would place the child at further risk of harm. Our first concern is always the welfare of the child. A copy of the Area Child Protection Procedures and Guidance is held at the Club for your perusal.

Working within the framework of OFSTED and the Early Years Foundation Stage, we are obliged to allocate a 'key person' to all Reception age children. The 'key person' will monitor the child's progress at the Club. This is designed to complement and enhance school records.

Every child, whatever their physical needs, background, religion etc will be included, valued and supported whilst at Club. Where necessary support will be given. We will work closely with parents to facilitate the child's wellbeing.

### **About Little Rascals Out Of School**

Little Rascals Out Of School is registered by OFSTED and is a multi cultural group for children from local infant and junior schools. All branches cater for up to 30 children each morning and afternoon. After school sessions operate from 15:00 - 18:30 weekdays during term time only, except Cherry Tree Primary School, where sessions end at 18:00. Breakfast sessions are from 07:30 - 09:00 weekdays during term time only.

### **Our Aim**

Our aim is to provide a safe, happy, fun and stimulating environment for children during out of school hours. We have resources that promote positive images of race, gender, disability etc.

We give parents a very reliable and affordable service that allows them to fulfil their work commitments in the knowledge that their children are well cared for in their absence.

### **Staffing**

All Little Rascals Out Of School branches are run by a Manager and staff with relevant experience and qualifications. At full capacity there are always four additional members of staff providing a maximum ratio of 1:8 as required by the Children's Act 1989.

All staff undergo a Police Check, First Aid training and Play Worker training.

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### **Arrivals and Departure**

A member of staff is responsible for greeting and registering each child upon arrival at Club . Parents/Guardians are required to sign their children out each day.

The Parent/Guardian, who must be 18 years of age or older, is responsible for ensuring the child is collected from after school sessions on time.

If there is an unavoidable delay when collecting children from after school sessions, it is the parents/guardians responsibility to make alternative arrangements with the Manager. A penalty fee of £14.00 per fifteen minutes or part thereof will be charged.

### **Refreshments**

A healthy breakfast of cereal/toast and fruit is offered and the light tea for after school consists of sandwich's and fruit. We promote healthy eating and do not have chocolate, crisps, sweets, biscuits etc. Fresh water is always available at breakfast and tea time.

With dietary needs varying greatly for our children, from September 2018, they may also bring their own **afternoon snacks only** from home. Parents - please be mindful that some children at the Club may have food allergies and we therefore request that no nuts etc. be brought into any Club sessions.

### **Activities**

For after school sessions children are allowed to choose any available activity they wish. Please note that we are a screen and keyboard free zone.

Daily activities are supervised and include:

- Access to outside play areas at all of our sites (Staffed at 2:8 ratio)
- Art & Craft (Clay, Painting, model making, jewellery making, ceramic and glass decorating etc.)
- Team Games
- Lego & K'Nex construction kits
- Football Table
- Dolls & Prams
- Puzzles
- Board games
- Quiet Time for homework or resting
- Subuteo
- Quiz sessions

Children must **NOT** bring their own toys.

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### **Medicines**

Medicines will be administered ONLY when written permission and instructions are received from Parent/guardian. It is our policy to assist parents with the health of their children.

### **Safety & Discipline**

We expect children to be kind and courteous to each other and the staff. They must behave themselves and abide by the rules of Little Rascals Out Of School, which are on display at all branches. Constant disobedience may result in the termination of the child's registration. Little Rascals Out Of School has a no bullying policy. Bullying of any kind will result in the termination of registration.

### **Policies**

The Club's full range of Policies are available for perusal at all branches at any time during sessions, along with our most recent OFSTED report.

### **Sickness or Unexpected Absences**

If your child/children cannot attend Club on any particular day, the Manager must be informed as soon as possible. The relevant daily rate will still apply.

### **Holidays**

In the event that our service is not required temporarily (e.g. holidays, hospital stays etc) the child's place will be retained at 50% of the normal fee, provided that at least ten working days notice is given in writing.

### **Insurance & Accidents**

All Little Rascals Out Of School branches have full accident insurance and at least one member of staff on duty has First Aid training. The Clubs have fully equipped and regularly replenished First Aid boxes. First Aid will be given by a member of staff who will be responsible for entering details in the Accident Book, which in turn must be read and signed by the parent/guardian collecting the child that day. Parents of Breakfast Club children who require first aid will be telephoned or messaged with details.