

Booking

It is possible to book places on a term or half term basis, 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 £5.00 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, 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

07496 081 326 (Church Hall site)

07538 753 023 (Cherry Tree School site)

07496 081 374 (Parkgate Junior School site)

07939 488 265 (Parkgate Infants School site)

07763 214 360 (Moira Hine)

Email addresses

churchsite@littlerascalsoutofschool.co.uk

cherrytree@littlerascalsoutofschool.co.uk

parkgate@littlerascalsoutofschool.co.uk

parkateinfants@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

April 2018

Little Rascals Out Of School

Breakfast (07:30-09:00*) and After school (15:00-18:30*)

Knutsford Infants & Junior Schools -
Breakfast (07:30-09:00*) and After school (15:00-18:30*) at
North Watford Methodist Church Hall.

Cherry Tree School site times; Breakfast (07:30-08:50*) and
After School (15:15-18:00*). Or until 18:30 if children attend
the Church Hall site.

Parkgate Junior School site times; Breakfast (07:30-09:00*)
The walking bus to the Infants school leaves at 08:45*. 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*). From 4th January 2018.

*During school term time only



Operating Out Of

North Watford Methodist Church Hall, The Harebreaks,
Watford, WD24 6NF

Cherry Tree School, Berry Avenue, Watford, WD24 6ST
Parkgate Junior School, Southwold Road, Watford, WD24 7DN

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

[See reverse of leaflet for correspondence address]

07496 081 326 (Church Hall Site)
07496 085 489 (Cherry Tree School site)
07496 081 374 (Parkgate Junior School site)
07939 488 265 (Parkgate Infants School site)

07763 214 360 (Moira Hine)
Manager/Proprietor - Mrs. Moira Hine
Deputy Manager - Mrs. Michelle Tullett

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. From April 2013 we also run a facility at Cherry Tree School with exclusive use of the Reception Class building. Both branches cater for up to 30 children each morning and afternoon, for Reception class to 11 years of age. Children may stay until they are 14 years old but would need to make their own way to Club. After school sessions operate from 15:00 - 18:30 weekdays during term time only, except Cherry Tree School, where sessions end at 18:00. Breakfast sessions are from 07:30 - 09:00 weekdays during term time only. The Church site Club operates in the safe, secure and spacious North Watford Methodist Church Hall, situated on The Harebreaks, North Watford. During session times the Club has exclusive use of the Church Hall, entrance way, cloakroom facilities and toilets and the outdoor play area.

We also run a Breakfast and After School clubs at Cherry Tree School, Parkgate Junior School and from January 2018, Parkgate Infants School.

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

Both 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.

Getting There

All children are walked to/from the Club in a 'Walking Bus' formation by an experienced and First Aid trained Walker. At the Cherry Tree branch, all children will be collected from their classrooms.

Arrivals and Departure

A member of staff is responsible for greeting and registering each child upon arrival at the Club. Parents/Guardians are required to sign their children in/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. Arrival at the Church branch Breakfast Club must be prior to 08:30 when some Walking Bus groups will leave the Church building. There will be no refund should the child not be at the Club to join the Walking Bus in the morning for the walk to school.

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.

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

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- Football Table
 - Dolls & Prams
 - Puzzles
 - Board games
 - Quiet Time for homework or resting
 - Subuteo
 - Quiz sessions
- Children must NOT bring their own toys.

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 both 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 both 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

Both 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.