



OUT OF SCHOOL CARE HANDBOOK SESSION 20011/12



Out of School Care Services, Expressive Arts Centre, Craigholme School, 204 Nithsdale Rd,
Glasgow, G41 5EU

T: 0141 423 4992 E: jsmart@craigholme.co.uk W: www.craigholme.co.uk

Craigholme School is recognised by OSCR as a charity (SCO 14860)

INTRODUCTION

Craigholme School Out of School Care is a quality service operated by experienced, qualified staff and offers a range of suitable activities for the relevant age, together with opportunities to complete homework in a quiet area. We offer a warm, safe and friendly environment for your child whilst you are at work.

This service takes place in the Expressive Arts Centre — Lower Junior School (204 Nithsdale Road) — and is available between the end of the school day and 6.00 pm. A healthy snack and drink is provided.

Parents may use the service every day, on selected days, or as and when required.

THE SERVICE

Aims and Objectives

- To provide a safe, caring, healthy and stimulating service where parents can place their children before school and after school.
- To provide a wide range of appropriate activities that promote the all round development of the child that the children can voluntarily participate in.
- To ensure their safe transportation to and from school.

To the children

Our aim is to offer fun, stimulating and relaxing activities depending on the child's needs. Our staff's backgrounds will enable us to offer a distinctive high quality of art and sporting recreation, amongst other activities. Each day various activities will be on offer.

To the parents

Our aim is to provide total peace of mind for parents with regard to the care of their child outwith normal school hours. We will provide a quality service at a reasonable price, in the form of an out of school club.

STAFF



Miss Amanda Currie



Miss Mary Dunnachie



Mrs Susie Fleming



Miss Barbara Wood

Marianne McLafferty

Ms Kirstine Mains

ACTIVITIES

The staff are there to support children in their play and facilitate the natural exploration in play. Staff will take care not to disturb children's play unnecessarily and will encourage children to make informed choices about their play, who they play with and what they play with. The OSC staff encourage voluntary participation in group play, but have excellent facilities for children to express their individual creativity if they so desire.

The facilities include large playground area, Expressive Arts Centre, multi media equipment, musical equipment and also a crafts room stocked with pens, paint, clay, beads etc.

At OSC we have a wide range of activities on offer for both indoor and outdoor play. The service makes good use of the school playground with its safe play area and this includes a climbing frame. Outside in the playground, children are provided with equipment for a range of ball games and other playground activities such as hopscotch and skipping. Indoors, the children can choose from a very wide range of games and activities. There are also themed afternoons such as Burns' Day.

In OSC we are always looking for ways to improve the children's large motor skills and co-ordination. The children have the chance to take part in a Dance and Movement Programme, with a dance teacher, which promotes their all round physical development.

We also provide music workshops to allow children the opportunity to develop their musical creativity and knowledge. Children can also be involved in imaginative activities including the use of puppets, dressing-up clothes and playing the 'house corner'.

Children have the opportunity to do their homework in the 'quiet area' and there is a library corner with a wide selection of books available for those who like to read. Books are in a cosy corner of the main room.

SNACK

Children receive a healthy snack each day. They can choose from a selection of healthy food and fruit, with water, milk or diluting juice drink. The children consume their snack at tables near the kitchen area.

SAFETY

The OSC team is very careful about your child's safety and security, however if an accident does occur there is always a first aider on duty. Parents will be asked to sign an accident form for each accident treated as well as the person administering the first aid. If a child needs medication while they are with us you will be asked to sign forms giving permission for us to administer it.

REGISTRATION

Children are registered for O.S.C on a daily basis. Teachers will take a note of the pupils who plan to attend that day and this information will be sent to O.S.C. Nursery and Lower Junior School parents should let the teacher know if their child is going to O.S.C. Some children attend every day and the teacher can be made aware of this.

COLLECTION PROCEDURES

Parents picking up children from O.S.C should enter via the playground gate.

Please note that O.S.C staff cannot release a child into the care of an unauthorised person. Therefore, if someone other than the parent/guardian is collecting a pupil, the O.S.C staff must be notified in advance. Please email jmart@craigholme.co.uk .

All children should be picked up promptly by the end of each session. Please note there will be no reduction in charges for early collection during a particular session.

FEEDBACK

We welcome your comments about our O.S.C service. Please let us know if you are happy or if there is anything we could be doing better. You can speak to the O.S.C supervisor or to the Head of the Junior School. At Craigholme School we are always striving to maintain a high standard and looking at ways of improving our service. If you have any comments or suggestions, please do not hesitate to speak to a member of the O.S.C Team. Alternatively, suggestions, comments and feedback can be sent to feedback@craigholme.co.uk, which is accessed by the Senior Management Team.

GENERAL INFORMATION

Opening Times

The O.S.C service is open from 3pm to 6pm for our afterschool care. This service is offered daily during school term time. We are able to offer full day care in the school holidays in our purpose built Sports Complex through our sports camps. Full details can be found on our website www.craigholme.co.uk.

After School Care Fees

Monthly accounts are posted to parents for immediate payment by cash, cheque or credit card.

Note: In exceptional circumstances, if parents know they will be late in collecting a child, it is vital that they telephone to let the staff know in advance.

- £5.00 per day — if child is collected by 5.00 pm.
- £8.00 per day — if child is collected by 6.00 pm.
- A third child in a family is charged only 50% of the full rate.
- A surcharge of £10.00 per quarter hour will be imposed after 6.00 pm.

CHILDREN GOING TO AFTERSCHOOL CARE

Out of School Care children from the Nursery

Children using the Service are noted by their parents on the OSC sheet in the nursery building when they arrive in the nursery in the morning. Parents may also contact the nursery during the day if they discover they will be unable to collect their child from the nursery at 3pm and their child's name is then added by a member of staff to the sheet. The OSC supervisors arrive at the nursery building at 3pm and escort the children over to the OSC building. While walking, the children are strapped into the Walkodile and any other children not strapped to the Walkodile accompanied by a member of staff holding their hands. Depending on the numbers of children attending OSC nursery staff may also accompany the children. The children walk to the traffic lights and always cross with the Green Man. To ensure accuracy of numbers attending parents are required to complete the O.S.C sheet on a daily basis whether their child is a 'regular' user or not.

After School Care children from the Lower Junior School

Two Junior 3 children visit the J1-3 classes with the O.S.C attendance book. Each class teacher notes the names of children using this service and the book is then collected by the supervisor. These names, and those of the Upper Junior School children using the service, are transferred to the daily O.S.C register.

If a child who wishes to attend OSC arrives late, the class teacher ensures that the OSC supervisor is advised. Similarly, if a parent is delayed or decides to send his/her child to OSC during the course of the day, the parent phones the school to express this wish and OSC supervisor, as well as the class teacher, is advised. If a child has forgotten to register for OSC but no adult arrives to collect her, she is escorted with the other children to the OSC building by the teacher and the OSC supervisor asked to add her name to the register.

At close of school, J1 OSC children wait by the front door until the class teachers have ensured that all the other J1 children have been collected, after which they are escorted to the OSC building by a teacher. The J2 and J3 children walk across by themselves and the names of all children are checked off by the OSC staff.

Those children who are going home on the school bus are taken at 3.30pm by one of the OSC supervisors to the foot of the driveway where they board the bus after the children coming to O.S.C from the Upper Junior School disembark. The Upper Junior School children are then escorted to the OSC building.

After School Care children from the Upper Junior School

Children using the service are noted on the daily attendance sheet by class teachers and this is sent to the office. Their names are then written onto a forwarding sheet for the bus attendant. Children's names are checked as they enter the bus and counted off at the OSC.

The names of the children are passed on to the OSC supervisor by phone or by email every morning before 10.30am.

These children leave the school and are checked onto a bus, which takes them on the short journey to OSC at the Lower Junior School, Nithsdale Road.

If a child comes in late who wishes to attend OSC the parent calls the main office. The name is added to the forwarding sheet, as above, and a phone call/email is then made to the OSC assistant who will add the name to the list.

To ensure accuracy, the above procedure is carried out every day whether the pupil is a 'regular' user of the service or not.

Nursery Children

Nursery children are safely escorted to After School Care.

Junior 1 – Junior 3

The Lower Junior School teachers take pupils to After School Care.

Junior 4 – Junior 6

Pupils who cannot be collected at 3.30 pm will be able to use our After School Care service. They will be transferred by school bus immediately after school.

Junior 7

Pupils may use the Library and Resource Centre until 5.00 pm.

HEALTH AND HYGIENE POLICY AND PRACTICE

Craigholme Schools' Out of School Care Services promotes a healthy lifestyle and ensures high standards of hygiene are maintained in its day-to-day work with children and adults.

Food

All meals and snacks provided will be nutritious and pay due attention to any child's specific dietary requirements. Staff will promote and extend the children's understanding of a healthy diet.

Illness

Parents are asked to keep their child at home if suffering from any infection, sickness or diarrhoea until at least twenty-four hours has elapsed since the last attack. If a child is on prescribed medication the procedures below will be followed:

- The medication will be clearly labelled with the child's name, dosage and any other instructions.
- All medication will be stored correctly and safely.
- Written permission will be obtained from parents.
- A medication form is available to record administration of medicine.
- When administering medicine staff will sign our Administration form and will require a second member of staff to witness the administration, day, time and dosage given.

Infection	Absence period (Guidelines)
Chickenpox	Follow NHS guidelines, all spots must be dry and scabbed over usually after 5 days from the last spot appearing
German Measles	Follow NHS guidelines can return when rash disappears.
Hand, foot and mouth	Exclusion, can affect an unborn foetus
Impetigo	We will follow through with the prescribed medical treatment once sores are dry
Head Lice	Children will be excluded and treatment advised accordingly
Mumps	Exclusion under NHS guidelines
Threadworm	These are a common childhood ailment and need to be treated immediately to prevent cross contamination, please notify

If your child becomes unwell at OSC either you or your emergency contact will be notified. If an accident occurs which requires first aid, your child will be treated by a qualified first aider.

Minor Accidents or Upsets

Parents will be notified by telephone or at the time of collection of any incidents or minor accidents. Parents will be asked to sign the Accident Form or an Incident Form noting any action taken by the OSC staff.

CONFIDENTIALITY POLICY

Our work with children and families will sometimes bring us into contact with confidential information.

We will respect confidentiality in the following ways:

- Information given to any member of staff will be treated with the utmost confidence, unless the health and welfare of the child appear to be at risk.
- Staff will not discuss individual children, other than for the purpose of planning and child development, with people other than the Parents or Carers of that child.
- All visitors and students will be advised of our Confidentiality Policy.
- All data is maintained and protected according to Craigholme School's Data Protection Policy.

COMPLAINTS

You can email Mrs Smart at jsmart@craigholme.co.uk

Complaints can also be made in writing to:

Care Commission Officer
Care Commission
Central West Region
4th Floor
1 Smithhills Street
Paisley
PA1 1EB
Tel: 0845 600 8334

Care Commission

The National Care Standards for Childcare covers services for children and young people up to the age of 16 years which are to be regulated under the Regulation of Care (Scotland) Act 2001. The Scottish Commission for the Regulation of Care will inspect the nursery on an annual basis to ensure that we are meeting the national care standards and regulations.

A copy of the care standards is available for parents to read in the nursery.