

CVPS

Out of School Club



Information Booklet for Fun Club Before and After School Care and Holiday Club

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We provide care in the grounds of
Cramlington Village Primary School (CVPS) on Bowmont Drive

We are part of Little Angels Fun Club and Nursery Ltd



Care and Learning

The children are cared for by a team of staff who have a breadth of qualifications, training and experience in the childcare field.

Activities are planned for the children and differentiated for individual children depending on their interests. The children are given independence to choose their activities. They are encouraged to be part of the planning of activities and their input is valued.

They are also encouraged to develop an awareness of the rules and routines in relation to their peer group and the staff.



Ross - age 7



They follow topics linked to popular areas of interest such as animals, favourite characters, and seasons. Emphasis is on play and enjoyment, encouraging the children to grow in independence and confidence, while being aware of feelings and emotions of others in the group.

During holiday time the children are taken on trips out in our people carrier, on privately-hired coaches or public transport.

Mission Statement

At CVPS Out of School Club, we aim to offer the following:

- Affordable high quality childcare
- Nurturing environment that is safe and secure
- Growth and development through new experiences
- Empowering individuals to fulfill their potential
- Liaising with parents and professionals to ensure best care
- Staff who are approachable, loving and caring.

To ensure that we can continue to achieve these, we aim to follow the 5 Cs in caring for children:

Care for the children in a safe, loving home from home environment, using staff who share a love for children and who are trained to support the children.

Challenge the children through a range of activities, which support them and encourage them to each develop at their own rate of progress.

Communicate well with parents, other carers and with visitors, demonstrating what we understand to be good practice in all we do.

Coordinate our human and physical resources to be able to develop excellent practice in our care and education of children.

Cooperate within our organisation and with external agencies in all we do when it is deemed to benefit children, either in the short or long term.



Fees

Fees are based on the assumption that the out of school club will be open every working day of the year except bank holidays and six working days between Christmas and New Year.

Fees are charged on a sessional basis. We offer a standing order rate for parents wishing to book the same sessions throughout the year.

We also offer an hourly rate for session sheets – suitable for parents who work different shifts each week. Any extra sessions that are booked in are also charged at the hourly rate.

Breakfast Club - 7.45 - 8.30am	2.50
After school - including meal (standing order charges only)	11.58
Before and after school (standing order charges only)	13.00
Holiday time – full-day	22.11
Holiday time – half-day 7.00am-12.45pm or 12.45-6.00pm	12.64
Hourly rate- Session sheet only	
Time	Cost
2.30 - 3.30pm	4.00
3.30 - 4.30pm	3.75
4.30 - 5.30pm	3.50
5.30 - 6.00pm	2.00
Friday 2.00 - 2.30pm	2.00
Meal	2.50
Late charge - first 1/2 hour	2.50

Days can be booked up to four weeks in advance and payments for these days are required when booking. Payments for missed sessions cannot be reimbursed and sessions cannot be swapped.

Places are allocated on a first come, first served basis.

Key Worker

Each child who comes to the out of school club is allocated their own key worker. This is a member of staff with whom they will have regular contact.

The key worker meets the child on their first visit to the club and enables them to settle by introducing them to a “buddy”. The child buddy then shows the child around the club and introduces them to other children and all of the areas of the room. This is overseen by the child’s key worker.

The key worker also keeps notes on the child’s areas of interest so that appropriate and relevant activities are included in the weekly planning. Although activities are planned, if the children have their own ideas we go with their enthusiasm and carry out their preferred activities.

Each key worker maintains contact with the child’s parent by giving feedback at the end of each session the child has attended.



At CVPS Out of School Club we have the following values:

1. Child-centred process	The child must be at the centre of the process. The opportunities provided and the organisation which supports, co-ordinates and manages these should always start with the child's needs and offer sufficient flexibility to meet these.
2. Empowerment	Play should empower children, affirm and support their right to make choices, discover their own solutions, to play and develop at their own pace and in their own way.
3. Not controlled by adults	Whereas play may sometimes be enriched by the play worker's participation, adults should always be sensitive to children's needs and never try to control a child's play as long as it remains within safe and acceptable boundaries.
4. Stimulation and challenge	Every child has a right to a play environment which stimulates and provides opportunities for risk, challenge and the growth of confidence and self esteem.
5. The right to play safe	The contemporary environment in which many children grow up does not lend itself to safe and creative play; all children have the right to a play opportunity which is free from hazard, one which ensures physical and personal safety, a setting within which the child ultimately feels physically safe and personally safe.
6. Individual respect	Every child is an individual and has the right to be respected as such; each child should feel confident that Individuality and diversity are valued by the adults who work and care for them.
7. Care and consideration	A considerate and caring attitude to individual children and their families is essential to competent play work and should be displayed at all times
8. Equal opportunity	Prejudice against people with disabilities or who suffer social and economic disadvantage, racism and sexism have no place in the environment which seeks to enhance development through play. Adults involved in play should always promote equality of opportunity and access for all children, and seek to develop anti-discriminatory practice and positive attitudes to those who are disadvantaged.
9. Extended experience	Play should offer the child opportunities to extend her or his exploration and understanding of the wider world and therefore physical, social and culture settings beyond their immediate experience.

10. Co-operation	Play is essentially a co-operative activity for children both individually and in groups: Play workers should encourage children to be sensitive to the needs of others. In providing play opportunities, they should always seek to work together with children, their parents, colleagues and other professionals and, where possible, make their own expertise available in the wider community.
11. The legislative framework	Play opportunities should always be provided within the current legislative framework relevant to children’s rights, health, safety and well-being.
12. An accessible environment	Every child has a right to an environment for play, and such environments must be accessible to children.

For school holiday sessions, special events and activities, the children occasionally make use of Little Angels facilities at Hareside and Burnside Out of School Club. Parental consent is always secured before a child is taken off-site.

Hot meals

When the children are with us at the out of school club, they have nutritious hot food which consists of a two-course meal.

The meals are all prepared on-site using home-made recipes; the meals are served in bowls in the middle of each table so that children can serve themselves and help to serve each other. Meal times are an important social time and staff sit with the children to show good examples and to ensure the children all have sufficient food and are encouraged to try new things.

Any specific diets can be catered for on request. A copy of the menus will be given out and recommendations can be made by parents/carers to ensure the children’s dietary needs are met.



Hannah – aged 8

For more information or to arrange a look around please don’t hesitate to call Emma Ritchie on 07540723896 or email: littleangelscvps@gmail.com

We look forward to meeting you!