

SASC

Stonehaven After School Club



SASC

Stonehaven After School Club



Stonehaven After School Club

About Us:

The Stonehaven After School Club (SASC) is a non-profit making club, which provides out of school care between the hours of 7.30-9.00a.m. and 3.15-6.00p.m. during term time. The club also operates during the hours of 7.30a.m. and 6.00p.m. during school holidays and in service days and from 12:00pm – 6pm during the primary 1 settling in period depending on P1 intake. The club is registered with the Scottish Care Inspectorate and staff are regularly monitored in accordance with the Regulation of Care. All staff are PVG checked prior to commencing employment with Disclosure Scotland and will be registered with the Scottish Social Service Council.

Our Aims & Objectives

The aim of the SASC is to provide a happy, safe environment, providing both pre and after school care, where children can access learning experiences suited to their individual and group needs and parents have confidence in the support provided. In order to achieve the above, the Club has the following objectives:

- The service will be provided through a child-centred approach, respecting the individual needs of each service user.
- Children and their parents or guardians will be encouraged to participate in the decision making, with regard to the management, activities and programmes planned for the Club.
- Staff will be suitably qualified and experienced in various aspects of childcare and play, with training being an ongoing feature of the service.
- Equipment and toys provided will be regularly maintained and renewed, enabling children to access a variety of up to date play and learning opportunities.
- The Club will fully utilise community resources locally and regularly access opportunities to visit other facilities, during vacations, as part of the ongoing programme of education and learning experiences for children.
- The Club will adhere to its Health and Safety policies that are in place.
- The service shall be subject to the Regulation of Care as regulated and monitored by the Scottish Care Inspectorate. The core principles that underpin the service delivery, as provided by the Club are:
 - Competence
 - Reliability
 - Responsiveness
 - Security
 - Understanding
 - Courtesy
 - Credibility
 - Accessibility
 - Equality

Reviewed: March 2020



Stonehaven After School Club

- Consistency
- Anti-discriminatory
- Social inclusion

Who runs SASC?

A Board of parents, elected from the community runs SASC. It is the responsibility of the Board to make decisions on policy, fees and other business matters. As the Club is self-financing, it is necessary to fundraise and although the Board and staff play a large part in organising these events, they cannot be successful without the support and participation from all members of the Club. The fees and fundraising help to provide a continuous supply of craft materials, it allows for the replacement of equipment and games used by the children, it also helps to subsidise trips during the holidays and at Christmas. The A.G.M. is held in September each year and anyone wishing to join the Board should contact the current Chairperson. Any other offers of support you can offer will always be most welcome.

Where is the club based?

The club is based in the outside hall at Stonehaven Community Education Centre but also has access to 2 large games halls within the main building where the following activities are organised on a weekly basis.

Unihoc
Dancing
Football
Parachute Games
Dodgeball
Badminton
Music Sessions
Boxing
Drama
Volleyball
Circuits

The following opportunities take place regularly within the outside hall: -

Arts & Craft and drawing
Quiet comfy area with books
Bingo
Baking
Construction play
Board Games
Small world play
Nintendo Switch
Role play
Outdoor play
...and much much more.

Reviewed: March 2020

How is the club staffed?

The club has 11 members of staff:

- 1 Manager - Kelly Warrender
- 1 Team Supervisor - Fiona Macdonald
- 1 Business & Admin Manager – Ceryl Armstrong-Williams
- 6 Practitioners & Support Workers
- 2 Bus Drivers

All staff will undergo the relevant training required as well as regular refresher courses to keep up to date with current legislation and best practice.. In addition to the above, we may also have volunteers also known as play workers.

Mandatory training courses for all staff.....

- Paediatric First Aid
- Child Protection & Safeguarding
- GIRFEC – Getting It Right For Every Child
- Food Hygiene
- Infection Control
- 6 month Induction training
- Level 3 in Childcare for Support Workers.

The Board

The Board is formed from parents of children attending the S.A.S.C. The office bearers within the Board are as follows: -

- Chair - Karen Birss
- Vice Chair – Mairi Reid
- Treasurer – Andrew Gale
- Secretary – Nicky Brady
- The SASC Manager Kelly Warrender represents the staff.

How many children attend?

We are registered for 60 children each session daily.

Morning Sessions

How do children get to School?

Children are taken to school by use of the SASC's own mini buses. It is essential that all children accessing this service should be at the Club no later than 8.30a.m. Any child arriving after 8.30a.m. will not be accepted into the Club.

A staff escort is provided on the mini bus, additional to the driver. Any member of staff driving the mini bus must adhere to the DVLA's requirements with a D1 on their licence and must comply with SASC's mini bus insurance. Ratios are adhered to at the schools of 8 children to 1 member of staff. Guidelines state a 1 to 10 ratio for this age group, SASC aims to exceed this in order to insure the safety of the children within our care.



Stonehaven After School Club

Breakfast is available on a daily basis at no extra cost. To use this service, children must arrive at the club before 8:15am.

SASC is registered with the Care Inspectorate from 7:30am.

Any child arriving before 7:30am will not be accepted until the opening time.

Afternoon Sessions

During term time, the children are collected from Dunnottar, Arduathie and Mill O'Forest primary schools by mini bus. Safety is a high priority for SASC and therefore staff escorts are provided at all schools while the children wait to be collected.

What happens on arrival after school?

The children are provided with a snack, which is included in the cost. The snack board is situated to the right of the desk within club. Children with allergies will be given a substitute. Fruit and water is available at all times.

A range of activities are offered to the children attending.

Picking your child up from Club.

All children must be collected by 6.00p.m., otherwise you will become liable to pay £5 per quarter of an hour to cover staff costs. Two members of staff are required to stay until the child/children are collected. All children must be signed out and the departure time logged. Please inform staff if someone other than the parent will have responsibility for collecting the child. The person collecting your child must provide staff with the child's unique password which you will have provided in your registration pack to verify who they are.

Who can collect your child?

If anyone other than a parent or guardian is to collect your child from SASC, staff must have a letter or phone call to notify them of this changes or the child will not be released from the club. The person collecting your child must also quote your child's unique password.

Personal Belongings

Children are not encouraged to bring their own toys/games and equipment into SASC unless on a special occasion or holidays/in-service days.

Please ensure all personal items including clothing, school bags, school equipment and any lunch boxes are clearly marked with your child's name.

We cannot accept responsibility for the loss or damage to personal belongings.

Booking Arrangements

To make additional bookings or cancellations please telephone the Club mobile on 07710-515640 or email admin@thesasc.co.uk bearing in mind admin hours are Tuesday-Thursday 9:30-2:30

Please be considerate and telephone between the hours of 7.30 a.m. and 6.00 p.m. only, Monday to Friday.

Reviewed: March 2020

Admissions Policy

The Stonehaven After School Club welcomes applications from the parents/carers of children and young people from Primary 1 to Primary 7, this includes the Summer holiday period prior to children beginning P1 or S1.

Term-time

- Spaces will be allocated where possible to newly registering families. Once receiving an offer of spaces here at SASC, parents/carers will be required to complete and return the relevant registration forms along with a personal Care Plan for your child/children. Should your child/children have any additional needs, medical conditions or allergies these Care plans will be required to be completed with extensive information to insure we have all information to assist us in meeting your child's needs. In line with our Medication policy/ procedure both Medicine Administration and Storage forms must be completed should any child require medication whilst in our care. Families will also be emailed a Welcome Pack with all relevant information regarding SASC.
- Once all forms have been reviewed by the Manager new families will be invited into our setting. This allows the opportunity to meet the staff, view the setting and ask any questions.
- The £15 registration admin fee will be added to your first month's invoice.
- Parents/carers of those who are presently registered at SASC will be required once a year (June) to review their registration packs in order to make sure all relevant information is correct. Staff will make these available to you at collection time for review. We ask that parents/carers be mindful to inform us as soon as possible of any changes to information.
- Personal Care plans will be required to be reviewed by parents/carers every 6 months unless needed otherwise if relating to medical conditions or additional needs. The Management team will review Care plans highlighting additional needs monthly in cases of regular change and every 3 months for any other. Care plans will be made available to you at collection time when a review is required. SASC requests that they be informed of any changes to medical conditions, allergies or additional needs if required. In cases where we need updates parents/carers will be asked for these verbally, should we not receive them an email will be sent, in cases of severe medical conditions, allergies or additional needs information a meeting will then be requested with the parent/carer to obtain relevant information.
- SASC has a waiting list where existing registrants can request additional days or to register siblings. These requests from existing members will be priority. Any families wishing to register interest in spaces must complete the waiting list forms which are available on our website. Spaces will be allocated as and when available. The Manager will contact any newly registering families with an offer of spaces. Once accepted the above process will begin.

School Holiday/In-service Days

Some parents/carers only use the After School Club on holidays and in service days. All children attending the club during these times are still required to complete the relevant registration forms, care plan and any medication forms if required, pay the registration admin fee and complete the relevant holiday forms.

During the school holidays/in service days, if you child is booked in but fails to attend you will still be charged the full rate applicable.

Fees

Term Time Fees	Rate for 1st Child	Rate for any additional siblings will be charged at the same rate
Hourly Rate	£4.40	£4.40
Morning Session (0730-0900)	£6.60	£6.60
Morning Session (0800-0900)	£4.40	£4.40
Afternoon Session (1500-1700)	£8.80	£8.80
Afternoon Session (1500-1800)	£13.20	£13.20

Holiday / In Service Fees	Rate for 1st Child	Rate for any additional siblings
Half day (up to 5 hours)	19.00	17.00
Full day (0730-1800)	25.00	19.00
Full week	125.00	95.00



Stonehaven After School Club

Term Time

A £15 registration admin fee will be added to the first invoice for all new registrants.

Fees are charged at an hourly rate

Cancellations will be charged at your usual standard rate.

If a child is not collected by 6.00pm, a charge of £5 per quarter of an hour will be added to your invoice to cover the costs of the two staff who are legally required to stay

Four weeks notice in writing must be provided when cancelling a place.

School Holidays / In Service Days

Children must be registered users, new registrants will be required to pay a £15 admin fee which will be added to your first invoice.

Fees are charged at a day rate unless the stated date of return for forms has been missed then this will be charged at our standard £4.40 per hour.

A discount applies to all siblings

Cancellations or no shows will be charged at the full applicable rate unless notice is given one month in advance or at the Managers discretion.

If a child is not collected by 6.00pm, a charge of £5 per quarter of an hour will be added to your invoice to cover the costs of the two staff who are legally required to stay

Only some day trips may incur an additional charge to cover costs.

A packed lunch must be provided (hot food cannot be prepared at the Club)

Payment of Fees

Fees are invoiced monthly in arrears and must be paid within 30 days

We only accept bank transfer and child care vouchers as payment.

If more than one month in arrears, your child's / children's places will be released

Non payment of fees will result in legal action

Should parents have an issue paying fees due to changes in personal circumstances, please raise this in a timely manner with the Management team



Stonehaven After School Club

Cancellation due to sickness/change of circumstances

Parent/carers must notify the staff of the Stonehaven After School Club if their child is off sick from school, absent from club or will no longer require a space. If parents cancel via email or text message, they must receive a confirmation from staff and not assume that the staff have opened their message. If parents do not receive a confirmation message, they must call to ensure the staff on duty are aware of the cancellation.

Cancellations will be charged the basic daily rate; 1 hour for a morning session and 2 hours for an afternoon session.

If a child is booked in during the school holidays and/or in-service days, they will be charged the full rate applicable even if they wish to cancel.

Termination of Contract

By Parent -

Four weeks notice in writing or four weeks fees are required if a child is to be withdrawn.

By Club -

The SASC Board of Directors retain the right to withdraw the place for children due to:

- Constant infringement of the rules
- Arrears of one month or more.
- Where the club feels we can no longer provide a service, which gives appropriate benefits to the individual and other users.

At all times, the parents will be advised by letter and given the opportunity to appeal.

The final decision is made by the majority vote of the Board of Directors.

School closures due to bad weather, heating, flooding etc.

In the event of school closures due to bad weather, S.A.S.C. can collect your child as long as you have completed the Storm Letter when you registered.

SASC will only open if we can adequately staff the club for the day. Staff must be able to safely travel to work, ratios have to be adhered by.

Children who are booked in for that day will be given priority spaces on school closure days.

Parents must phone the club on 07710515640 to check availability and NOT just turn up at club, if we are over our registered amount of children or do not have a significant amount of staff we will regrettably have to turn away families. Therefore please do not drop your child in the care park, please accompany them into the club to check we are OK to take them.

Reviewed: March 2020



Stonehaven After School Club

In the event that the school may close midway through the day the Manager will orchestrate how we would plan to open and collect children based on how many staff we can arrange to come in.

Code of Conduct

As such a large number of children attend the After School Club, certain rules and regulations must apply to ensure the safety of all attending.

1. Children are encouraged to show a caring and sharing attitude to others.
2. Children are expected to be courteous to staff members and other children.
3. Children must refrain from fighting.
4. Children are not allowed to leave the Community Centre premises alone without the parent's written permission.
5. Children are expected to take reasonable care of After School Club equipment. The parents concerned must pay for any wanton destruction.
6. At all times SASC promotes positive behaviour, which ensures the safety and well-being of all the children within the Club.

Discipline Policy

Whilst children attend the After School Club, they are the responsibility of the staff members on duty, therefore any incidents will be promptly dealt with and recorded by the staff member on duty. If there is any cause for concern, you will be notified verbally in the first instance.

Consistent unacceptable behaviour could result in you being asked to remove your child from the Club and may result in the withdrawal of their place.

No physical punishment is used at any time in the Club. Staff use skills they have developed through training and experience to manage any behaviour problems that may arise.

Insurance Information

The building is covered by Aberdeenshire Council's Insurance policy.

All other insurance is covered with Morton Michel.

Illness Admission Policy for Children

SASC follows the NHS guidelines regarding exclusion periods for common illnesses.

You should not bring your child to activities in the Club when they are ill or showing signs of illness e.g. raised temperature, vomiting, diarrhoea etc. We rely on parents to be honest with us regarding these.

Reviewed: March 2020

- Your child should not attend any activity for 48 hours after all symptoms have disappeared. Tummy upsets and diarrhoea are easily spread so children should be completely over the illness before mixing with others.
- Staff will ask you to remove your child if they suspect there is an illness. This may be on you entering the facility, or if illness becomes apparent during a session, you will be contacted and expected to collect your child promptly.
- Chickenpox in children is considered a mild illness, but your child will probably feel pretty miserable and irritable while they have it. To prevent spreading the infection, keep children off school and club until all their spots have crusted over. Chickenpox is infectious from one to two days before the rash starts, until all the blisters have crusted over (usually five to six days after the start of the rash).
- Children who have conjunctivitis can still attend the Stonehaven After School Club if they have been on administered eye drops for 24 hours, unless they are feeling particularly unwell. If there are a number of conjunctivitis cases at the SASC, you may be advised to keep them away until their infection has cleared up.
- Slapped cheek - Unless you or your child is feeling unwell, there's no need to stay away from school or the SASC once the rash has developed, as the infection is no longer contagious by this point. However, parent/carer's must notify the SASC about the infection, so children who develop early symptoms can be spotted quickly and vulnerable people can be made aware that they may need to get medical advice. Slap cheek is highly dangerous to pregnant women in their first trimester, therefore please inform the Manager immediately if you child has been in club or is due to be in.
- Head lice – There is no exclusion policy for head lice but if you detect that your child has head lice, please ensure they are treated promptly. Any children found to have head lice whilst in club will be sent home to be treated, they can then return to club after this treatment.

Accidents

All accidents whether minor or serious will be logged in the appropriate accident book, parents will be notified at collection time of any minor accidents. In the case of more serious accidents or any head bump parents will be notified by phone call of this. These accidents sheets require a parent or guardians signature and a copy will be given to them as well as one stored in club for our records.

Medication

If you wish a member of the S.A.S.C. staff to administer medication to your child, the appropriate forms must be completed by yourself and by the S.A.S.C. The S.A.S.C. will not give your child any medication unless these forms are completed and the manager has agreed that a staff member can administer the medication.

Any child with allergies or asthma must have the appropriate medication stored in the club in the case of an emergency.



Stonehaven After School Club

Complaints Procedure

The Stonehaven After School Club operates within its aims and objectives. The club aims are displayed on the notice board of the SASC and are included in the Clubs registration pack.

Unfortunately, at times, users of the service are unhappy or have a complaint that they wish to be addressed.

The procedures for this are as follows:

Stage 1:

The complainant should discuss this issue with the club Manager and try to resolve the situation. If the Manager is not on duty, they can be contacted via telephone: 07710515640, or via email: manager@thesasc.co.uk

Stage 2:

If the complainant remains unsatisfied, they should discuss this with the manager who will then organise a formal meeting.

Stage 3:

If you feel you cannot be assisted by the club manager, they will inform you of who to write to on the SASC Board of Directors. All complaints must be dealt with **within 28 days**.

If the complaint is around a Health & Social Care issue, you can also contact the following people:-

Board Of Directors
C/o Stonehaven After School Club
Community Centre,
Bath Street
Stonehaven.
AB39 2DH.

Care Inspectorate
Johnstone House,
Rose Street,
Aberdeen.
AB10 1UD

Tel: 07710515640

Tel: 01224 793870

The manager will notify the Care Inspectorate of any complaints immediately.

Photographs

Parents must give permission for children to take part in group photographs, used either for displaying in the club, on our website, Facebook page or for the press/media. Consent must be given at time of registration.

Reviewed: March 2020



Stonehaven After School Club

Important information

Any important information to be shared with parents/guardians will be done so by email, through newsletters, our Facebook page and website and also but verbal communication. Please like our Facebook page Stonehaven After School Club.



Stonehaven After School Club



Stonehaven After School Club

Bath Street
Stonehaven
AB39 2DH

Phone: 07710515640

Email: admin@thesasc.co.uk

Website: www.thesasc.co.uk

Company No: SC303077

Care Inspectorate No: CS2006123466



Stonehaven After School Club