



# Out of School Club Members Handbook

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Little Villagers  
Livingston Village Primary School  
Kirkton Road North  
Livingston Village  
EH54 7EQ

Care Service No CS2004061193

Registered Charity No: SC035151

[www.littlevillagers.org.uk](http://www.littlevillagers.org.uk)



## LIVINGSTON VILLAGE OUT OF SCHOOL CARE PROJECT

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## Information for Parents and Carers

Welcome to Little Villagers. The parents of children attending Livingston Village Primary School together developed Livingston Village Out of School Care Project. After a successful application for New Opportunities Funding, the Management Committee managed to provide an after school service for the parents / guardians of children attending Livingston Village Primary School. The Club opened on the 17th August 2004 and caters for children in P1 through to P7. We aim to provide safe and stimulating play, whilst encouraging fair play within a sharing and caring environment.

### Information on places and allocation

- The places at the club will be limited due to restrictions of staff and rooms size.
- Places will be allocated according to the clubs selection criteria.
- The Club is primarily available for children attending Livingston Village Primary School.

### Policies

All our policies are available in a separate Policy Document. We recommend that you familiarise yourself with these policies, paying particular attention to the Terms & Conditions – which we will ask you to sign prior to becoming a member.

See Policy Documents at [www.littlevillagers.org.uk](http://www.littlevillagers.org.uk)

### Opening Times

We are open daily throughout the year with the exception of Mayday, Easter Weekend or the period between Christmas and New Year.

#### **Breakfast Club - 8am to 8.50am**

We have limited places for children in each session and the amount of places varies each day. Children can arrive any time after 8 am and will be escorted to the playground at 8.50am where the staff watch the children go into school.

Please use the Community Room buzzer at the door when bringing your child in to Breakfast Club.

A breakfast is offered from 8am to 8.30am.

#### **After School Club – Mon - Thurs 3.20pm to 5.45pm & Fri 12.05pm to 5.45pm**

We currently have places for up to 52 children in each session.

Children are escorted from their classroom to the club.

On arrival they are offered a drink and a snack and then we carry out group activities.

Parents must ring the Community Room buzzer when collecting their child.



## Admissions Policy

We are a fully inclusive club open to **ALL** children.

Should your child have any additional or special needs please record these on the registration form and speak to the Club Co-ordinator with any concerns.

Places are allocated in accordance with our Allocations Policy.

*See Policy Documents at [www.littlevillagers.org.uk](http://www.littlevillagers.org.uk)*

## Booking

A completed registration form is required for each child attending the Club.

You will be asked annually in May to update your details and confirm your booking for August. Should you wish to change or cancel your booking we **require 1 months' notice in writing**.

*See Terms & Conditions at [www.littlevillagers.org.uk](http://www.littlevillagers.org.uk)*

We are happy to accept short notice/same day bookings for emergencies when we have places available. Please contact the club on 07561 421703 or 01506 417343. We cannot, however, guarantee the availability of a place.

## Cancellations and Sickness

Please do contact us (by text is good) if your child will be absent through sickness or any other reason, as we are concerned when a child booked does not show up & results in us checking with the school office to try and find your child. As you can imagine this takes time and causes worry for the staff and disruption for the other children.

Should you wish to cancel your child's place at club we will require **1 months' notice in writing**. Fees will be due for this period regardless of attendance.

## Location of the After School Club

The Club sessions are usually held in the Community Rooms; we also have occasional use of the School Hall. Weather permitting, we often take the children outside to use the playground or play park.

Children are collected from their classrooms by a member of our staff. They will need to carry their coats and bags to the club and use the pegs there.

The Club has access to the school playground and play park equipment; children are always supervised by at least two members of staff from the Club during outside play.

For health and safety reasons children cannot play with other (non-club attending) children or other users of the school playing fields whilst they are in our care



## Going Home

You will need to ring the Community Room buzzer and wait for a member of staff to let you in to the school building.

We will challenge any person who comes to collect your child that you have not named on the registration form. Should you wish to change/add/delete a person's name to the list of who can collect your child/ren, please notify a member of staff.

As we have to vacate the room before 6pm, please collect your child by 5.45pm **at the latest**. In the event of a delay in collecting your child please notify us as soon as possible. If a parent or guardian is unavoidably delayed they **must** contact the club staff.

A charge of £12 per hour may be made for any child not collected before the official club closing time – with a minimum 1 hour charge being applied.

If no contact has been made with the club staff and a parent or guardian has not arrived to collect a child soon after the official club closing time, the club staff will attempt to contact the parent or guardian and/or the emergency contact. Thereafter, the Social Work Department will be contacted, they will organise emergency care.

LVOOSCP understand that occasional and exceptional delays are possible, however if the parent/guardian fails to notify club staff of the likelihood of late collection of their child/ren and/or late collections occur on more than one occasion, the LVOOSCP Service will be suspended for the child/ren and the Management Committee will consider cancellation of the membership.

## Behaviour

We follow the school rules with regard to behaviour to ensure consistency for the children at club. We expect good behaviour from staff and children and respect for others. We use distraction techniques and discussion for unacceptable behaviour. We do not tolerate bullying or name calling.

## Staffing

Little Villagers Club is managed by a qualified Manager and Play leader, who is assisted by play workers and assistant play workers. All staff will either hold a childcare qualification or be working towards this and have previous childcare experience. All staff are required to undertake Disclosure Scotland PVG checks, and prior to commencement of employment all staff have to supply two written references. The staff aim to provide care and promote opportunities for child centred play following guidelines and standards which are set by the Care Commission. Staff are encouraged to undertake ongoing training as appropriate and we aim that at least half the staff hold a first aid qualification. To help with identification all staff wear the Club Polo tops, name badges and their photo and names are displayed on the notice board.



## Snack Food

Our snack food aims to be multi-cultural and offer a healthy balance. On arrival at the Club at 3.20 p.m. the children are offered a drink and a snack. We aim for a relaxed friendly atmosphere seated round tables. The children have snack in small groups and if they have been involved in cooking or baking activities they will be offered these as part of the snack. Children are encouraged to help with the tidying and clearing of the room after snack. We do not claim to offer your child their evening meal, merely a healthy snack to keep them going until they go home.

*Please speak to the Manager should your child have any special dietary requirement as we are unable to cater specifically for individual diets. Should your child be on a restrictive diet you may be asked to supply your child's snack food.*

## Indoor Activities at the Club

Our programme of planned activities places emphasis on providing safe and fair play, and also aims to be creative, stimulating and varied within a relaxed friendly atmosphere.

Each child is encouraged to make choices in their play activities in order to promote self-confidence, independence and self-esteem.

Our weekly programme of activities may include:

- Art & Crafts\* using various mediums and using a wide variety of textures, materials and opportunities
- Dressing up clothes to facilitate imaginative play
- Construction toys, Board games
- Music/dance and songs
- Wii Games
- Snooker table

***\*Please note:** All craft materials (ie glue/paints) are child friendly & aprons are provided, however we cannot guarantee that your child & his/ hers clothes will remain clean! As with the school's recommendations we suggest your child does not wear their best clothes to school or club.*

## TV/Videos and Wii

We do occasionally offer a quiet time for relaxing with TV/videos, and also Wii & computer games, as we recognise for some children the school day is long and they need the opportunity to rest and relax. All our videos and computer games are child rated. We monitor the length of time your child has access to these facilities, usually 10-20 minutes for the Wii and 60 minutes maximum for the TV/video.



## Outdoor Play at the Club

We have a varied range of outdoor play equipment & children are encouraged to gain fresh air & exercise at every opportunity, as we recognise the importance of being outdoors to their growth & development. We try to offer children outdoor play every day (weather permitting) for at least 20 minutes. After this time children will then often have the choice between playing indoors or outdoors, providing the weather conditions are appropriate. Outdoor play will include bat and ball games, team games, hoola hoops, skipping, field sports and use of the Play Park.

The outdoor play area is checked regularly by staff to ensure the safety of the area.

## Policies and Procedures

The Club is registered with and approved by the Care Commission. A regular inspection of the Club, premises and staff is carried out bi-annually.

Care Inspectorate approves the Club's Policies, Procedures & Guidelines Folder. A copy is available for parents to look at & includes details, but is not limited to, of our:

Accident/Emergency policy  
Behaviour policy  
Equal Opportunities policy  
Confidentiality policy

Illness and exclusion policy  
Complaints procedure  
Health & Safety policy

See Policy Documents at [www.littlevillagers.org.uk](http://www.littlevillagers.org.uk)

## Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We aim to achieve an environment free from discrimination and will endeavour to challenge both direct and indirect discrimination in our decision making, employment practices and service provision. We aim to treat all children and their families with equal concern and value.

## Child Protection Policy

In accordance with the Children Act 1989, & 2006 and the Protection of Children Act 1999, we have a responsibility for promoting and safeguarding the welfare of children. Our policy outlines our role and the procedures and guidelines we will use with the aim of protecting all children in our care from harm. Where necessary we will liaise with local and national child protection agencies and be led by local policies, guidelines and procedures. All senior staff will receive regular child protection training.



## Accident and Medical consent forms

Should your child have an accident i.e. fall or bump whilst at club, trained first aid staff will offer appropriate treatment and complete an accident report form. You will be asked to read this and sign this form so we know you have been informed.

We will not administer any medication (except in an emergency) without your prior written consent. You will first be asked to complete a medical consent form before we can give prescribed inhalers or other medicine.

## Sun Protection Policy

We recognise the dangers posed to children by over exposure to sun.

In hot weather staff will encourage children to drink frequently and stay in shady areas during the midday heat.

During the sunny summer months please ensure you provide sunscreen and a summer hat for your child.

## How to make a complaint

If you are concerned about any aspect of the club, please speak to Nikki Thom, Co-ordinator or a member of the Management Committee in the first instance.

To contact Care Inspectorate, the address is:

**Care Inspectorate Compass House,  
11 Riverside Drive  
Dundee  
DD1 4NY**

**Tel: 0845 600 9527**

**Email: [enquiries@careinspectorate.co](mailto:enquiries@careinspectorate.co)**

Full details of the complaints procedure is available on our website .

**See Policy Documents at [www.littlevillagers.org.uk](http://www.littlevillagers.org.uk)**

## Payment

We will provide you with an invoice for the coming month. Payment is required by the 1<sup>st</sup> of the following month.

Payment can be made by Direct Banking or Childcare Vouchers. Parents wishing to make manual payments can make directly into our Bank Account

**Royal Bank of Scotland**  
Sort Code - **83-28-45**  
Account Number – **00653863**





**Parents will be expected to pay for all booked sessions regardless of attendance.** The Management Committee will, however, use their discretion regarding payment for sessions during periods of long term ill health / sickness.

Non-payment of fees will jeopardise your child's place at club. Please see our Terms & Conditions for full details of our Payments Policy.

Fees from August 2013

Before School Club	£2.80 per child per session
After School Club	£6.25 per child per session [Monday to Thursday]
After School Club	£8.50 per child per session [Friday]

### **Holiday Club**

We will offer a Holiday Club during many of the school holidays and teacher training days. However due to school closures we cannot open during Easter weekend and Christmas shut down. To help you plan your holidays we will let you know well before the start of the holiday in question when we are open and provide you with a list of activities for each day. Holiday club booking forms are available online – should you require a hard copy of the form then please speak with Nikki.

Our opening times during the school holidays and teacher training days are normally

8am -5.45pm (Morning Session 8am-1pm Afternoon Session 1pm - 5.45pm)

The fees when paid in advance are:

Holiday Club £17.00 per child per day  
Half day cost £8.50 per child per session

### **Childcare Tax Credit**

You may be entitled to help with Childcare Costs through the Working Tax Credit, scheme. Please contact HMRC for more details.

### **Commitment to parents/carers**

We value our relationship with parents and are committed to working in partnership with you to provide high quality play and care for your child.

#### **We aim to:**

- Welcome you at all times to discuss our work, have a chat or take part in our activities



- Keep you informed about our opening times, fees and programme of activities through regular newsletters
- Be consistent and reliable to enable you to plan for your child's out-of-school care with confidence and peace of mind.
- Share and discuss your child's achievements, experiences and friendships.
- Invite you to join our committee to enable you to be involved in decisions about the running of the Club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

### **Little Villagers Club Rules**

- We don't play ball games indoors when the tables are out
- We always tell an adult we want to go to the toilet
- We ask an adult before we move to another room or go outside
- We always wash our hands after using the toilet
- We share the toys and try to look after them
- We are kind and helpful to others
- We help tidy up the toys and equipment
- We wash hands before eating
- We listen to the adults
- We try not to shout at each other
- We don't fight or play fight



## The Management Committee

Little Villagers Club is a registered charity. Although the Club operates within Livingston Village Primary School it is a totally independent organisation which is managed by a volunteer management committee. The Management Committee comprises of a minimum of 5 parents whose children attend the Club. We are reliant on the support of all the parents and ask those who are interested to think about joining the Committee.

The committee generally meets monthly to discuss issues, which affect the running and function of the Club. Dates and times of the meetings are normally advised in advance.

If you have any skills that you feel you can offer to the Club we would like to hear from you. If you have an unusual hobby or collection that you can share with the children please let us know.

The club holds full public and employer liability insurance so that all staff and children are insured against accident or injury.

The Club registered with the Care Inspectorate.

We were last inspected in February 2013 where they awarded the following grades:

- Quality of Care and Support - Grade 5–Very Good
- Quality of Environment - Grade 5 - Very Good
- Quality of Staffing - Grade 5–Very Good
- Quality of Management and Leadership - Grade 5–Very Good

To contact the committee please see the website or use one of the following email addresses:

[committee@littlevillagers.org.uk](mailto:committee@littlevillagers.org.uk)  
[chairperson@littlevillagers.org.uk](mailto:chairperson@littlevillagers.org.uk)  
[treasurer@littlevillagers.org.uk](mailto:treasurer@littlevillagers.org.uk)  
[fees@littlevillagers.org.uk](mailto:fees@littlevillagers.org.uk)  
[invoices@littlevillagers.org.uk](mailto:invoices@littlevillagers.org.uk)

## Our aims

The aims of the Livingston Village Out of School Care Project are to promote the care and education of children requiring care out of school hours. The main objective of the club is to assure the social welfare and interests of the children in the club by providing;

- A caring and stimulating environment for children whilst in the care of the club
- A varied activity programme which will broaden the experience of the child involved
- A wide range of activities, including arts, crafts, drama, sports, project work and outings.
- An emphasis on fun, constructive play and enjoyment.



- An opportunity for parents to provide constructive feedback to staff Programmes that use a wide assortment of materials and equipment to cater for all the different ages of children being cared for.
- A professional and reliable service for parents and guardians wishing childcare before and after school

## Further Information

If you require any further information about our Club please call in to speak to Nikki or any member of our staff, who will be happy to talk to you.

Please contact them on **07561 421703**

Or email [littlevillagers.nikki@gmail.com](mailto:littlevillagers.nikki@gmail.com)

We look forward to hearing from you

Staff and Management Committee **Little Villagers Club**