Out of School Club

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

Care Commission No CS2004061193

Registered Charity No: SC035151

www.littlevillagers.org.uk
LIVINGSTON VILLAGE OUT OF SCHOOL CARE PROJECT

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Welcome to Little Villagers. The parents of children attending Livingston Village Primary School developed Livingston Village Out of School Care Project. After a successful application for New Opportunities Funding the Management Committee has 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 caters for children in P1 through to P7.

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

We aim to provide safe and stimulating play, whilst encouraging fair play within a sharing and caring environment. The Club is available for children attending Livingston Village Primary School.

**Our opening times are as follows:**

We are open daily throughout the year except Easter Weekend or the Christmas Break.

**Before School Club** 8 a.m. to 8.50 a.m.
We have places for up to 45 children in each session. Children can arrive anytime after 8 a.m. and will be escorted to their classrooms at 8.50 a.m. Please use the Community Room buzzer at the door when bringing your child in to Breakfast Club.
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A cereal breakfast is offered from 8 a.m. to 8.30 a.m.

**After School Club** 3.20pm-5.45pm Mon-Thur & 12.05pm–5.45pm Fri.
We have places for up to 45 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. See the chart on the door for further information. 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 Manager with any concerns. Our full policy can be found in Appendix 1 at the end of this handbook.

**Booking**

A completed registration form is required for each child attending the Club. As places at the Club are allocated on a strictly ‘first come first served’ basis, if you accept the offer of a place for your child this will book your child’s place for the duration of their time at the school. 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 4 week’s notice in writing.**

We are happy to accept short notice/same day bookings for emergencies when we have places available. Please contact the club on 07561 421703. 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 four weeks notice in writing. Fees will be due for this period regardless of attendance.

Staff cannot undertake the care of sick children, in particular those with infectious diseases, diarrhoea, vomiting and high temperatures. It is not conducive to the health of the Staff or the other children attending the out of school service to be exposed to these unnecessarily. Please refer to our Illness Control Policy for full details.

Location of the After School Club

The Club sessions are usually held in the Community Rooms; we also use the School Hall for games on Tuesday and Thursday. Children are not allowed to wear outdoor shoes in the hall so it would help if they can leave a pair of gym shoes in the club if they attend on these days. We occasionally are required to change rooms at short notice.

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 play ground 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. It is important that parents/carers sign out their child on the daily register/collection sheet when children are collected.

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 6 p.m., please collect your child by 5.45 p.m. **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
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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 Playleader, who are assisted by playworkers and assistant playworkers. All staff will either hold a childcare qualification or be working towards this and have previous childcare experience. All staff are required to undertake Enhanced Disclosure Scotland 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.
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Treatment of Staff

The Management Committee take responsibility for protecting the health and safety of their staff and pupils at Little Villagers. Violence, threatening behaviour and physical or verbal abuse against school staff or other members of the school community will not be tolerated. All members of the school community have a right to expect that their school is a safe place in which to work and learn. There is no place for trespass, nuisance or disturbance, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property at the Club. Where such behaviour does occur, the Management Committee will play a proactive role in taking all possible action to deal with it. Please refer to Fair Treatment Policy for full details.

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 tiding 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 & fair play & aims to be creative, stimulating & 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.
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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 Commission approves the Club’s Policies, Procedures & Guidelines Folder. A copy is available for parents to look at & includes details of our:

- Accident/Emergency policy
- Behaviour policy
- Equal Opportunities policy
- Health & Safety policy
- Illness and exclusion policy
- Complaints procedure
- Sun screen policy
- Confidentiality policy
- and many more.

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 ie 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 parents are encouraged to provide sunscreen for their
children, and to provide a sun hat. 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 have sunscreen for your child.

**Closing the Unit in a Major Incident.**

In very exceptional circumstances, The Big Adventure Club may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions (combined with heating system failure).
- Burst water pipes.
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion.
- Death of a member of staff.
- Serious assault on a staff member by the public.
- Serious accident or illness.
- Sudden illness of staff resulting in staff shortage and no immediate cover available

In such circumstances, the Co-ordinator and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken. Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

In the event of closure due to circumstances beyond our control, for example Weather or an outbreak of illness enforcing a school closure, refunds or replacement sessions will only be offered at the discretion of the Management Committee.

**Mobile phone policy**

1. Parents should discourage children from bringing mobile phones to the club as they are not permitted at the school; this is on the grounds that they are valuable and may be lost or stolen.

2. Where parents allow children to bring a mobile phone to the club without our knowledge they do so entirely at their own risk. The club
accepts no responsibility for any loss or damage whilst the phone is on the premises.

**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 Commission, the address is: The Care Commission, Compass House, 11 Riverside Drive, Dundee. DD1 4NY | 01382

Full details of the complaints procedure is available on our website [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 1st of the following month.

We prefer you to pay for your child’s place by bank standing order or direct bank payment. We also accept child care vouchers and cheques. Please make cheques payable to LVOOSCP. Add your child’s registration number and Name on the reverse. **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 January 2010**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School Club</td>
<td>£2.65 per child per session</td>
</tr>
<tr>
<td>After School Club</td>
<td>£6.00 per child per session</td>
</tr>
<tr>
<td>Friday After School</td>
<td>£8.00 per child per session</td>
</tr>
</tbody>
</table>
Holidays and Inset Days

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. However, to help you plan your holidays we will let you know well before the start of the holiday we will provide you with a list of activities for each day. Holiday club booking forms are handed out at the moment, and are online with online booking forms – we will eventually move to only online forms to do our bid to cut down on our use of paper.

Our opening times during the school holidays and teacher training days are normally 8am -5.45pm (Morning Session 8am-12.30pm Afternoon Session 12.30pm - 5.45pm)

The fees when paid in advance are:

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Club</td>
<td>£16.00 per child per full day</td>
</tr>
<tr>
<td>Half day cost</td>
<td>£8.00 per child per session</td>
</tr>
</tbody>
</table>

Childcare Tax Credit

You may be entitled to Working Families tax credit, which could cover up to 70% of weekly child care costs. If you are a lone parent working at least 16 hours a week you may also be entitled to tax credit.

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.
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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 functions as a registered charity. Although the Club operates within Livingston Village Primary School it is a totally independent organisation which is managed by a 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 Commission. We were last inspected in August 2008 where they awarded the following grades:
Quality of Care and Support - Grade 4 - Good
Quality of Environment - Grade 5 - Very Good
Quality of Staffing - Grade 4 - Good
Quality of Management and Leadership - Grade 4 - Good

To contact the committee please see the website or use one of the following email addresses:
committee@littlevillagers.org.uk
chairperson@littlevillagers.org.uk
treasurer@littlevillagers.org.uk
fees@littlevillagers.org.uk
invoices@littlevillagers.org.uk
LIVINGSTON VILLAGE OUT OF SCHOOL CARE PROJECT

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:

1. A caring and stimulating environment for children whilst in the care of the club

2. A varied activity programme which will broaden the experience of the child involved

3. A wide range of activities, including arts, crafts, drama, sports, project work and outings.

4. An emphasis on fun, constructive play and enjoyment.

5. An opportunity for parents to provide constructive feedback to staff

6. Programmes that use a wide assortment of materials and equipment to cater for all the different ages of children being cared for.

7. A professional and reliable service for parents and guardians wishing childcare before and after school
LIVINGSTON VILLAGE OUT OF SCHOOL CARE PROJECT

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

We look forward to hearing from you.

Staff and Management Committee
Little Villagers Club
Appendix 1
Policy & Procedures
LIVINGSTON VILLAGE OUT OF SCHOOL CARE PROJECT

LIVINGSTON VILLAGE OUT OF SCHOOL CARE PROJECT
[LVOOSCP]
Membership Terms & Conditions

LVOOSCP will at all times treat all users of the service with consistency and confidentiality.

The club is operated on a not for profit basis and is a Scottish Registered Charity (SC 035151).

All fees paid to the club are used to pay staff salaries and to develop and sustain the club and the employees of LVOOSCP.

Fees will be reviewed at least annually at the AGM and more frequently if the majority of the committee is in agreement.

♦ FEES ARE CURRENTLY:

- **Annual Registration**
  Registration costs, per child, £10 [non-refundable]

Term Time:
- **Breakfast Club**:

  Mon to Fri - [08:00 to 08:50] £2.65 [incl. breakfast if needed]

- **After School Club**

  Monday-Thursday  [15:20 to 17:45] £6.00 [incl. afternoon snack]
  Friday           [12:05 to 17:45] £8.00 [incl. afternoon snack]

- **Holiday Clubs**
  During most school holidays and In-Service days LVOOSCP operates a holiday club. These will be advertised internally and on the website, please check for details and ensure application forms are completed by due date.

  Full day [08:00 to 17:45] £16
  Half day [a.m. 08:00 to 13:00]; [p.m. 13:00 to 17:45] £8
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♦ Childcare Responsibilities.

When a child’s parent/guardian [or nominated collector] is on the premises they are responsible for that child. LVOOSCP will take over responsibilities once the parent has left the child in our care and until they return to collect the child again.

♦ Late Collection of Child/ren

The club[s] closing times are listed above and are also advertised on the LVOOSCP website. [http://www.littlevillagers.org.uk]

**ALL** children must be collected before the official closing time. All children must be collected by a nominated/registered person. On no account is it permissible for collection of a child/ren by a person under the age of 16 years old.

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.*
Allocations of Sessions

*LVOOSCP* Management Committee will allocate *LVOOSCP* sessions annually, following the AGM. Allocations will be based upon application requests and availability of sessions. This allocation shall remain unaltered until such times as the Management Committee indicate an alteration.

Members can request additional sessions in writing at any time and if sessions are available the Management Committee will consider allocating them. A reduction/change in allocated session times requires a 1 month notice period.

Members will be charged for allocated sessions irrespective if they utilise them or not. Under no circumstances will unused session be refunded retrospectively.

Temporary cancellations will not be considered. If a member no longer has a need for session times then they should notify the Management Committee of this in writing and the sessions can be allocated to another member.

Child Welfare

The welfare of your child is *LVOOCPS*’s main priority. Please ensure that you advise the staff of any circumstances that may upset your child’s normal behaviour, or any other relevant factor that you feel is important for them to be aware of in order to ensure that your child/ren gains the maximum benefits from attending our club.

Ensure that Contact details are updated as and when appropriate. It is essential that LVOOSCP Staff can contact someone quickly if they deem it necessary.

Fees shall be paid monthly in advance

Acceptance of allocated sessions will constitute your contract with *LVOOSCP* and fees for these sessions must be paid in advance. Invoices will be sent out on, or around, the 21st day of the month.
prior to the due sessions. Fees **MUST** be paid by the 1st day of the month the due sessions will occur on.

[e.g. Sessions for October will be invoiced around 21st of September and must be paid for by 1st of October].

It is also your responsibility to ensure LVOOSCP know you have made payment This can be done by e-mail, by a clear identifier on Voucher Payments or Direct Banking Payments or by using the “I’ve Paid” form on the website. Details on how and where to pay are listed below. They are also available on the website [www.littlevillagers.org.uk](http://www.littlevillagers.org.uk).

If the bill is not paid within one week of date of issue then you will be charged a late fee of £5, which will be invoiced on the next month’s fees.

In order to remove the risk of having large sums of money left on the premises overnight, payment should be made using one of the following methods only:

**Cheque**
[pay by the 29th of the month to allow clearance by due date of 1st of month]

**Direct Banking**
Please use these details – **Royal Bank of Scotland**
Sort Code - 83-28-45
Account Number – 00653863

**Childcare Vouchers**
LVOOSCP accept a variety of Childcare vouchers, please ask the Co-ordinator for information

*LVOOSCP has future plans to bring online payments and email invoicing soon – details will be issued as and when available.*

**N.B. As of March 2010 cash payments will only be accepted in exceptional circumstances and only by prior arrangement with the Treasurer.**
LIVINGSTON VILLAGE OUT OF SCHOOL CARE PROJECT

♦ Cancellations
Term time
Cancellations must be made in writing one month in advance to avoid being billed for the sessions.

♦ Holiday Club
Cancellations on Holidays, Public Holidays and In-Service days are subject to the full fee for that day.

Session can be cancelled if LVOOSCP are notified before the end of the closing date for applications.

♦ Arrears of Fees Payments.

If any member’s fees remain unpaid following the issue of a reminder letter, then a second letter will be issued requesting full payment and informing that failure to meet payment by the due date for the next month’s service will result in all LVOOSCP services being withdrawn. LVOOSCP cannot collect children from class and provide a care service if fees are not paid.

*It is the responsibility of the member to ensure payments are made in advance by the 1st day of the month.*

If fees are outstanding for a period in excess of 4 weeks Member Registration will be withdrawn, [and legal debt recovery measures will be put in place]. Should that member wish to re-register in future they will have to re-pay the registration fee and join the back of the waiting list. No priority shall be given to previous member status. *Members who re-register will receive fair and non-discriminatory treatment in considering placement applications.*

Registrations will be refused if an outstanding debt to *LVOOSCP* exists.

Persistent late payment of fees by any member will be raised at the Management Committee meeting and the Management Committee will consider withdrawing membership.
♦ Recovery of debt

If fees are not paid to the club the debt may be passed to a debt collection agency or an application made to the small claims court. This could result in a Sheriff Court Ruling against you and this will show up on any future credit check carried out on you, and therefore could affect your ability to obtain credit, goods or services.

♦ Financial Difficulties

If you are experiencing financial difficulties please speak to the Treasurer or to other Committee Members using the following e-mails

treasurer@littlevillagers.org.uk   fees@littlevillagers.org.uk

Other sources of help include:

**Citizens Advice Bureau West Lothian**
Suite Seven
Shiel House
Shiel Walk
Craigshill
01506 432977

**The Advice Shop**
Units 9-12,
Waverley Industrial Estate,
Bathgate,
EH48 4HY
01506 776448

**The National Debt Line** [Scotland]: Tel: 0808 808 4000 /
www.nationaldebtline.co.uk/scotland

**Citizens Advice online Advice Guide** www.adviceguide.org.uk

Version no.1 01/03/2010. This document supersedes all previous fee collection and payment recovery policies.

The Terms & Conditions of membership of Livingston Village Out of School Care Project is under regular review. While the Committee welcomes comment from all parties regarding its policies and procedures, all final decisions regarding them, taking into account statutory considerations, remain with the Management Committee of Livingston Village Out of School Care Project.
I confirm I have received a copy of Livingston Village Out of School Care Project Terms & Conditions.

I have read and accept the Terms & Conditions.

Child/Children’s name(s)__________________________________________________________

Parent/Guardian Sign______________________________

Print _________________________________

Date____________________
LIVINGSTON VILLAGE OUT OF SCHOOL CARE PROJECT

Allocations Policy

Little Villagers
The club has been set up to provide childcare for pupils of the school outside school hours.

It will be based in the Community Rooms of Livingston Village Primary School and will be managed by Nikki Thom on behalf of the management committee.

The club is open for two sessions per day –
Morning will run from 8am till 8.45 am when children will enter the school
Afternoon will run from 3.20pm – 5.45 pm Monday – Thursday, and 12.05pm – 5-45pm Friday.

The cost will be £2.65 per morning session per child, and £6.00 per afternoon session per child Friday afternoon sessions cost £8

The rate is fixed even if you do not use your reserved session – please refer to Terms & Conditions if further information is required. The children will be provided with a breakfast or snack and a drink.

If the club is oversubscribed then children will be offered places in line with the admission policy below.

Application Process

All members must have signed acceptance of the Terms & Conditions otherwise membership is not valid, and therefore allocated sessions will not given [or if already offered will be withdrawn].

New Entrants P1
Annual Registration for new places happens at our AGM in May for term time places commencing August of that year.
LIVINGSTON VILLAGE OUT OF SCHOOL CARE PROJECT

If you wish to apply for a place, please come to our AGM and complete an application form and return it to club.

Application forms will be available at the AGM or can be downloaded from the further Details section of our website www.littlevillagers.org.uk.

Existing Members – Changes to Booking
Once a place has been allocated to a child this will remain in place until the child leaves Livingston village Primary or the place is cancelled by the parent or Committee in line with Terms & Conditions.

If a parent wishes to make changes to their allocated places this can be done at any time by following the correct period of notice for reduction of sessions booked, or by applying using the Change of Booking form available at the club or on our website – Members Forms area.

Siblings of Existing Members
These forms are issued in the April prior to the AGM in May and should be returned to the club in line with the publicised timescales.

Forms can also be found in the Members Forms area of the website www.littlevillagers.org.uk – please note this area is password protected and is available to registered users – see site for details on registration.

New Entrants – Existing School Pupils
Applications from existing school pupils can be received throughout the year for consideration by the management committee and will depend on the policy below and places available at the time of application
Forms available at the club or on the website as detailed in P1 entrants above.

Allocation of Places Process
No child shall receive less favourable treatment on the grounds of race, colour, ethnic or national origin, religious beliefs, disability or the ability to pay.
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Information provided by you about you and your child will be treated confidentially and kept safe

In order to ensure fairness in the allocation of places, the following criteria will be taken into consideration:

Priority will be given to members, siblings and those who make a regular commitment to the club.

Priority will be given to children of working parents/ single working parents, parents who are studying or training to re-enter the workforce.

The management committee reserves the right to refuse admission to any child whose behaviour is, in its opinion, not in the best interests of other children’s health and safety. (This course of action would be implemented once agreed procedures for tackling behaviour problems have been exhausted.)

The management committee further reserves the right to refuse admission / readmission to any child or sibling where the parents have a record for persistent non-payment of fees.

Members, who have outstanding debts at the date of the AGM, unless prior arrangements are in place, will have their places removed. On settlement of any outstanding monies they will if applicable be able to reapply for a new place and be placed on the waiting list if appropriate.

**Allocation of places are applied as follows**

Changes for existing members which can be accommodated using existing available places
Siblings of children already at the club.
Forms handed in by the deadline
Full time applicants who can be fully accommodated
Part time applicants who can be fully accommodated
Oversubscription of club
Where the club is oversubscribed -
Places will be allocated by the Committee and each will be treated on an individual basis taking into account the application date, number of places requested, payment record, etc. Allocation will be undertaken as fairly as possible although the Club is committed to keeping charges as low as reasonably practicable. To this end, the aim is to fill as many places as possible and thus applications encompassing places for Before, After School and Holiday sessions may be given a higher priority. Written notification will be given by the Committee once a place is allocated.

Where no clear allocation can be made for places - a ballot for remaining places will be applied if necessary and allocated on a first offer basis – where a place is refused it will be allocated to the next on the list. The decision of the Management Committee will be final.

When the club is full, places will be allocated from a waiting list maintained by the club coordinator. Those who have been waiting longest will be offered a place first.

The current waiting list is available to all parents to inspect.

All children who attend the club must first be registered by completing a registration form, children's registration details must be kept up to date at all times.
LIVINGSTON VILLAGE OUT OF SCHOOL CARE PROJECT

Illness Exclusion Policy

This Policy has been implemented to ensure that a healthy and safe environment is provided for the children and staff of Little Villagers at all times. Infection in a club setting can spread rapidly, therefore Little Villagers will endeavor to prevent the spread of infection and to promote good health and hygiene practices.

Parent Responsibilities

- Parents/carers of children must ensure that they provide and keep up to date for the out of school staff an emergency contact number in the case of emergency situations that may occur at the out of school site and the child needs to be taken away from the premises as a matter of urgency.

- Parents/carers are responsible for making the out of school staff aware of any medical conditions and allergies that require medication, particular observation or any other attention.

- Parents must ensure that they are able or a contact person can arrive at the out of school site no later than one hour after they have been informed of the child's illness. It is not conducive to the ill child and other children/staff to be exposed to children who may have infectious conditions.

- LVOOSCP staff will be flexible and understanding to the needs of the working parent/carer, however Staff follow the 'Child Sickness Protocol' that states that -
  For conditions such as diarrohea, vomiting, suspected infectious disease, then the child will be expected to be collected by the parent/carer/nominated person within the hour.

- The following guidance is used by out of school Staff to assist them to make the decision to contact parents/carer/nominated person. Guidance for timeframes for this has been obtained by discussion with a GP and guidance from the NHS.
LIVINGSTON VILLAGE OUT OF SCHOOL CARE PROJECT

**Staff Responsibilities**

- It is the Club’s responsibility to ensure that children, parents and staff who have a contagious illness are excluded from Little Villagers for the recommended exclusion period for that illness.

- It is the Club’s responsibility to ensure that sick children are not admitted to Little Villagers.

- Staff cannot undertake the care of sick children, in particular those with infectious diseases, diarrhoea, vomiting and high temperatures. It is not conducive to the health of the Nursery Staff or the other children attending the out of school service to be exposed to these unnecessarily.

- It is the Club’s responsibility to inform parents of any outbreak of a contagious infection which may affect the health of their children.

- It is the responsibility of all staff to care for children who become unwell whilst attending Little Villagers and to adhere to the Little Villagers Incident and Accident Policy.

Little Villagers aims to prevent the spread of infection by and to identify signs of illness in children and staff whilst attending Little Villagers. To do this the following steps will be taken -

1. Contact with parents/carers will be made in the first instance following any symptoms of the child being unwell.
2. Administration of appropriate medication if necessary provided that written permission by the parent/carer is obtained.
3. Monitor the child over the next hour.
4. If no improvement in child's condition the parent/carer/nominated person is expected to collect the child within one hour of informing them

- In cases where the parent cannot be contacted staff will contact the emergency contact given on the child’s membership form.
To limit contact between children who are unwell and other children until they can be collected, taking into consideration the sensitivity of such a situation and ensuring that the child is not made to feel bad as a result.

- To prevent the spread of germs

- To report incidents of certain infections to other parents and staff whilst maintaining the anonymity of children and staff concerned. Infections which would be reported are:
  - head lice
  - measles
  - chickenpox
  - mumps
  - scabies
  - meningitis
  - whooping cough

- To highlight the importance to parents that in the event of an outbreak of an infection at Little Villagers, children who have not been immunised will often be at more risk of infection. This is of particular importance in cases of the following:
  - measles
  - mumps
  - rubella
  - whooping cough

- To exclude children, staff and parents with contagious infections from Little Villagers, until the infection is treated and considered to no longer pose a risk to others. Any exclusion should be handled in a manner so as to cause no further distress or embarrassment to those concerned and to
LIVINGSTON VILLAGE OUT OF SCHOOL CARE PROJECT

maintain confidentiality.

- To monitor other children and staff for signs of the same infection.

- To monitor all cases of infections in the Little Villagers Incidents & Accidents Book, along with the action taken.

- Staff members who become ill whilst at work or begin to show signs of a contagious infection will be sent home. The Co-ordinator will immediately contact a replacement member of staff to maintain the child to staff ratio. Should this not be possible Emergency Closure procedures may have to be followed.

Dealing With Children Who Become Unwell

Staff are vulnerable and do contract illnesses from children they care for, as do other children attending the out of school service. As a result and in order to comply with Health and Safety Policies, and maintain essential children: staff ratios, the health of the out of school Staff cannot be compromised by caring for children with any suspected illnesses.

If a child becomes unwell during the course of a session, staff will ensure that the child is treated promptly and appropriately and that the risk to other children is minimised. All such incidents will be recorded in accordance with Little Villagers Incidents & Accidents Procedures.

In cases where some form of minor treatment has been administered due to illness or an accident involving a child, Little Villagers Administration of Medicines Procedure will be adhered to.

Medical / Illness Rules

1. LVOOSCP Staff reserves the right to refuse admittance to any child who appears unwell on arrival at Little Villagers or if they show signs of any ailment that could be contagious or could affect the ability of staff to care for the sick child and other children.

2. Similarly, staff who appear for work showing signs of a contagious,
or other ailment, that affects their ability to care for the children, will be excluded in accordance with the exclusion procedures below.

3. LVOOSCP cannot be held responsible for any child contracting any of the common diseases, such as a cold, flu, chicken pox etc.

4. LVOOSCP Staff cannot administer pain relief or Prescription Medicines without the written consent of the parent/carer on the day of attendance of the child at Little Villagers. Forms are available for this on request but parents/carers may provide the Staff written permission together with the medicine to be administered, dosage, time to administer and other relevant data on the day of their child’s attendance at Little Villagers.

5. If a child becomes unwell after arrival at Little Villagers, the Staff cannot administer pain relief without parents/carers written permission. The parents/carer/person nominated as the emergency number will be contacted and asked to collect the child as soon as possible.

6. If Staff feel that a child is in immediate need of further medical aid they will be taken immediately to the appropriate facility by ambulance or staff transport. In such circumstances parents/carers will always be informed prior to this. However, special consent from the parents/carers is necessary to allow for the Staff to obtain treatment without delay, which may include surgery recommended by a doctor or dentist for any acute condition of alleviation of pain.

7. Senior Staff observed by one other staff member will administer medicines. The medicine, dosage, time and quantity will be logged into the Medicine Book, signed by both staff members and then shown to the parent/carer when they collect the child at the end of the session. The parent/carer will be asked to countersign the book to confirm that the medicine was administered.

8. Parents/carers of children with identified medical need such as asthma, febrile convulsions etc, will also need to complete a medicine form, but this will be kept on record for reference purposes, as and when there is the need to administer appropriate medication.

9. Any child who has an illness that results in a greater need for care than staff can provide will be excluded until treatment has been received and the child is feeling better.

10. Any staff member who has an illness that affects their ability to
properly care for the children will be excluded until treatment has been received and they are feeling better.

Exclusion Criteria & Timescales

In cases where a child, parent or member of staff are known to have contracted a contagious infection or an illness that could affect other children and staff, Little Villagers will implement the following recommended exclusion procedures:

All infectious illnesses must be reported to the Co-ordinator who will advise on the exclusion period, if any, and will inform staff and other parents if necessary. In some cases the Local Health Authority may be contacted for advice and guidance.

<table>
<thead>
<tr>
<th>ILLNESS</th>
<th>RECOMMENDED PERIOD TO BE KEPT AWAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diarrhoea and/or Vomiting (with or without a specified diagnosis)</td>
<td>Until diarrhoea and vomiting has cleared for a minimum of 48 hours. Period of exclusion varies according to length of time illness clears.</td>
</tr>
<tr>
<td>Rash with fever or behavioural change</td>
<td>Exclusion until a doctor has determined the illness is not infectious.</td>
</tr>
<tr>
<td>Influenza / Fever/throat infections</td>
<td>Exclusion until feeling better and fever has gone down</td>
</tr>
<tr>
<td>Swine Flu (H1N1)</td>
<td>Any child who displays symptoms which could be Swine Flu will be isolated until they can be collected – other parents/carers will be informed especially those in high risk groups. All children who are experiencing symptoms should stay away from the club until symptoms have subsided. Once diagnosed children should stay away until advised by your GP</td>
</tr>
<tr>
<td>Shingles</td>
<td>Exclusion until lesions are crusted</td>
</tr>
<tr>
<td>Strep throat</td>
<td>Exclusion until 24 hours after treatment has been initiated</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>7 days from onset of rash – it is necessary to wait until all spots have healed or scabbed</td>
</tr>
<tr>
<td>German measles</td>
<td>7 days from onset of rash – child is most infectious before the diagnosis is made and most children should be immune due to immunizations.</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion Period</td>
</tr>
<tr>
<td>----------------------------</td>
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</tr>
<tr>
<td>Hand, foot and mouth disease</td>
<td>Exclusion until treatment has been received and last lesion has disappeared.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclusion for at least 48 hours after antibiotic treatment has commenced and spots are no longer weeping fluid.</td>
</tr>
<tr>
<td>Measles</td>
<td>5 days from onset of rash</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Those who have the infection on an exposed area such as the scalp or hands will be excluded for one week and permitted to return only after treatment has commenced. Those who have the infection on an area that can be covered with clothing can return within 24 hours of commencing treatment. Those affected should not share clothing or towels with others and should wash hands thoroughly before eating and after using the toilet.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until treated</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>5 days from commencing antibiotics</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Exclusion for 5 days as long a course of antibiotics has been completed, otherwise 14 days</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until treated with medication by GP and treatment commenced for at least 24 hours prior to return to Nursery - Medicine must be brought to Nursery to be administered by Staff</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Until exclusion until full course of treatment has been received <strong>and live headlice eradicated</strong>.</td>
</tr>
<tr>
<td>HIV</td>
<td>Exclusion is not necessary. Little Villagers will consult with the child’s parents/guardians, doctors and other appropriate health workers to put into place necessary Health &amp; Safety and Emergency Procedures. The identity of any child who has HIV will remain confidential in accordance with Little Villagers Policy On Confidentiality. The child should not be seen to be treated differently from other children, this being especially true in event of an accident.</td>
</tr>
<tr>
<td>Verruca</td>
<td>No need for exclusion, but verrucae must be covered if going swimming</td>
</tr>
<tr>
<td>Mumps</td>
<td>9 days from onset of swollen glands - child most infectious before diagnosis is made</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion</td>
</tr>
<tr>
<td>----------------------</td>
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</tr>
<tr>
<td>Threadworms</td>
<td>Until treatment with medication by GP</td>
</tr>
<tr>
<td>Meningitis</td>
<td>Exclusion until feeling well enough to return</td>
</tr>
<tr>
<td>TB</td>
<td>Cases are rare, exclusion until non-infectious</td>
</tr>
<tr>
<td>Herpes Simplex</td>
<td>Exclusion until cold sores have dried up or the appropriate anti-viral treatment has commenced</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclusion until one week after onset of illness or jaundice (if symptoms are mild).</td>
</tr>
<tr>
<td>Hepatitis B &amp; C</td>
<td>Exclusion is not necessary unless the child is unwell to the extent that they are distressed and the ability of staff to care for other children is affected. Any open sores, cuts or abrasions that are weeping or moist must be covered up by a waterproof covering and securely attached. If a potentially infectious event occurs, e.g. a carrier bites another child and breaks the skin the wound should be washed thoroughly and the child should be taken to the hospital or emergency doctor</td>
</tr>
<tr>
<td>Other Illness</td>
<td>Exclusion period will depend on illness and guidance from GP</td>
</tr>
</tbody>
</table>