

Hazles Before and After School Club  
Geoffrey Street  
Ramsbottom  
Hazles Mobile: 07954273935  
September 2017

Autumn 2017

Dear Parents,

Introduction

It is a requirement of being registered with OfSTED, that we provide an information letter for all parents of registered children and for prospective parents.

The Club is run by the “Hazles Management Committee”, administered by Lindsay Little, School Secretary and run by a qualified Supervisor with qualified and unqualified support workers. It is registered by OfSTED, affiliated to 4 Children, was grant/aided by Bury and Bolton TEC and insured by Morton Michel Associates. These documents are displayed on the Hazles Noticeboard. The Club is bound by the regulations laid down in the “Children’s Act of 1989” and will be regularly inspected.

Rules and Regulations

1. Charges will be £3.80 per hour or any part of an hour subject to change. For the first 15 minute session 7.45 – 8.00 am there will be charge of £1.00 per day per child. For the final half hour between 5.30-6.00pm, there will be a charge of £1.90 subject to review (see registration form (gold)). This is payable for the week each Monday morning, by cash or cheque (made payable to “Hazles Care Club”, and not to the School). It would be appreciated if this could be sent in a sealed envelope to Mrs Little, with your child’s name, the session they are attending and the amount enclosed. It will be possible to pay in advance for a fortnight, month or term, if desired. If a child in Hazles Club is absent for any part of a week, then a charge of £1.90 per session booked will be made to cover possible staffing costs. However, if your child has a prolonged illness requiring hospital attendance, then no charge will be made. If a parent is late collecting a child after the Club closes at 6.00 pm (last pick-up 5.55pm as the building has to be locked up by 6.00pm,) and the Staff have to wait behind, then a charge of £5.00 will be made for each 15 minute period late. Every effort will be made to contact parents if a child has not been collected by 6.00 pm. A child will only be allowed to leave the premises on their own if permission is received from the parent, preferably in writing. If a child is lost whilst in our care, every effort will be made to contact parents or the emergency services. When a child is to be collected by a person under the age of 16 years, notification in writing must be given to the supervisor which will be kept on file. Once registered, a child has a permanent place. If a session is over-subscribed (56 maximum), places will be allocated on a basis of, a) sibling connection in the Club, b) position on the waiting list.
2. Opening Hours will be from 7.45 - 9.00 am, 3.30 – 6.00 pm, or any part of an hour, term time only.
3. Staffing ratios will be 1 adult to 8 children. There will be a qualified Supervisor, Deputy Supervisor, sufficient qualified Support Workers and unqualified Support Workers for the appropriate number of children. Our present Staff are Mrs Lorraine Kelly (Supervisor), Miss Gemma Whittaker (Deputy Supervisor) 8 qualified support workers and 1 unqualified Support Worker.
4. Children may attend Hazles on a casual basis as long as the School/club has notification at least 24 hours beforehand. Emergency placement, eg. If there is a car breakdown or parents are detained at work, can be made if the staffing ratios permit. There will be a normal charge for this service.

5. The Hazles Club is not meant to be for an extension of the School Curriculum and the emphasis will be on leisure/recreational activities, indoor/outdoor activities, all of which will be supervised. There will be opportunities for Art and Craft, Games and Sport, jigsaws, table toys, constructional toys and Library.
6. If someone other than yourself is going to collect children from Hazles, please inform the staff of the Club or the School Office prior to collection.
7. In the event of a child being lost or uncollected, Lorraine as Supervisor, will make every effort to contact the Parent as soon as possible. If a child is lost, the School Building and surrounding areas will be searched and a home telephone call will be made before calling in outside agencies ie. Police. If the child is not found or contacted within 10 minutes, firstly the Police will be contacted and then the Parent. If a child is uncollected after 6.00 pm , again Lorraine as Supervisor, will make every effort to contact the Parent. If no contact is made, the child will remain on the Premises with Lorraine, until the Parent or authorised representative arrives. A charge of £5.00 per 15 minutes late will be made. If no contact can be made, Lorraine will inform Mr Golding or Mrs Little of the situation who will return to school to help resolve the situation.
8. Refreshments will be provided both in the Before and After School sessions. Please let Hazles staff know of any particular dietary requirements and food allergies.
9. Equal Opportunities - Bury Council operates an Equal Opportunities Policy which affords equal opportunity to all staff, parents and pupils without regard to race, religion, colour, gender, marital status or disability. The Schools own Policy is available for inspection.
10. Health and Safety - We are bound by the regulations of the Health and Safety at Work Act 1974. The Schools own Policy is available for inspection. There will be regular Fire Drills.
11. Discipline and Complaints Procedure - The Club will operate the School's "Code of Conduct". If there are repeated problems of discipline, the Senior Management Team of the School have the right to ask parents to remove their child from the Club. We sincerely hope that this problem will never arise. If there are any complaints about the management of the Club they should be made firstly to the Club Supervisor, who may refer them to the Management Committee. Further than that, parents should contact OfSTED at The National Business Unit, OfSTED, Piccadilly Gate, Store Street, Manchester M1 2WD, Tel No 03001231231 and ask for the East Team.
12. Insurance - The Club is insured by Morton Michel Associates for Public Liability and Employers Liability. Equipment is insured by the Governing Body.
13. First Aid - All accidents will be recorded in "The Accident Book" which parents will be asked to sign as proof of notification. First Aid will be applied to cuts and bruises and sterile wipes/bandages applied. Hazles will have a list of children allowed/not allowed plasters. Hazles will have their own emergency contact cards.
14. Elected Parent to Management Committee – there will be an election bi-annually to elect a parent representative.
15. Smoking – there is a No-Smoking Policy which applies to the whole building and its different users by School, Hazles and other organisations.

Yours sincerely

M Golding  
On behalf of Hazles Management Committee