



SCHOOL'S OUT HOLIDAY SQUAD

After School Club

# Parent Handbook 2021-2022

**School's Out Holiday Squad**

Shadsworth Junior School, Arran Avenue, Blackburn, Lancashire, BB1 2ET

Telephone: 07783165251 Email: [schoolsoutholidaysquad@gmail.com](mailto:schoolsoutholidaysquad@gmail.com)

## Contents

1. About School's Out Holiday Squad
2. Holiday Club
3. Food and drink
4. Aims and ethos of the club
5. Meet The Team
6. Transportation
7. Registration
8. Bookings
9. Fees & Payments
10. Cancellations
11. Collection
12. Late collection
13. Sickness
14. First aid
15. Medication
16. Policies and Procedures
17. Contacts



**SCHOOL'S OUT HOLIDAY SQUAD**

Promoting Healthy and Active Lifestyle

## 1. About School's Out Holiday Squad

SOHS After School Club welcomed our first group of children in January 2019 and has since become a very popular childcare provision for many parents. We offer a collection service, and we currently collect pupils from 4 different Primary Schools so that they can attend our fantastic club. Our After School Club runs Monday - Friday, from 3pm - 6pm at our spacious venue at Shadsworth Junior School.

Our dedicated and highly trained staff make sure all our children are having fun, learning and being creative whilst operating in a safe environment. We encourage children to make choices within their play to stimulate and expand their learning. Activities within the club aim to encourage children to engage in play to promote confidence, self esteem and independence.

We offer a range of activities that your children will love, allowing them to interact with other children from different schools and backgrounds. These activities include:

- Sports Program which is planned by our fully qualified sports leaders
- Table Tennis
- Table Football
- Pool Table
- Air Hockey Table
- Outdoor Gym
- Outdoor Play Area
- Board Games
- Lego Zone
- Arts and Craft which is planned and overseen by our arts leader
- Food Technology – something new and exciting each week!
- Nintendo Switch (Mario Kart and Just Dance)
- PlayStation 4 (FIFA)
- ICT Zone
- Homework and Reading Zone

Schools Available for pick up:

- Shadsworth Junior School
- Shadsworth Infant School
- St. Oswalds Primary School
- St. Peters RC Primary School (Mill Hill)

## 2. Holiday Club

School's Out Holiday Squads Holiday Clubs will be available during term time closures throughout the year. Please speak to a member of staff or email us ([schoolsoutholidaysquad@gmail.com](mailto:schoolsoutholidaysquad@gmail.com)) if you wish to register your child as advance booking is required

## 3. Food and Drink

School's Out Holiday Squad offer our children the option of a hot or cold tea each day, with our food menu changing daily. Our food menu is on a 3 week rotation. Our menu can be found on our website, or you can request to receive a copy from the club. Parents can request their child to receive a hot meal each day, please talk to the team for more information.

Once a week we will allow the children to make their own tea or make a dessert in our food technology lessons.

Sugar free juice, water and fruit is always available to the children to get when they wish.

## 4. Aims and Ethos of The Club

Our mission is to allow children to express themselves through sports and group interactions. Boosting their confidence, developing their social and motor skills whilst improving their discipline.

Our programmes aim to allow pupils to have fun and be creative in a safe and comfortable environment.

We make sure every pupil and parent are made to feel welcome and be part of a unique family here at SOHS.

## 5. Meet The Staff

We have been established since 2019 and our Head Coach Chris, who is an highly qualified Sports Coach, has more than 10 years experience in childcare provision and sports clubs.

Our team stands out from our competitors with their hard work, dedication, and enthusiasm to ensure our club is operating at the highest standard.

Our team is:

- DBS checked
  - Paediatric First Aid trained
  - Safeguarding trained
  - Highly qualified with teaching qualifications and have a level 1 or above in a variety of sports
- 
- Chris Baker (Head Coach)
  - Lucy Shannon (Assistant Head Coach)
  - Amanda Southworth (Play Leader & Arts & Crafts)
  - Nicola Hamer (Kitchen Staff)
  - Katrina Poole (Food Technology, Play Leader & Administration)
  - Janette Barlow (Kitchen Staff)
  - Sophie Whittaker (Play Leader)

## 6. Transportation

School's Out Holiday Squad provides a transport service to and from school. All of our vehicles comply with road safety standards, including MOT certificate, motor insurance and tax. All drivers hold a full UK driving license, are first aid trained and have undertaken an enhanced DBS.

An in-depth risk assessment is completed for all school runs with each child's individual needs considered.

In the event there is insufficient space in the vehicles, or a vehicle is unavailable, Shadsworth Juniors will provide us with their minibuses to ensure all pupils are collected.

## 7. Registration

Children must be registered before they are able to attend the club. We use an online booking system called “Kids Club HQ”, and this is accessible to all parents. When you register an interest with the club we will send you a link to access this system, you will need to create an account which will then give you access to register your child with us.

## 8. Bookings

Each month, a link will be sent all parents who are registered with the club. Parents will then have the option to book as many dates as required during this period. There is a cut-off date for bookings which will be specified in the monthly email.

Emergency bookings after the booking deadline can also be made providing that there are places available in the club. For an Emergency booking please email Chris [schoolsoutholidaysquad@gmail.com](mailto:schoolsoutholidaysquad@gmail.com) as soon as possible to ensure that your child is booked in.

## 9. Fees & Payments

You will be able to access your monthly fees by logging into your online account at [www.schoolsoutholidaysquad.kidsclubhq.co.uk](http://www.schoolsoutholidaysquad.kidsclubhq.co.uk) . Our main payment acceptance method is BACS transfer however, we do accept cash and childcare vouchers (please notify us if you wish to pay via childcare vouchers). Cash payments can be made at our venue (Shadsworth Junior School).

### [Fees from September 2021](#)

Pupils attending Shadsworth Junior School = £8 per day, per child

Pupils attending Shadsworth Infants, St Oswalds & St Peters = £9 per day, per child (a collection service is included in this price)

Invoices will be available from the day of booking and you are able to pay for these at any time, however these must be paid before the 7<sup>th</sup> of the following month. An reminder email will be sent to parents a week prior to the payment date. If the account stands in arrears after the 7<sup>th</sup> your child’s place will be put on hold. A £10 charge will automatically be added to your account. Failure to pay after this, will result in further action being taken for the recovery of the outstanding balance.

## 10. Cancellations

Cancellations may be made either in person to the after school club team or by email or text message. You can cancel a booking at anytime but you must inform the club so we can arrange our staff collection rota. Any cancellations or amendments after the booking deadline date will result in a full rate charge.

If your child is absent or sick you will be charged at the full rate.

If your child needs to self-isolate due to Covid-19, you will still be charged at the full rate.

All cancellations or changes to your booking must be informed to the club at the earliest opportunity.

## 11. Collection

Access to the After School Club is by entering Shadsworth Junior Schools main reception, which is located at the front of the school. Please use the schools car park if you are collecting your child via vehicle. When entering the reception, please use the door bell and one of our staff members will assist you.

Children can only be collected by the named person(s) on the registration form. If a different person is to come and collect your child then please contact the club directly in advance.

All parents, guardians and carers must sign your child out of the club.

Please be aware that the After School Club closes at 6pm and we must stress that your child should be collected by this time.

## 12. Late collection

School's Out Holiday Squad has a late collection policy.

Children must be collected at any time before 6pm at Shadsworth Junior Schools reception. Any late collections will result in a late collection fee of £5. Persistent lateness will result in the After School Club place being withdrawn.

The late fee charges will be added to your monthly invoice.

### 13. Sickness

If your child has a sickness bug and hasn't attended school, or has been sent home from school, you must notify the After School Club at the earliest opportunity.

If your child becomes ill whilst attending the club, we will contact parents for them to collect their child. Your child will be placed in a isolation room to reduce the spread of any infections.

If your child needs to isolate due to a positive Covid-19 test result, you must inform the club at the earliest opportunity, stating when your child will return to school.

### 14. First aid

School's Out Holiday Squad staff are all Paediatric First Aid trained.

All accidents are recorded in our accident book and all parents will be notified on collection.

All pupils who have an accident will be treated by a member of our team. Please put any allergies regarding first aid on your child's registration form.

Should your child need to go to hospital a member of staff will go with your child in an ambulance and parents will be contacted.

### 15. Medication

School's Out Holiday Squad can administer medication to your child if they require it. Parents must fill out a 'Permission to Administer Medicine' form in advance. The forms can be requested at the club

### 16. Policies and Procedures

School's Out Holiday Squad policies are available on request at the club. The policies can also be found on our website ([www.schoolsoutholidaysquad.com](http://www.schoolsoutholidaysquad.com)).



## 17. Contacts

Head Coach: Chris Baker

Shadsworth Junior School

Arran Avenue, Blackburn, Lancashire BB1 2ET

Mobile Number: 07783165251

Email: [schoolsoutholidaysquad@gmail.com](mailto:schoolsoutholidaysquad@gmail.com)

Website: [www.schoolsoutholidaysquad.com](http://www.schoolsoutholidaysquad.com)



**SCHOOL'S OUT HOLIDAY SQUAD**

Promoting Healthy and Active Lifestyle