



SCHOOL'S OUT HOLIDAY SQUAD

After School Club

Parent Handbook 2024-2025

School's Out Holiday Squad

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

Meadowhead Infant School, Shorrock Lane, Blackburn BB2 4TT

St Paul's RC Primary School, Preston Old Rd, Blackburn BB2 5EP

Telephone: 07783165251 Email: schoolsoutholidaysquad@gmail.com Contents

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SCHOOL'S OUT HOLIDAY SQUAD

Promoting Healthy and Active Lifestyle

1. About School's Out Holiday Squad

Our 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 are Ofsted registered (registration number – 2533287) and are based at three locations within Blackburn: Shadsworth Junior School, Meadowhead Infant School and St Paul's RC Primary School. At Shadsworth Junior School we offer a collection service from the following Primary Schools Shadsworth Junior, Shadsworth Infants, St Oswalds & Intack Primary so that they can attend our fantastic club. Our venue at Meadowhead offers a collection service from Meadowhead Infants, Meadowhead Juniors, St Peters Mill Hill & St Aidans. Our venue at St Paul's only offers places for internal pupils. Our After School Club runs Monday - Friday, from 3pm until 6pm at all venues.

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 Play Area
- Board Games

- Lego Zone
- Free Play Zone
- Arts and Craft which is planned and overseen by our arts leader
- Food Technology – the children create both sweet and savoury foods each week!
- Nintendo Switch (Mario Kart and Just Dance)
- PlayStation (FIFA)
- ICT Zone
- Homework and Reading Zone

Schools that are available for pickup and to attend Shadsworth Juniors venue:

- Shadsworth Junior School
- Shadsworth Infant School
- St. Oswalds Primary School
- Intack Primary School

Schools that are available for pickup and to attend Meadowhead Infants venue:

- Meadowhead Junior School
- Meadowhead Infant School
- St. Peters RC Primary School (Mill Hill)
- St Aidans Primary School

Schools that are available for pickup and to attend St Paul's RC Primary School venue:

- St Paul's Primary School ONLY

2. Holiday Club

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

3. Food and Drink

School's Out Holiday Squad recognise the importance of healthy nutrition for children. We offer our children the option of a hot or cold light tea each day, with our food menu changing daily. Meals are served between 4pm-4.15pm. 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. We meet individual dietary requirements and parental preferences wherever possible.

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 a choice of fresh 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 both 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. Staff

We have been established since 2019 and our Head Coach Chris, who is a 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 are:

- DBS checked
- Paediatric First Aid trained
- Safeguarding trained
- Food Hygiene trained
- Highly qualified with teaching qualifications and have a level 1 or above in a variety of sports

6. Transportation

School's Out Holiday Squad provides a transport service to and from school. All 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. For children attending St Peters, we have secured a minibus & taxi partnership with a local firm and have arranged transportation to collect all pupils with members of our staff.

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. Induction

You and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting and to help your child settle in. Please contact Chris to arrange this. During your child's first session time will be set aside for an induction. The induction will include running through club's rules and routines, including meal times, collection and play opportunities and

introducing your child to our staff and other children. Another child will usually be allocated to act as your child's buddy for the first few sessions.

9. 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 as soon as possible to ensure that your child is booked in.

10. Fees & Payments

You will be able to access your monthly fees by logging into your online account at 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 2024](#)

- Pupils attending Shadsworth Juniors, Meadowhead Nursery and Infants and St Paul's RC Primary School = £9.50 per day, per child.
 - Short stay session (3pm – 4pm) = £5 per day, per child.
- Pupils attending Shadsworth Infants, St Oswalds, Intack Primary, Meadowhead Juniors, St Peters Mill Hill & St Aidans = £10.50 per day, per child (a collection service is included in this price).
 - Short stay session (3pm – 4pm) = £5.50 per day, per child

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 7th of the same booking month. A reminder email will be sent to parents a week prior to the payment date. If the account stands in arrears after the 7th 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.

11. Cancellations

Cancellations MUST be sent via email or telephone. You can cancel a booking at any time but you must inform the club at the earliest opportunity so we can arrange our staff collection rota. Any cancellations or amendments after the booking deadline date (see confirmation email for 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.

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

12. Collection

Please use the schools car park if you are collecting your child via vehicle. All venues will have a door-bell at the collection point.

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 pupils will be signed in and out via an online hands-free service.

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

13. Late collection

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

Children must be collected at any time before 6pm at both venues. Any late collections will result in a late collection fee of £5 every 15 minutes. Persistent lateness will result in the After School Club place being withdrawn.

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

14. 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, via email or via text message.

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 an isolation room to reduce the spread of any infections.

15. First aid

School's Out Holiday Squad staff are all Paediatric First Aid trained. All accidents are recorded on our booking system and in our accident book and all parents will be notified on via email and on collection. All pupils who have an accident will be treated by a member of our team. 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.

16. 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. Please put any allergies regarding first aid on your child's registration form.

17. 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).

18. Contacts

Head Coach: Chris Baker

Shadsworth Junior School

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