

SQUIRRELS

CHILDCARE LTD



Proprietors: Maureen Hogg and Anne Harrison

INFORMATION BOOKLET

Contact: Pauline on 07938 220267
Or Lisa on 07857 267801

St Mary's C of E Primary School
Rushcroft Road
High Crompton
Shaw
Oldham
OL2 7PP



Dear Parent/Guardian,
Squirrels Before and After School child care facility for 4-11 year old children at St Mary's C of E Primary School opened in September 2011. This booklet has been produced in order to hopefully, answer any questions that you may have regarding Squirrels Childcare Ltd.
Maureen & Anne

Our openings times are :-

Monday to Friday 7.30am – 9.00am
 3.30pm – 5.45pm

School Holiday Club

Available at St Mary's High Crompton, Springhead Infant School, Holy Trinity C of E School, Dobcross and Knowsley Junior School, Springhead.

Full Day 7.30am – 5.30pm

Squirrels is OFSTED registered for 28 children.

The group will be managed by Pauline Ainsworth. Squirrels staff are experienced and hold childcare qualifications and participate in ongoing training. There will be several activities planned each day at Squirrels. Children will have access to various games with both indoor and outdoor play. Squirrels operates the Early Years Foundation Stage (EYFS) for 4-5 year old children with a key worker.

Terms & Conditions

Fees

Payment is due on the first session the child attends for the week ahead. We accept cash, cheques, vouchers and direct debits. Cheques are payable to 'Squirrels Childcare Ltd'.

Meals

During school holidays a packed lunch is required with an ice pack enclosed. Refreshments during the morning and afternoon sessions are provided at no extra cost. During term time refreshments are provided after school and breakfast is available for all children in a morning at no extra charge. Squirrels operates a healthy eating policy.

Notice of Removal

Notice of removal of a child from Squirrels must be given TWO WEEKS in advance or with TWO WEEKS PAYMENT IN LIEU.

Collection of Children

Children will be only allowed to leave with people that are listed on your registration form. If anyone other than this is to collect them you must inform us.

Infectious & Communicable Diseases

Our club is committed to the Health & Safety of all children and staff. As such, the club will take necessary steps to prevent the spread of infection. It will sometimes be necessary to require a poorly child to be collected early from a session or be kept at home while they get better. In such cases, the provisions of the Health, Illness and Emergency policy will be implemented.

Safe Guarding Children

We believe that all children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm.

Confidentiality Policy

Squirrels Childcare work closely with children and their families and so it brings us into contact with confidential information.

Additional & Medical Needs

We are aware that some children have additional needs or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to make sure all children are able to access our services and that our activities promote their welfare and development.

Behaviour Management Policy

Squirrels Childcare recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment. We will make every effort to create a tolerant and caring environment where bullying is unacceptable.

Equal Opportunities

The club aims to provide a welcoming and caring environment that promotes and reflects cultural and social diversity and is equally accessible to all. We endeavour to challenge any offensive behaviour, language or attitudes with regards to race, ethnicity, nationality, religion, culture, gender, disability or class.

Please ask Pauline if you wish to see the above policies or any other policies in full.

'SQUIRRELS' is insured by ***MORTON MICHEL INSURANCE***

FEEES

TERM TIME

MORNING SESSION (Includes breakfast)

7.30 am - 9.00 am	£5.00
8.00 am - 9.00 am	£4.00

AFTERNOON SESSION

3.30 pm - 5.45 pm	£7.00
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SCHOOL HOLIDAY CLUBS

Available at St Mary's High Crompton, Springhead Infant School, Holy Trinity C of E School, Dobcross and Knowsley Junior School, Springhead.

PER DAY	£23.00
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CHARGES FOR ABSENCE

TERM TIME AND HOLIDAY CLUB

Parents or child's sickness	FULL FEE
Term Time Bank Holidays	NO FEE

REGISTRATION FEE (Non Refundable)

1 st Child	£10.00
2 nd Child	£7.50
3 rd Child	£5.00