

**OSCARS
INFORMATION FOR PARENTS, CARERS
AND CHILDREN**



Registered Charity No: 1133716

- Please note. This should be read together with the Full Oscars Constitution and Rules for Parents & Carers these can be found online at : www.oscarschildcare.org.uk

INFORMATION FOR PARENTS, CARERS AND THEIR CHILDREN

1. THE BORING GROWN UP BIT!

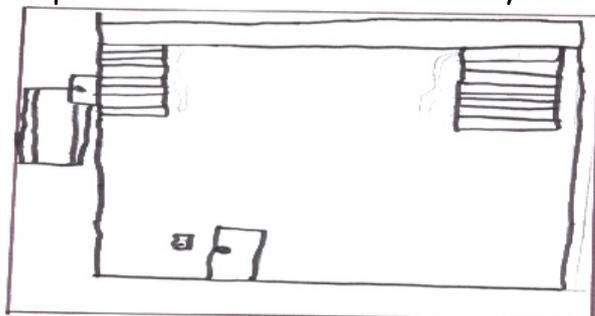
WELCOME TO OSCARS!

Oscars (Out of School Club and Recreation Scheme) was set up in 1992 by a group of working parents who were frustrated with the lack of childcare provision before and after school. From small beginnings, Oscars has grown year by year to the organisation you see today.

Oscars became a charity in February 2010.

The purpose of the club is to provide care for children of primary school age Before and After school and up to 12 years, [6 months into the senior school] in school holidays. We are able to accept children with disabilities. Please note: we are unable to escort children to or from other schools or outside activities. We are pleased to accept children from schools other than Frampton Cotterell C/E during school holidays.

We live in a terrapin building within Frampton Cotterell C of E School site. We are extremely grateful to the school, governors and Diocese for allowing us to occupy this space, permission for which we have to renew every five years. We are a non-profit making organisation and therefore all buildings etc. are purchased and maintained through fees. We are however extremely grateful to the Community Fund, a grant from which has enabled us to purchase our own toilet facility.



antony >

Oscars is however, completely separate from the school and run by a voluntary management committee of parents using the scheme. They are responsible for managing the staff, finances and building and ensuring that the appropriate procedures are in place to maintain OFSTED registration. They will meet regularly and run meetings for parents once per term, together with an Annual General Meeting. You will receive regular newsletters, keeping you up to date with events.

PLEASE support your committee, they have 'normal' jobs to do too! It is important to remember that OSCARS cannot run without a committee and would cease to exist overnight.

The committee are of course supported by an excellent staff. The Playscheme manager, Pamela Bailey is responsible for day to day running of the scheme and will be your first port of call for any questions you may have. She in turn, is supported by a small and very enthusiastic team. All staff who have responsibility for supervision of the scheme have appropriate NVQ [or equivalent] qualifications in childcare and all staff regularly attend training sessions in first aid, child protection, food hygiene along with a wide variety of play related subjects.

OSCARS is regulated by OFSTED and is regularly inspected. At our last inspection in October 2008 we gained 3 grades of 'Good' plus an 'Outstanding' for our 'child safety'. The report can be found at www.ofsted.gov.uk

We are required to maintain appropriate staff to children ratio's and are limited on available places, both from these and the physical space in which we operate. Currently, our staff to children ratio is 1 to 8 for playscheme which reduces to 1 to 5 when outside trips are organised.

We are able to take a maximum of 30 children during both holiday Playschemes and in the Before and After School club.

REGISTRATION AND BOOKING

Demand for places in the **Before and After School Club** is very high and we have therefore been forced to operate a waiting list. If you wish your child to be placed on this waiting list, please contact Pam, who will provide you with the relevant forms, on which you need to state the day(s) and times you need. You will be contacted as soon spaces become available. Please note, the waiting list is divided into days/sessions and these will be allocated individually. It may not be possible to meet all your requirements at the same time. In this instance your name will remain on the waiting list for those sessions still outstanding.

For Reception children starting at the beginning of September, you will be notified of availability of places no later than the end of June.

When you are offered a place, we need you to fill out registration forms for each child and require an annual registration fee. [Please see Rules for Parents.] All information provided will be treated in the strictest confidence although you may ask to see information kept on your child at any time.

When your child starts to attend OSCARS, we will also ask for a photograph of them for our records. This is purely to help staff to recognise them,
[They all look the same in school uniform! and will not be used for any other purpose.]

Each school year, the booking forms to renew or accept an offer of a place in the Before and After School Club are sent out in May. Booking forms must be returned by the date stated on that form to re-secure your place if you are a current user or for new parents, to accept an offer. Once these have been confirmed, these sessions are available to you throughout that coming school year.

Booking for the **Holiday Playscheme** is on a first come first served basis. You do not need to use the Before and After School Club to come in the holidays you just need to be registered with us.

Booking forms for each holiday playschemes are available by the last day of the previous holiday, e.g. by the last day of the summer playscheme the forms will be ready for the October Playscheme..

Places for Holiday Playschemes are done on a first come first served basis. It is therefore in your own best interests to complete your form and send it back as soon as possible. Confirmation of places and an invoice will be sent out no later than two weeks before the start of the holidays.

If you need to cancel places, we need two weeks notice for term time and three weeks notice for holiday playschemes or you will become liable for payment.

Fees for term time can be paid weekly or no later than the last week of the month. Fees for holiday playscheme, including trips need to be paid in advance, on confirmation of your place. Failure to do this will mean that your place is withdrawn. Cash, cheque [made out to OSCARS] or child care vouchers are accepted. You can also pay by 'Faster Payment' please ask Pam for the details.

We would really appreciate your help in ensuring that this is adhered to. If you have any questions, Pam will be able to help you. In order that we have the correct amount of staff and that we do not incur financial loss, we have to impose these rules.

Anyone who has difficulty with payment should contact Pam at the earliest opportunity. Although we are not able to apply for grants on your behalf, as a registered childcare provider, we can provide evidence of your child's attendance for Benefit/Grant/Tax Credit applications. We are registered with a variety of employers voucher schemes and are happy to join new ones.



We work hard to provide a safe, stimulating environment for your child, where the emphasis is on PLAY. To provide this to a consistent standard, we have a number of policies to guide our practice and again all of these can be found on line at: www.oscarschildcare.org.uk

We work closely with the school for all the children under the EYFS scheme.

OPENING TIMES

OSCARS is open every day during term time and on all holidays and in service days for Frampton Cotterell C of E school.

Opening times:

Daily 7:45 - 08:55 = Before School & 3:15 - 18:00 = After School

Holiday Playschemes	7:45 - 13:00	Morning Session
	13:00 - 18:00	Afternoon Session
	7:45 - 3:15	School Day Session

When children arrive, they must be signed in by an adult.

Children who arrive before 8.15am 'Before School' and 8.30am in 'Holiday Playschemes' can have breakfast. The children can have both cereal and toast if they wish with a cup of tea, milk or water. Fruit and Fromage Frais are also available. During term time they will stay within Oscars until 08:50, [8.45 for Yr6] when they then go to the playground and into the care of the teacher(s) on duty. Reception, year one and year two children are accompanied to their class hallway.

In the afternoon, the process reverses. All children from year three onwards make their own way across to OSCARS at 3:15. Year 2 children will be monitored by OSCARS staff as they come across and Reception and Year One children will be picked up from their individual classrooms and taken across to OSCARS by a member of staff.

The safety of all children is our priority, so we would ask for your co-operation in letting staff know if your child will not be attending. If we are not notified, your child will technically be 'missing' and staff are obligated to put into action our missing child policy. This is time consuming and distressing for all concerned and can be easily avoided. Any such occasion will also incur a penalty 'fine'.

At OSCARS, the emphasis is on PLAY and relaxation. It is not intended as an extension of school. A wide variety of activities are available and it is up to the individual to choose what to do.

We are able to take children from after school activities such as Drama, Netball, Football etc. However we must know from the Parent/Guardian that a child will be attending any of these. We are unable to take notification from the child themselves or their siblings.

Staff are also happy to accompany groups of children to after school events such as book fairs, cake sales etc. Notices will be posted in OSCARS informing you of any such events. Please note we are happy to keep a small amount of money for the children to spend at these,

providing it is in a clearly marked container. We cannot however take responsibility for what they spend it on!!



During holiday Playschemes, it is usual for one or two outside activities or trips to be organised. If these involve coach journeys or admission fees, they will incur an extra charge. Please note that if you do not wish your child to attend these, then you will need to seek alternative childcare for that day. You will be notified of these well in advance. On some trips, the children may be allowed spending money. Again, we ask that this is marked clearly. Children will not need money at any other times.

Children must be collected from OSCARS by the end of the session they are attending:

This is **1pm** for Holiday Playscheme mornings, **3.15pm** for a School Day session and **6pm** for Playscheme afternoons or days and term time club. We cannot care for children on the premises after 6pm, and if your child is only booked in for a Playscheme morning or a School Day session they must be collected by 1pm or 3.15pm respectively or it will alter the staff to children ratio.

(During term time if possible, we ask that you do not pick your child up before 3.30 as it is very difficult to keep track of comings and goings before that time. Staff need to book the children in and organise toast and drinks for 30 hungry mouths and it gets a bit hectic!)

Instances of late pick ups from any of the sessions will incur fines and warnings. Persistent late collection will result in your child's place being withdrawn. Social services may also be involved, if we feel it to be necessary as we are obligated to see these situations as 'abandoned' children.

If you are going to be late for any reason, e.g. Car Breakdown please let OSCARS know immediately.

We also ask that any person nominated by you to pick your child up, is introduced to OSCARS and staff are made aware of this.

BEHAVIOUR

We believe that in order for OSCARS to run safely and efficiently, that there should be mutual respect between children, staff and parents. In order to comply with health and safety requirements and to protect the rights of both staff and individual children, we do have some rules.

The staff never raise their voices in anger or use physical punishment and the children are expected to act in a similar fashion. We do not tolerate bullying. Parents are asked to ensure that their children understand the requirements/restrictions as set out in our Behaviour Management policy and rules and our Anti Bullying policy.

ILLNESS

It is not normally possible for OSCARS to accept ill children and your child must be kept at home for 48 hours after the last bout of sickness or diarrhoea. Displayed on the parents notice board is a timetable for the exclusion for communicable diseases. In exceptional circumstances, or in chronic illness such as Asthma or Diabetes, the staff will assist the children in self administration of Prescription medicines. Please contact Pam if you need to discuss your child's needs.



maddie
age 7

COMPLAINTS

We hope that you never have any cause for complaint about any aspect of OSCARS. However, if you have any concerns, please contact the playscheme manager in the first instance, who will endeavour to answer your problem. If this is not possible then the matter will be referred to the Management Committee. Appropriate and prompt action will be taken over any concerns you raise and you will be notified within 28 days of the outcome.

If the matter is not resolved to your satisfaction, you can address your complaint to the registering authority.

Ofsted Complaints Line 0300 123 1231

National Business Unit

Piccadilly Gate

Store Street

Manchester M1 2WD

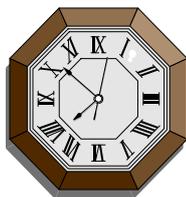
2. THE MUCH MORE INTERESTING CHILDRENS BIT!

All of the staff at OSCARS want you to enjoy your time with us. We want you to feel that you can 'chill out' and relax with us. We are NOT another class in school, we are a place to PLAY.

WHAT TIME CAN I COME?

We have put together a typical day, so that you can see what sort of things you can expect.

7:45 OSCARS opens. You can have breakfast if you come in by 8.15 or



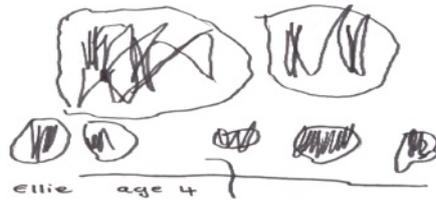
8.30 in the holidays. You can choose from Cheerios, Shreddies, Cornflakes, Rice Krispies and Weetabix . Toast with Jam or Marmite. Apple, Orange, Pear and Banana are on offer as well as Fromage Frais and to drink we have Tea, Milk or Water.

8:50 If it's a school day, its time to get your bags and go out to line up. If you are in Reception or Year One, don't worry, one of the OSCARS people will help you and make sure that you are OK and take you to your class door.



Elkie 8

If this is Holiday time, now you can play. There are all sorts of things to



do, Arts and Crafts, Board Games, Lego, Duplo, Knex, or maybe rearranging the furniture in the dolls house or making Barbies tea or giving the my little ponies some exercise. You might



of course prefer Sam age 11 the PS2, but you have to take your turn! If you don't fancy any of that, you could always watch the telly or a DVD or maybe you like reading, we have lots of books.



On some days during the holidays, we organise trips and activities outside OSCARS. Sometimes we go to the fruit farm, go pond dipping, bowling and to the climbing wall amongst other things. Make sure that you have got your trainers for running about in, your sun hat to keep the sun off, sun cream, fleeces, wellies, waterproofs, shorts and sandals! (Not all at the same time we hope!) We also go to the pantomime or have a Talent show or Party.

Sometimes, children bring their own toys. That's OK, but please make sure that your name is clearly marked on it. Some toys might not be suitable though so if you want to bring things, it is a good idea to ask Pam first and she will tell you if that's OK. We have special Wheelie Days in Playschemes when you can bring your bike [with your helmet] scooter or hee-lies.

If you want to bring DVDs or PS2 games that you think other people might enjoy, please again ask Pam or whoever is in charge, if it's OK. (Mum and Dad might help you with this. As a general rule, you will only be allowed only U and some PG DVD's and 3+ play station games)

10:00 - 10:15 Time for a break. Usually squash with cheese biscuits and apple, but it might be a cooking day and then it could be cake!



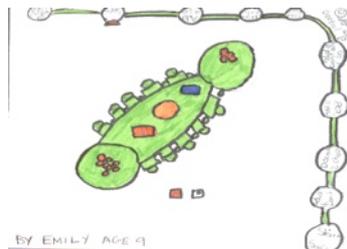
Thomas Age 10

10:15 More Play!!!! If the weather is good then perhaps you will play outside. Which is your favourite? Football, Hockey, Tennis or maybe you can make and race your own car?

12:15 Time to tidy up for Lunch at 12:30. What have you got in your packed Lunch today? We can keep it nice and cold for you in our enormous fridge so anything goes. (Don't forget to remind Mum or Dad to tell Pam if there are foods you can't have!)

1pm Any of your friends who are only here for the morning need to have gone home by now. But that's OK because some new ones will be arriving.

Time for more play. What's the topic this week? You might want to join in with that or just have another game of Uno. Whatever you want to do, that's OK.



BY EMILY AGE 9

Some times we do topics such as Olympics, Round the World, Aliens or Harry Potter and of course we celebrate things like Christmas,



Sophie Age 6

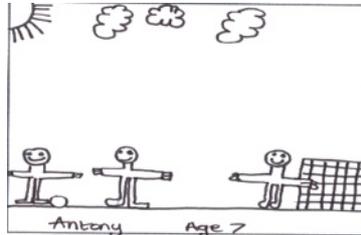


by Beth Age 9



Easter, and _____ Bonfire Night, we also do crafts and activities for festivals such as Chinese New Year and Divali.

- .15 If its Playscheme and your booked for a school day you will be going home by now but if not then its time for toast and a drink. If you have just come in from School, you will need this to give you the energy to play until you go home. Don't worry if you go to an after school club, like Netball, French or Football, you can still have a snack when you get to OSCARS.



Any time from now, Mum, Dad or whoever usually picks you up will be here. All that we ask is that you go home by 6 o'clock, because the Oscars staff need to get some sleep so that they can be here for you to do it all again tomorrow!

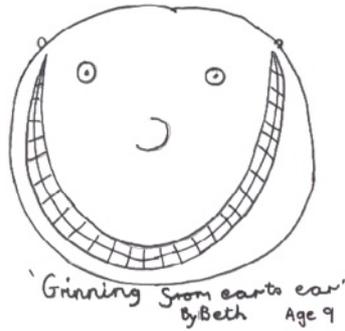
What if I don't know anyone ?



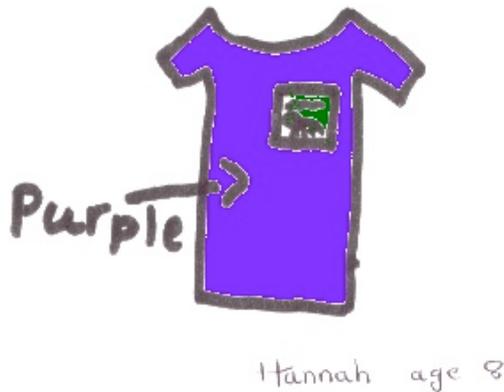
Everybody is very friendly at OSCARS and we want you to be too. The playworkers are always around to help you and play with you, and to introduce you to the others. PLEASE, Please ask or tell someone if you are not sure about anything.

Is it just like School ?

NO! We want you to relax here, just like you would at home. We do have some rules, just to keep everyone safe and we have to share, to make sure everyone gets a turn. But we want you to enjoy yourself. If you can think of things that you think might make OSCARS even better, or just things you think others might enjoy, tell Pam or any of the playworkers and we will see what we can do.



I'm in Reception, how will I know where to go ?



All of the Playworkers wear Purple Tshirts or Blue sweatshirts, with terrapins on them. They will find you in your classroom, or take you to the teacher at the beginning of school. You won't have to find them on your own.

What the children think!

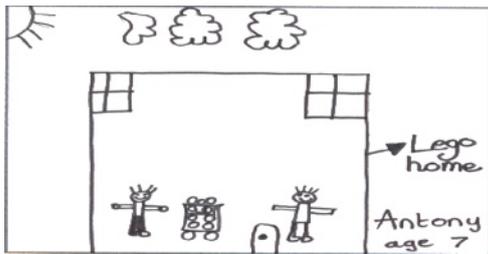
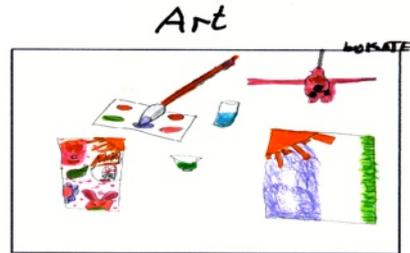
All of the staff and children who come to OSCARS want you to be happy here. This shows you some more of the things you can do and what the children who come already think of it !

We look forward to meeting you !!!



Thomas
age 10 We have lots of games!

Everyone tries to be friendly!



We have an Adventure Playground!



OSCARS is the next best place to home !

OSCARS
[OUT OF SCHOOL CLUB AND RECREATION SCHEME]

Registered Charity No: 1133716

**THE TERRAPIN
C/O FRAMPTON COTTERELL C OF E SCHOOL
RECTORY RD
FRAMPTON COTTERELL
SOUTH GLOUCESTERSHIRE
BS36 2BT**

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www.oscarschildcare.org.uk