



## RULES FOR MEMBERS

### 1. PURPOSE

OSCARS provides before and after school day care for children of primary school age during term time, Monday to Friday:

Before school session	7:45am to 8:55am
After school session	3:15pm to 6:00pm

Places are allocated from the waiting list as they become available. Priority is given to those children attending Frampton Cotterell C of E school whose need for the scheme is dictated by their parents' working hours.

OSCARS provides holiday day care for children of primary school age and for those children following their transition from year 6 to year 7 into secondary school up to and including the February play scheme, and on in-service days for Frampton Cotterell C of E School, Monday to Friday:

Full day holiday session	7.45am to 6.00pm
School day holiday session	7.45am to 3.15pm
Half day holiday session	7.45am to 1.00pm
Half day holiday session	1.00pm to 6.00pm

Places are allocated on a first come first served basis.

OSCARS is run by a voluntary Management Committee of parents who use OSCARS child care provision.

As a requirement of our lease agreement with the school and diocese, parents are requested not to park in the School Car Park or to enter the school buildings when collecting their child/children from OSCARS.

### 2. REGISTRATION

#### Advance school year bookings

Parents are required to fill in a waiting list form specifying the school year from which OSCARS play scheme is required.

#### Registration for current school year bookings

Parents must ensure that their child is/ children are properly registered to attend the play scheme by completing the registration form required by OSCARS.

A separate form must be completed for each child. OSCARS must be notified immediately of all changes to this information. All information held will be treated confidentially.

An annual non-refundable joining/registration fee is payable at the beginning of the Autumn term. Failure to pay this will result in your child/children being refused a place on the play scheme. Registration fees will be received from new families during the year as and when registration forms are returned and only when places are available.

#### Waiting List

Should a place requested not be available, the child will be entered onto the waiting list. Places will be offered on a first come first served basis.

1<sup>st</sup> offer declined      Should a place be offered and not taken up, the child will stay on

the waiting list, if required, and the place will be offered to the next child on the list. The parent will be contacted a second time once a place becomes available.

2<sup>nd</sup> offer declined  
Should a place be offered a 2<sup>nd</sup> time and not taken up, the child will stay on the waiting list, if required, but OSCARS will not contact parent again. The place will be kept on the waiting list, but the parents' prerogative to activate the place by of the requirement.  
There is no guarantee that places will be available immediately.

### 3. PAYMENT

The Management Committee sets the fees to be paid and may amend them from time to time. The fees will be agreed at the AGM each year.

#### Term time play schemes

Fees are payable on no later than the last day of each month.

#### Holiday play schemes

Payment for holiday play schemes will be due on confirmation of bookings and must be made not less than 3 weeks before the beginning of the holiday. This may be made by post-dated cheque, if desired, or with childcare vouchers (dated for the beginning of the holiday) as soon as possible after the closing date for bookings. Parents will be notified in writing which sessions have been booked and, if necessary, which sessions are not available. Those children who have not been allocated spaces will be kept on a waiting list. Parents will be notified as soon as possible if a space becomes available.

Parents are asked to let OSCARS know if they do not wish to be kept on this waiting list.

Payment for holiday play schemes must be made in advance by post-dated cheque, (see bookings). Other methods of payment may be negotiated, e.g. Childcare voucher schemes. If payment is not received, parents will receive a reminder to pay arrears as a matter of urgency. If the matter cannot be resolved by the Play Scheme Manager, the Committee has the power to suspend the child and/or charge a penalty which shall be notified in advance in writing.

Payment for trips should be made in advance when requested by the Play Scheme Manager.

### 4. BOOKINGS

#### Term time sessions

Advance booking forms for the new school year will be sent out no later than the end of the 5<sup>th</sup> term. These should be returned by the date requested on the form. Existing places will be honoured so long as the forms are returned by the requested date.

Failure by existing members to return the booking form will result in places being offered to other children on the waiting list.

#### Holiday play schemes

Parents/ Carers are responsible for ensuring that they have booked a place in advance, if they wish their child or children to attend the holiday play scheme. Booking forms are available from the Play Scheme Manager. Places are allocated on

a first come first served basis.

Booking forms will be available for a forthcoming Playscheme no later than the first day back to school after the previous Playscheme, e.g. booking forms for the October Playscheme will be available no later than the first day back to school in September.

Within 10 days of booking places Parents/ Carers will be notified in writing which sessions have been booked and if applicable, which sessions are not available. Those children who have not been allocated spaces will be kept on a waiting list. Parents will be notified as soon as possible if a space becomes available. Parents are asked to let OSCARS know if they do not wish to be kept on the waiting list.

Bookings will not be accepted until the booking forms are made available.

### **In-service Day play schemes**

Any in-service days that are attached to individual holidays/ half term may be booked when booking the holiday concerned, using the same form. Any individual days may be booked when they are advertised.

## **5. CANCELLATION OF CONFIRMED PLACES**

If you decide to cancel all or part of your booking, on a permanent or temporary basis, you must give at least two full weeks' notice for term time booking. Cancellations should be made in writing including email. Failure to do this will mean that the sessions booked are liable for payment. Additional bookings made within applicable notice periods are liable for payment.

### **Term time cancellations**

For term time cancellations that are longer than 2 weeks, a half fee retainer is payable. This must be booked in advance in writing and after discussion with the Play Scheme Manager. Further details are available on request.

### **Holiday play scheme cancellations**

Each Playscheme will have a cancellation date which will normally be 3 weeks from the start of the Playscheme. The date will be shown on the booking form for that Playscheme. The date may be less than 3 weeks if Playschemes or In-Service days are close together.

## **6. MISSING CHILDREN**

The Play Scheme Manager must be notified if your child or children will not be attending a booked session.

Attendance of an after school club needs to be advised and what time it finishes so that OSCARS know when to expect your child to report to OSCARS.

This is especially important for after school sessions where the play workers have the responsibility for collecting your child from school. If a child does not turn up after school, the play workers will return to the school building to search for the child. (As per policy) The parents will then be contacted. If this is impossible, the Police will be contacted. For the safety of your child or children and the anxiety caused, please ensure that staff know where your child should be.

Outside of OSCARS opening hours Parents and Carers may leave messages on the following:  
answer phone, number 01454 250528

email [oscars.terrapin1@virgin.net](mailto:oscars.terrapin1@virgin.net)

Missing children will incur penalties as described below:

1 <sup>st</sup> occurrence	Reminder letter will be sent to parent/carer.
2 <sup>nd</sup> occurrence	Reminder letter plus £10 penalty.
3 <sup>rd</sup> occurrence	Reminder letter, £10 penalty plus referral of case to committee. The Committee will decide on any further penalty, but this could include permanent exclusion of the child/children from OSCARS.

On occasions where occurrences are referred to Committee, previous years may be taken into consideration, should there be continued issues with missing children.

Please note that the penalties will be reset at the beginning of each school year.

## 7. COLLECTION OF CHILDREN

OSCARS term time play scheme sessions – Monday to Friday:

Afternoon session 3.15pm to 6.00pm

OSCARS holiday play scheme sessions – Monday to Friday:

Full day	7.45am to 6.00pm
School day	7.45am to 3.15pm
Half day	7.45am to 1.00pm
Half day	1.00pm to 6.00pm

The Play Scheme Manager must be informed if someone other than the person(s) named on the registration form is to collect your child or children from OSCARS.

The attendance register must be signed when you deliver and collect your child or children.

If you are going to be late because of a genuine emergency, e.g. car breakdown, please telephone to warn the Play Scheme Manager. Telephone number as above. Late collection will incur penalties as described below:

1 <sup>st</sup> occurrence	Reminder letter will be sent to parent/carer.
2 <sup>nd</sup> occurrence	Reminder letter plus £10 penalty.
3 <sup>rd</sup> occurrence	Reminder letter, £10 penalty, plus referral of case to committee. Committee will decide on any further penalty but this could include permanent exclusion of the child or children from OSCARS.

On occasions where occurrences are referred to Committee, previous years may be taken into consideration, should there be continued issues with late collections.

Please note that the penalties will be reset at the beginning of each school year.

If your child is not collected at the end of their booked session, then the Late and Uncollected children policy will be implemented.

N.B. Payment of fines will still be necessary even if OSCARS have been notified of your late arrival as staff that stay with the child will be entitled to payment for excess time worked.

Late collection applies to all the holiday play scheme sessions listed above.

## **8. TRANSFER OF CHILDREN BETWEEN OSCARS AND SCHOOL**

Play workers are responsible for the supervision of the children during the morning session until they transfer to school as follows:-

Year 6 children                      leave OSCARS at 8.45am  
Year 3 to year 5 children        leave OSCARS at 8.50am

Year's 1, 2 and Reception children are escorted by Playworkers to school as per schools current entrance policy.

For the afternoon sessions the play workers will collect Reception and Year 1 children from their classroom/teacher. All other children should find their own way to OSCARS where the register will be checked on their arrival. Year 2 children will be encouraged to come over on their own unless the teacher/coach/parent requests otherwise

After school clubs - play workers will collect Reception and Year 1 children from after school clubs once they have concluded and all other children should find their own way to OSCARS unless the teacher/coach/parent requests otherwise.

## **9. BEHAVIOUR**

Parents are asked to make sure that their children understand the requirements and restrictions, set down by OSCARS, which are necessary for both the safety of the children and play workers. These will be explained to all newcomers to the play scheme. A full copy of the behavioural policy and procedure to be followed in the case of antisocial/dangerous behaviour is available in OSCARS and online at [www.oscarschildcare.org.uk](http://www.oscarschildcare.org.uk)

## **10. TOYS FROM HOME**

OSCARS is happy for children to bring their own toy from home although we would ask that suitability is checked with the Play Scheme Manager first.

Staff have the right to exclude any toys or games which they think are inappropriate or dangerous. All items must be named and the child must maintain responsibility for the toy. OSCARS does not accept responsibility for these items.

Hand held consoles such as DSI, DS, PSP etc are not allowed at OSCARS. The management have taken the decision to exclude these due to their ability to connect to the internet un-supervised and the ability to take photographs,. OSCARS has a supply of DS's, Play Station 2 and a Wii along with many other games and toys for the children to use.

In addition, items generally not allowed are:

Skate boards  
Mobile phones [see Mobile Phone and Camera Policy]  
Toy guns and swords  
Ipod Touch etc

Scooters are allowed during holiday play schemes.

These items must be in good working order and children will not be allowed to ride each other's. Staff are not permitted to repair or adjust any of these items. Parents are responsible for providing any safety wear.

## **11. CLOTHING**

Please ensure that children are dressed appropriately for both hot and cold weather and so that they can participate in play sessions. High heels, make up, dangly earrings etc. are not appropriate and could be dangerous. Trainers are recommended.

During the summer holiday play schemes we will hopefully have the paddling pool up and running. All children will need a towel as well as a t-shirt to wear when not in the water. To err on the side of discretion, girls should wear 1 piece swimsuits and not bikinis.

Hats are also recommended for sunny weather.

## **12. SUNSCREEN**

During sunny weather, please ensure that your child/children have sunscreen applied before coming to OSCARS, as they will spend lots of time outdoors.

If you wish that your child re-applies sunscreen during the day, please provide a bottle of sunscreen with your child's name on it. Spray bottles would be recommended for infant/ younger children as staff can assist with spraying the cream onto the child's hands for them to then rub in themselves.

Staff will encourage its use, but cannot rub it onto the children. Children will not be permitted to share sunscreen, except where siblings are concerned, and you are asked to please ensure that all their names are on the bottle of sunscreen. If siblings cannot use the same sunscreen for whatever reasons, please ensure that you advise OSCARS of this and that they each have a bottle of named sunscreen each.

OSCARS will provide shade opportunities in the form of umbrellas during sunny weather, and the gazebo will be erected during summer holiday play schemes.

<b>Date first adopted by OSCARS management committee</b>	<b>01.06.02</b>
<b>Date of latest review</b>	<b>23.02.2015</b>
<b>Review signed on behalf of OSCARS</b>	<b>C. Mumby</b>
<b>Position</b>	<b>Chairperson</b>