



SCIENNES AFTER SCHOOL CARE SCHEME

**NEW MEMBER INFORMATION
AND APPLICATION PACK**

Last updated 05.07.18

SCIENNES AFTER SCHOOL CARE SCHEME

INVITATION TO REGISTER

Please read this information pack carefully as it explains how the Scheme is run, what our admissions policy and procedure is, what the procedure for complaints is, and what is expected of you as members.

If you wish to join the Scheme, please complete the contract and registration form and return it to the address below enclosing **the registration fee of £10** if your child is joining the Scheme for the first time.

We will automatically add you to the waiting lists for the days requested and advise you when a place becomes available. If, at any time, you decide you do not wish to remain on the waiting list, please let us know and we will remove your child's name.

**Sonia Anderson SNNEB, PCCN, SVQ Level 4 Management,
BA Childhood Practice
Co-ordinator**

**Sciennes After School Care Scheme
Sciennes Primary School, Sciennes Road, Edinburgh
EH9 1LG**

Tel/Fax: 0131 662 4810

Mobile: 07757978473

Please note that our telephone has an answering machine for calls received out with the scheme's hours.

SCIENNES AFTER SCHOOL CARE SCHEME

ORGANISATION

Introduction

Sciennes After School Care Scheme (SASCS) is a self-financing voluntary organisation managed by a Committee of parents. It aims to provide good quality, affordable after school and holiday care in a safe environment. It was set up 1995 and registered under The Children Act (1989) by the Edinburgh and Lothian's Registration and Inspection Service of the City of Edinburgh Council's Social Work Department. Since then, SASCS has grown and developed into a thriving scheme which is popular with parents and children. The Scheme operates with a staff: children ratio of 1:8. We operate a policy on child protection and this and other policies are available in the Scheme office for all parents to see.

Location

The Scheme is based in the Dining Hall of Sciennes Primary School, and has access to the School playground.

Aims and objectives

We aim to provide good quality, affordable after school and holiday care:

- putting the care and safety of the child first
- in an atmosphere that differs from school, in the range of recreational and relaxing activities offered
- as a service that supports the needs of the whole family

We will do this through:

- employing staff who have relevant qualifications and experience
- acting as a best-practice employer in our management and training of staff
- planning and offering a wide range of activities, indoors and outdoors
- encouraging children to choose a variety of activities, appropriate to their age
- establishing a clear contract, and good communication, with parents
- involving parents in managing the scheme

The Scheme is registered with The Care Inspectorate to provide after school and holiday care for a maximum of 47 children.

SCIENNES AFTER SCHOOL CARE SCHEME
ADMISSIONS POLICY

Purpose

The aim of this policy is to ensure that parents / carers are fully informed of the basis on which children are allocated places at the Scheme.

The Allocation Process

Annual Re-Registration

This process is carried out in May each year, after school club and waiting list members receive a letter and registration documents to confirm whether they wish to retain their places for their child/children at the after school club and/or on SASCS waiting list.

It is essential that parents re-register their child/children EACH year.

If registration documents are NOT received by the closing date (stipulated in letter) the child/children will lose their place at SASCS / on SASCS waiting list.

New applications can be made to join the Scheme, or for additional days, at any time. In the event that no places are immediately available, these children will be, placed on the waiting list.

Children can be, registered from the start of the school session 3 years prior to their registration year. Such children cannot take up the place until they have started school.

Priority for the Allocation of Places

1. Existing members will retain their places provided they re-register within the timescale detailed in the registration letter. Parents/carers must complete all the necessary documentation to enable their child to be, registered on the Scheme.
2. Places will then be, allocated in the first instance to siblings of children who are already in the Scheme, during the school session for which the application is being made.
3. Remaining places will be, allocated to children on the waiting list.

The Waiting List

A separate waiting list operates for each day, as many children do not require after-school care every day and take-up of places fluctuates. Therefore, the waiting list may be longer on some days than others.

If places become available during the school session, they will be, offered to the child at the top of the waiting list for the day(s) in question. Parents will be, given 2 working days to accept any places offered. If parents do not respond within this timescale, we will assume the places are not required and these will be, offered to the next child on the waiting list.

SCIENNES AFTER SCHOOL CARE SCHEME

If the child does not take up a place when offered, he/she remains at the top of the waiting list and the place is offered to the child immediately below.

When a place is offered and turned down three times, the child will be moved to the bottom of the waiting list- you will be advised of this.

Places will be offered verbally and acceptances / rejections of places may be made verbally. The Scheme will keep a written record of the dates places are offered, the parent spoken to and the response received.

Parents/carers may contact the Scheme to find out what position their child is on the waiting list at any time.

Periods of Absence

It is recognised that there may be, extended periods during which a child who has a place at the Scheme is unable to attend e.g. sabbaticals. In this event, the Scheme will be willing to hold a place open for the return of the child under the following conditions:

- Parents must give the Scheme at least 1 month's notice of the child's absence from the Scheme
- The maximum amount of time a place will be held open is 10 months
- Parents must continue to pay the full cost of their child's place for the duration of their absence
- Parents must give at least 1 month's notice of the child's return to the Scheme

During the period of absence, the Scheme reserves the right to offer the place to other children on a temporary basis. In the first instance, the place will be offered to the child at the top of the waiting list for the day(s) in question. Parents will be given 3 working days to accept the offered place. If the child does not take up this place when offered, he/she remains at the top of the waiting list and the place will be offered to the child immediately below. Rejection of an offer of a temporary place such as this, will not in any way affect the child's position on the waiting list.

Where a child is absent from the Scheme on an occasional basis e.g. due to attendance at an activity out with the school, their place may be used at the Co-ordinator's discretion in response to ad hoc requests.

Withdrawing from the Scheme

Written notice must be given to the Scheme Coordinator should any parent wish to withdraw their children) from the scheme. A four week notice period is required during which time all normal fees must be paid. This notice period applies to term time only. Any over – payment will be reimbursed.

Decision-Making

The allocation of places and management of the waiting list is the day-to-day responsibility of the Scheme's Co-ordinator. Any problems, unusual circumstances or disputes will be referred to the management committee. Decisions taken by the management committee are final.

SCIENNES AFTER SCHOOL CARE SCHEME

Registering and collecting children

Collection of Children

- P1-P2 children are collected from their classroom at the end of each school day;
- P3 and P4 children, whose classrooms are located in the huts – out with the main school building – are prompted by SASCS staff each day, to attend SASCS;
- All remaining P3-P7 children will be prompted by SASCS staff from the bridge, outside the school gym hall.

Accounting for Children

- All children must be accounted for within 10-15 minutes of the school finishing;
- This is recorded on SASCS daily register, by a 'tick', by SASCS Management Team/Staff as children arrive at SASCS.

Pick-Up of Children

- All children must be signed out of SASCS by a parent, carer or person who is nominated by parents and is recorded on the child's registration form;
- Parents who wish their child to sign themselves out of SASCS and:
 1. Attend an extra curricular club (P4-P7 ONLY), which ends after SASCS closing time, can do so by arrangement with SASCS Management Team AND completion of Permission Form 1 – Clubs.
 2. Walk / cycle home (alone – P6-P7 ONLY / with older sibling – P4-P7 ONLY) can do so by arrangement with SASCS Management Team AND completion of Permission Form 2 – Home.
- No child under the age of 14 - 16 is permitted to sign out any child from SASCS regardless of their age or relationship to the child (sibling)
- The opportunity for all children signing out of SASCS is entirely at the discretion of SASCS Management Team
- If children are collected late an additional fee applies – see late collection policy

Children attending Extra Curricular Clubs

- There are numerous clubs running each day, Monday-Friday. SASCS is currently (2016/2017) coordinating 102 children, attending 20 clubs, over 40 classes each week;
- Many children attending SASCS also attend one or more of these clubs;
- In order to monitor SASCS children attending clubs we have daily club sheets detailing every child that attends a club between Mondays – Friday;
- All children attending a club MUST be signed IN and OUT of SASCS on the Daily Club Sheets, by a member of SASCS staff;
- SASCS staff monitor children returning from clubs, each child has 5 minutes to return to SASCS / 10 minutes from swimming club;
- It is parent's responsibility to inform/notify SASCS of any club(s) their child will be attending;

SCIENNES AFTER SCHOOL CARE SCHEME

PLAY AND ACTIVITIES

Programme

SASCS provides after school care Monday through Friday with a variety and choice of activities for children from Primary 1 to Primary 7 classes. These activities include arts and crafts, sports, outings and imaginative play. The Scheme is based in the school-dining hall, but has access to other facilities in the school and some activities are carried out in the playground or in the Meadows. Sonia Anderson has been the Scheme Coordinator since December 2004. This year we will provide care for 47 children and have a staff team of 7-8 play leaders each day.

Structure

Play will be offered in such a way that:

- Each child will have a choice of three or more activities each day
- Each activity will be planned beforehand and supervised throughout
- There will be a quiet area where a child can read or do homework
- Risk assessment will be undertaken for each activity
- There will be sufficient equipment and materials for each child to take part in an activity
- Children will have a say in the activities offered through discussion and a suggestion box
- Activity programmes will be planned weekly in advance and displayed on the Scheme's notice board
- Support and encouragement will be given in each activity

Range of activities

A wide range of activities, indoors and outdoors will be provided. These will include:

- Music
- Drama
- Sports
- Team games
- Arts and crafts
- Outings
- Themes
- Seasonal activities
- Puzzles and board games
- Science
- Quizzes and problem solving

Through these activities, our aim will be to help the children in the following areas:

- Social
- Physical
- Intellectual
- Cultural
- Imaginative

SCIENNES AFTER SCHOOL CARE SCHEME

MANAGEMENT COMMITTEE

The management committee consists of parents who volunteer their time to perform the following tasks:

- Chair: direction, liaison with school, emergencies, problems, preparation for and chairing meetings, liaison with co-ordinator, liaison with outside bodies, subsidised places, preparation and maintenance of policy documents (constitution, etc.)
- Secretary: typing and issuing of agendas and accompanying papers, minutes of meetings
- Treasurer: accounting for all items of income and expenditure, preparation of annual accounts for audit, payment of salaries, invoicing of parents, collection and banking of fees
- Staffing: recruitment and appointment, interviewing, assessment and training
- Admissions and registration: policy and procedures
- Liaison with: Parents, Social Work Department
- Oversight of resources (play materials, food, equipment, furniture, premises, budget)
- Oversight of programmes (activities, sport, games, crafts, outings, etc.)

The Committee is elected once a year at the Annual General Meeting which is held in November.

It is expected that all parents will at some time serve on the Committee for a period. Parents may choose to join the committee as 'silent members', in order to share specific skills/knowledge on an as required basis.

Current Office Bearers

Chair: Susan Dunlop

Secretary:

Treasurer: Norman McMurdo

Current Staff

Details of all current staff are displayed at the Scheme.

SCIENNES AFTER SCHOOL CARE SCHEME

ADMINISTRATIVE ARRANGEMENTS

Fees

Fees are charged for complete sessions on all school days advertised in the day school session dates published by the City of Edinburgh Education Department. The fee structure is as follows:

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Hours	2.50-5.40	2.50-5.40	2.50-5.40	2.50-5.40	12.05-5.40
Fee	£12.00	£12.00	£12.00	£12.00	£16.00

NB Fees for holiday scheme places are additional and are payable separately upon completion of the appropriate holiday scheme booking form. Places in the holiday scheme are also open to children who do not attend the after school scheme and, therefore, a place at the after school scheme does not guarantee a holiday scheme place – they are allocated on a first come first served basis.

Notice of changes to your contract

- You must give **four weeks' notice** in writing/ E-mail, if you want to leave the Scheme or reduce days.
- You must pay fees for those four weeks whether or not your children attend the Scheme.
- Notice periods run over term time only

Payment

Payment can be made by standing order, childcare vouchers or BACS transfer. When you join the scheme we will calculate the amount of fees payable from September to June and divide this amount into 10 monthly payments. If you join midway through the year then this will be divided by the number of months remaining.

Every June we will send you a statement detailing fees due over the period, adjusted for any changes in days, etc., and payments received. This will show a plus, minus or 0 balance.

Ways to contribute to the smooth running of the Scheme.

- Please tell the children's teacher that they are attending the Scheme and make sure the children know where to go.
- Please collect children no later than 5.40pm and sign them out in the register. There will be a financial penalty charged for any children collected after this time. Please check with Co-ordinator for further information.
- Please inform the Co-ordinator immediately of any changes to address, contact telephone numbers etc.
- Please tell the Co-ordinator by phone (0131 662 4810) or note in the school office before 2pm if your children will be absent.
- Please read the SASCS Notice Board.
- Please discuss any problems your children have with the Co-ordinator as soon as they arise.
- Please name all items of clothing.

SCIENNES AFTER SCHOOL CARE SCHEME
COMPLAINTS PROCEDURE

Purpose

It is acknowledged that from time to time, families using the Scheme may wish to raise issues of concern or complaints. The Scheme is committed to dealing with these matters quickly, thoroughly and fairly.

What to do

If you have a concern, or want to make a complaint, we want to hear from you so that we can help. We hope you will talk to the Co-ordinator of the scheme in the first instance and that this will sort out most concerns and problems quickly and to everyone's satisfaction.

You can contact the Co-ordinator, at the scheme during opening hours, or by telephone on 0131 662 4810.

If you want to take the matter further

You can talk or write to the Chair of the scheme's Management Committee, whose address can be obtained from the Co-ordinator. He/She will acknowledge and look into your complaint immediately, and will write to you fully within 28 days.

At any time you can talk or write to:

The Care Inspectorate
Stuart House,
Eskmill
Musselburgh
EH21 7PB

Telephone: 0131 653 4100

They are responsible for ensuring that the scheme meets standards laid down by the City of Edinburgh Council under the Children and Young People (Scotland) Bill 2014.

SCIENNES AFTER SCHOOL CARE SCHEME

Data Protection Policy

At SASCS we respect the privacy of the children attending the Club and the privacy of their parents or carers, as well as the privacy of our staff. Our aim is to ensure that all those using and working at SASCS can do so with confidence that their personal data is being kept secure.

Our lead people for SASCS data protection are Sonia Anderson and Lindsey Johnstone. They will ensure that the Club meets the requirements of the GDPR, liaises with statutory bodies when necessary, and responds to any subject access requests.

Confidentiality

Within the Club we respect confidentiality in the following ways:

- We will only ever share information with a parent or carer about their own child.
- Information given by parents or carers to SASCS about their child will not be passed on to third parties without permission unless there is a safeguarding issue.
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and will not be shared within the Club, except with the designated Child Protection Officer (Sonia Anderson).
- Staff only discuss individual children for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction and on-going training.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- All personal data is stored securely in a lockable office or on password protected computers.
- Students on work placements and volunteers are informed of our Data Protection policy and are required to respect it.

Information that we keep

The items of personal data that we keep about individuals are documented on our personal data matrix. The personal data matrix is reviewed annually to ensure that any new data types are included.

Children and parents: We hold only the information necessary to provide a childcare service for each child. This includes child registration information, medical information, parent contact information, attendance records, incident and accident records and so forth. Once a child leaves

SCIENNES AFTER SCHOOL CARE SCHEME

our care we retain only the data required by statutory legislation and industry best practice, and for the prescribed periods of time. Retention of records is as follows:

- Information needed for operational and financial purposes- held for 7 years from child attending SASCS
- Medical, reportable accident and care plans will be held for 25 years

This policy is considered appropriate based on:

- Period of time a child is at school and thus requires out of school care
- Requirements set out by other governing bodies, including HMRC
- Storage capabilities and costs

Electronic data that is no longer required is deleted and paper records are disposed of securely.

Staff: We keep information about employees in order to meet HMRC requirements, and to comply with all other areas of employment legislation. We retain the information after a member of staff has left our employment for the recommended period of time, then it is deleted or destroyed as necessary.

Sharing information with third parties

We will only share child information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children, criminal activity, or if required by legally authorised bodies (eg Police, HMRC, etc). If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons.

We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care.

Some limited personal information is disclosed to authorised third parties we have engaged to process it, as part of the normal running of our business, for example to manage our payroll and accounts. We use a third party to store some of our hard copy data but this is stored in a locked space with restricted access. Any such third parties comply with the strict data protection regulations of the GDPR.

SCIENNES AFTER SCHOOL CARE SCHEME

Subject access requests

- Parents/carers can ask to see the information and records relating to their child, and/or any information that we keep about themselves.
- Staff and volunteers can ask to see any information that we keep about them.
- We will make the requested information available as soon as practicable, and will respond to the request within one month at the latest.
- If our information is found to be incorrect or out of date, we will update it promptly.
- If any individual about whom we hold data has a complaint about how we have kept their information secure, or how we have responded to a subject access request, they may complain to the Information Commissioner's Office (ICO), 45 Melville Street, Edinburgh EH3 7HL, Scotland.

GDPR

We comply with the requirements of the General Data Protection Regulation (GDPR), regarding obtaining, storing and using personal data.

This policy was adopted by Sciennes After School Club (SASC)	Date:20 May 2018
To be reviewed: 20 May 2019 (annual review)	Signed: Sonia Anderson (Manager)

SCIENNES AFTER SCHOOL CARE SCHEME

Children's Attendance - SASCS Policy on Lateness

Late collection of children from the After School Club can have serious implications for the successful operation of SASCS:

- It prevents staff having the opportunity for a debriefing session with the SASCS Co-ordinator at the end of the day.
- It prevents staff and the SASCS Co-ordinator having time to plan for the next day's activities.
- It places unnecessary stress on both the children and staff.
- In extreme circumstances it can result in additional cost being born by SASCS, if overtime has to be paid for staff as they supervise the children who have not been collected.

The Management Committee has tried to meet the problem half way by extending SASCS hours to 17:40 each day. As a quid pro quo, the Management Committee felt justified in introducing a penalty charge for those parents/carers who still do not collect their children on time.

A sliding scale of penalty charges has now been introduced based on an approach which introduces enough financial incentive for parents to minimise any lateness e.g. the cost of a taxi fare to ensure they arrive on time will be a cheaper option.

Penalty Charge	Time Threshold	Cumulative Charge
£5 for the first 5 minutes	17.45	£5
£10 for the next 5 minutes	17.50	£10
£15 for the next 5 minutes	17.55	£30
The Management C/ee reserve the right to ask the parent/carer involved to remove their child from SASCS on a permanent basis.	After 18.00	£30 plus possible removal from the scheme.

As part of this policy, there will be an appeals procedure whereby any parent who is invoiced for a lateness penalty charge will have the opportunity to make a personal representation to the Management Committee.

Notwithstanding the above, it goes without saying that anyone who is running late should ring the SASCS Co-ordinator to say when they expect to arrive.

SCIENNES AFTER SCHOOL CARE SCHEME

Non-Notification of Child's Absence Procedure

SASCS staff team are required by the Care Inspectorate, to account for each child attending daily, within ten minutes (fifteen minutes' maximum).

When parents fail to notify SASCS their child will be absent on a particular day, SASCS staff must then initiate procedures to locate the child as quickly as possible. This process can often take between thirty to forty minutes.

This contravenes Care Inspectorate requirements, subsequently SASCS policies and procedures and:

- Results in delays to the daily programme
- Places unnecessary stress on both staff and children
- In extreme circumstances a child or children's safety could be put at risk
- Contradicts SASCS Aims and Objectives

On this basis, there is a non-notification policy and a penalty charge will be made to those parents/carers who do not notify SASCS of their child's absence from the scheme This charge will be invoiced as soon as possible following the date of non-notification for immediate payment.

Failure to notify SASCS of their child's absence, a minimum of thirty minutes BEFORE the end of the school day (P1-P2 and P3-P7/2.50 or 3.20pm)	Flat £5.00 penalty charge
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As part of this policy there will be an appeals procedure whereby any parent/carer who is invoiced for non-notification of their child's absence will have the opportunity to make personal representation to SASCS Management Committee.

SCIENNES AFTER SCHOOL CARE SCHEME

Sciennes After School Care Scheme After School Club Fees Late Payers Policy

SASCS is a voluntary, not for profit organisation which is community based and is a registered Scottish charity.

The scheme's preferred method for payment of After School Club fees is standing order on the 1st of each month; 1st September until 1st June each year.

The scheme also accepts childcare voucher payments.

Payment by cash and cheque are preferred only if unforeseen circumstances make this necessary.

All After School Club monthly payments must be received by the 7th day of each month. If the 7th falls on a weekend or a holiday, fees must be paid by the last working day before the 7th.

Parents/Carers who pay late will have a £20 surcharge added to their next bill and be issued with a Late Payers Notice.

If a Parent/Carer pays late a second time within the same school year, they will be charged another £20 surcharge and issued with their second Late Payers Notice.

If a Parent/Carer pays late a third time within the same school year, they will be required to meet with the scheme's Management Committee (Chair/Treasurer)

If a Parent/Carer is experiencing financial difficulties, it is essential they talk to the Co-ordinator as early in the month as possible. It may be possible for an alternative payment plan to be set up, however if this agreement is not rigidly adhered to the normal late payment policy will be applied.

Parents/Carers who wish to appeal against any charges incurred can do so by presenting their appeal motion to SASCS Management Committee.