

AFTER SCHOOL INFORMATION PACK SEPTEMBER 2014

Holiday Time /After School Club

Holiday Time / After School Club, is run by Active Time and are OFSTED regulated. All our staff are police checked and have experience working in a childcare environment with a NVQ 2 or above. All staff attend regular training sessions to enhance their skills.

We provide childcare services for the following Harrow schools:
Quainton Hall School
Alpha prep School
Norbury School

We will collect your child(ren) from their school and bring them back to Quainton Hall School where our after school club is held. You may also drop off your child at Quainton Hall School from 3.30pm.

Activetime – Holidaytime After school club

Quainton Hall School
Hindes Road
Harrow
HA1 1RX

Opening times for School pickups from 3.00pm – 6.00pm Monday – Friday term time only.

Activetime Holidaytime Holiday club Also held at Quainton Hall

Opening Times: 8.45am - 6:00pm – Please see booking Information pack and booking forms for this. Monday - Friday School Holidays only. (7.45am for Breakfast club) Please contact for further information.

Below is a daily timetable of when your child arrives at the setting till when they are collected

3.00pm - 3.30pm	Registration (<i>depending on arrival time</i>)
3.30pm - 3.45pm	Circle time
4.00pm - 4.30pm	Snack
4.30pm - 5.30pm	Activities
5.30pm - 6.00pm	Free play/ Tidy up time and quiet time ready for going home.

There are a range of activities, games and toys which we offer the children. They are both child and adult initiated which reflects the six areas of learning. An example of a Weekly activity plan is below:

Example Activities time table

	4 years	5-7 Years	8+ Years
Monday	Fun Games	Fun Games	Fun Games
Tuesday	Fruit and Vegetable reward garden	Fruit and Vegetable reward garden	Fruit and Vegetable reward garden
Wednesday	Football (softballs)	Baseball (Softballs)	Baseball (Softballs)
Thursday	Making and decorating fairy cakes	Making and decorating fairy cakes	Making and decorating fairy cakes
Friday	Talent show	Talent show	Talent show

Our booking charges for Norbury, Alpha prep, Quainton Hall, Children:

After School Club Bookings

Our Booking charges for Norbury, Alpha Prep, Quainton Hall children:

£11 Registration fee per child. (One off payment)

All bookings include a healthy snack, water, milk or juice. Please see notice board for weekly snack menu.

Early Bird discount price only: The following prices apply if you pre-book and pay in full for your child's space before the early bird cut off, please see the current booking for the date.

After school club Price list September - October 2014 (Early bird price ONLY).

Per session £11.50 3.00pm – 6.00pm. (If attending less than 3 days a week)

Per session £11.00 3.00pm – 6.00pm. (If attending 3 days or more a week)

The following prices apply if you book and or pay for your child after the Early bird discount cut-off date or if you pay on a weekly basis: if you choose to pay as you go your child's space is not guaranteed until the payment is in made in full which needs to be done on the Wednesday of the week before.

After school club price list September - October 2014 (After early bird discount or pay as you go).

Per session £13.00 3.00pm – 6.00pm (£13.50 if you book with 24 hours or less notice) (If attending less than 3 days a week)

Per session £12.00 3.00pm – 6.00pm (£12.50 if you book with less than 24 hours notice) (If attending 3 days or more a week)

Please note we close promptly at 6.00pm, if you are late to pick up your child a fee of £1.00 per minute will be charged, if this happens regularly we will ask you to make alternative childcare arrangements.

Terms of booking

1. Completing and returning an up to date booking form to Nicole or Lucy 48 hours before the first pick up date.

You can also email the form to holidays@activtime.co.uk

2. Ensuring payment has been made prior to us picking your child up, 48 hours before the first pick up date.

3. Informed your child's/children's teacher/school office we will be collecting your child.

4. All bookings work on the basis of first come first served.

If you have NOT submitted a form or made payment we will NOT collect your child from school. This is in line with our policies and procedures.

We also must have a new booking form every half term to carry on with pick up. This must be submitted by given date.

The new booking form for September/ October will need to be handed in by Monday 14th July 2014, any payment by Friday 29th August 2014. If forms/ Payment are handed in after this date your child may not be collected the first week at school. Please remember first come first serve basis applies.

Please note if you pick your child up late you will be charge £1 for every minute you are late, If you are running late Please call the Duty manager and inform them if we do not hear from you and cannot contact anyone listed on the pickup form we will have to inform Children's Services after 15 Minutes.

If you pick your child up late on a regular basis you will be issued with a warning and if this continues you may be ask to make other arrangement for your child's after school care.

If you would like to arrange to view the after school club please call us to arrange an appointment.



Contact Numbers & E-mails

Swimming & Holiday club Bookings Please call Lucy 07903126486

splash@activetime.co.uk

After school club and Holiday club bookings & Enquires please call Nicole 07794 078452

holidays@activetime.co.uk

Duty Managers Number when children are in our care is 07794 078452 for both Holiday club

and After school club.

All forms need to be posted to Activetime Children's Activities Limited 214A Herlwyn Avenue, Ruislip HA4 6HJ.

Our office hours are between 10.00Am - 6pm Monday to Friday and 9.00am – 2.00pm on weekends (Term Time only).