



Squirrels Of Ireland Wood

WHAT is it?

Squirrels of Ireland Wood is an inclusive Before and After School Care Club, as well as a Holiday Care Scheme for children aged 4 – 11 years. It provides reliable and affordable care and supervision for children outside school hours. Squirrels of Ireland Wood is a childcare provider staffed and registered by Ireland Wood Children's Centre (OFSTED registration number 512663).

WHEN is it open?

Monday to Friday each week day during term time and school holidays.

Term – time mornings - 7.30 a.m. – 8.50 a.m.
Term-time afternoons - 3.15 p.m. – 6.00 p.m.

School holidays - 7.30 a.m. – 6.00 p.m.
School Training Days - 7.30 a.m. – 6.00 p.m.

WE ARE CLOSED FOR BANK HOLIDAYS AND FOR THE WEEK BETWEEN CHRISTMAS AND THE NEW YEAR.

WHO looks after the children?

Staff working in the club are employed using parent's fees. They are all qualified or undergoing training, experienced in looking after children and the Supervisor holds a Level 3 qualification. We aim to provide a homely, friendly environment in which your child can relax, chill out watch TV or a video or take part in a varied selection of organised games, activities and outside play.

THIS IS NOT AN EXTENSION OF THE SCHOOL DAY.

Breakfast, snacks and drinks are available in both morning and afternoon sessions, and during school holidays, but children must bring a packed lunch if they attend for a full day during the school holidays or on training days.

The food provided during the afternoon sessions are light snacks and not intended to replace the family meal.

HOW much does it cost?

The charges are very reasonable, and are detailed on the booking form.



Out of School club charges are made by the hour, Holiday Care charges are for a half or a full day and can be found on the booking form.

The costs for both services are subject to an annual review as Squirrels of Ireland Wood is a non-profit making organisation, which is required to cover its running costs.

WHAT is the cost of membership?

A one-off membership cost of £15.00 per family.

A membership form should be completed for each child attending either club. This gives us the necessary information about your child including essential medical details and how you can be contacted in an emergency.

Behaviour policy

Squirrel's has the same Behaviour Policy as the school. Our other policies are kept within the setting and are available to parents for reference on request.

SQUIRRELS OF IRELAND WOOD RESERVE THE RIGHT TO REFUSE A PLACE TO ANY CHILD.

Equal Opportunities and Race Equality

Squirrels will follow the same Equal Opportunities policy as the school, and it will be recognised by all staff that we need to:-

- Promote a positive self-image for all
- Develop children's potential regardless of gender, race, ability or religion
- Make all resources available to all children in order to provide a situation in which children can make free informed choices
- Encourage everyone to act positively against any form of discrimination and in favour of considerate actions.



Squirrels Terms and Conditions

All places are subject to availability. Booking forms are sent out to every member of the club. Booking forms for both term-time and holiday care should be given to the Children's Centre Office before the start of term or holiday and by the return date specified on the form. Places are limited and allocated on a "first come first served" basis. We cannot guarantee a place based on previous bookings, or for forms received after the return by date specified. Requests for changes to your bookings must be made in writing with a minimum of 1 weeks notice.

In some circumstances we can arrange to keep your place open should a period of absence be requested. This is dependant on you paying a retainer (currently 50% of your weekly fees) and is reviewed every month.

Children with additional needs

The Children's Centre along with the School prides itself on being an inclusive setting. To ensure we continue to provide the best care possible for all our children we reserve the right to defer any child's place if we do not have a current care plan, and a suitably qualified carer in place before the child starts their requested sessions with us.

Paying for your booking

Payments should be made at the Children's Centre office at the time of booking, with cheques being made payable to "Ireland Wood Children's Centre."

We accept BAC's payments made to:

Account Name: Ireland Wood Children's Centre

Bank: Alliance & Leicester

Account Number: 61216185

Sort Code: 72-00-05

If paying by BACs, please inform the Children's Centre office that this is your intention, and use your child's surname & "Squirrels" as the payment reference.

We are also registered to accept various childcare vouchers. Please enquire at the Children's Centre office for an up to date list of who we use.

All payments made should be given to the Children's Centre office not the Supervisor running the sessions.



Tax Credits

If you work more than 16 hours each week, you may be entitled to the childcare element of Working Family Tax Credit. You may be eligible for payment of up to 70% of your childcare costs.

Non-Payment of Fees

If any payment is returned to your bank as unpaid or cancelled then a fee of £25.00 will be charged to cover our bank charges.

If you do not keep up to date with fee payments we reserve the right to suspend your child's Squirrels place until all outstanding debt has been paid. Please note that we have a procedure in place that allows us to seek a claim for outstanding monies through the small claims court, this may result in your details being passed to a debt collection agency and your credit rating may be affected.

Should it be deemed necessary to pass your details on to a debt collection agency we reserve the right to pass your details on as a debtor to other local childcare providers.

WHAT else do I have to do?

It is important to your child, and to us that they are collected promptly at the end of the session, which you have booked. If you know you are going to be late to collect your child please ring 0113 230 1114 as soon as possible to inform staff. **Late collections will be charged for.**

For late collection you will be charged for the additional session at the standard rate, plus a £15.00 fee for late collections up to 6.00pm.

Squirrels closes at 6.00pm, a fee of £25.00 will be charged for any child in Squirrels after 6.15pm.



SQUIRRELS OF IRELAND WOOD REGISTRATION FORM.

This form must be accompanied with the current family registration fee (if applicable) and be returned to the Children’s Centre office before any booking requests can be processed.

The information on this form is confidential and is for reference only. It will help us to care for your child out of school hours. A form must be completed for each individual child.

Name _____ Date of birth _____
 School _____ Current Class _____

Name & Date of birth of other children of the family

1. _____
2. _____
3. _____

Name of Parent(s) _____

Full Address _____

Contact Telephone Numbers (including Home, Work & Mobile) _____

Permission to take photographs of your child to be used for learning and occasionally for promotion. YES NO

Permission to give your child emergency treatment. YES NO

Does your child suffer from Asthma or any other medical condition likely to affect him/her at Squirrels? YES NO

If yes please give details _____



Does your child have any known allergies (e.g foods) YES NO
If yes please give details _____

Please give further details of any medication / inhalers etc. and any details which you feel may be relevant (e.g prone to nosebleeds etc.)

Details of Doctor

Name _____
Address _____
Telephone Number _____
Out of Hours Telephone Number (if different) _____

Emergency Contact Numbers

Please give below full details of who we should contact if your child is ill or if we need to contact you in an emergency in the order of preference.

Parents Name _____
Address _____
Telephone Numbers _____

Ireland Wood Children's Centre
A Sure Start Children's Centre

Registered Charity Number: 1107390



● Raynel Gardens, Ireland Wood, Leeds LS16 6BW ● Telephone/Fax: 01132 817829 ● Website: www.irelandwoodchildrenscentre.com

Other Contacts:

Name _____

Telephone Numbers _____

Name _____

Telephone Numbers _____

Name _____

Telephone Numbers _____

I confirm that I have received, read and understood the Terms & Conditions for Squirrels and that I agree to abide by them.

Signed
(Parent/Carer) _____

Name in Full _____

Date _____

Signed
(Parent/Carer) _____

Name in Full _____

Date _____