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Appletree Day Nursery

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**OUT OF SCHOOL CLUB AND HOLIDAY CLUB PROSPECTUS**

Dear Parents and Guardians

Welcome to Apple Tree Out of School Club where we aim to provide a stimulating and educational environment which is warm and welcoming and where children can learn through play and interaction with other children and staff.

The Nursery was established in 1993 by the current owner, Charlene Hyde, in the Old School House which we still occupy. The building has a range of rooms where children are placed according to their age and ability. We all benefit from the enclosed gardens which provide safe and stimulating outdoor play areas.

The Nursery is open for 51 weeks of the year from 7.45am – 6.00pm, closing over the Christmas period for 1 week and Bank Holidays.

Appletree employs a team of qualified, professional and experienced staff. We maintain a structured but informal day care service which provides the physical, intellectual, emotional and social care that all children need.

Appletree is a private nursery operating under the supervision of Ofsted. We follow the guidelines set down for us by Ofsted and aim to promote the following outcomes:

1. Helping children to be healthy
2. Protecting children from harm or neglect and helping them stay safe
3. Helping children enjoy and achieve
4. Helping children make a positive contribution to the provision and the wider community
5. Organisation of the setting to achieve the above

**The Out of School Club**

At Appletree we recognise that school hours and particularly school holidays can present a challenge for parents who work. In response to this we offer a range of services for school age children. We aim to provide a fun and caring environment where children can engage in a variety of activities and make new friends. We will escort children to and from Orchard and Copley Schools on foot with qualified staff and additional walkers.

We have two separate areas for the Out of School Club, for Orchard and Copley. Both areas give children the opportunity to be involved in age appropriate activities such as art, craft, board games, computers, a Wii and Ipads with various games and also a secure outdoor play area. We provide a relaxing environment whilst maintaining a structured routine, with a planned activity for every night of the week. This can include box modelling, pizza making, games nights and trips to the local park. We hold a reward system for both age groups in which the children are placed into separate house teams where coins will be awarded for good behaviour, joining in on planned activities, working well with team mates, and good use of manners. At the end of each month the chests will be counted and the team that has collected the most coins will be rewarded.

Support is provided for children who wish to complete their homework during this time.

The Club is open for breakfast then children are escorted to school. Children are collected from school at 3.30pm and a light snack is provided at tea time. Arrangements can be made to collect children at a later time if they are taking part in any after school activity, please discuss this with a member of the Out of School Club staff.

During school holidays we provide opportunities for various excursions in addition to the usual activities. These are available at an extra cost and parents are welcome to accompany us. Previous trips have included Eureka, the seaside, bowling, picnics, cinema, bike rides, sports days – the list is endless.

**Staff and Training**

All our staff are carefully selected and are caring and dedicated. At Apple tree we set high standards and we are continually updating our staff training. All are qualified or working towards a recognised qualification in childcare. The majority of staff are qualified in First Aid and there is always a qualified First Aider on site. New recruits cannot begin work until they have undergone police checks which are a legal requirement.

**Parents/Carers**

It is important for parents and staff to work together to help your child feel confident and secure in the group. Please share with us any concerns you may have. We always welcome comments and suggestions.

There is a notice board in the Nursery entrance and a newsletter. Parents and carers are very welcome to contribute to these.

**Nursery Policies**

We have policies and procedures in place to cover every aspect of your child’s welfare and development. This file is reviewed and updated regularly and changes are implemented where necessary. A copy of this file is available to parents at any time.

**Equal Opportunities**

The Apple tree Out of School Club aims to reflect and meet the needs of *all* children in our care.

**Security**

We operate a sign in/sign out policy in our buildings and children will only be permitted to leave with an authorised person. If someone other than yourself or authorised person is collecting your child, please inform a member of staff *in writing*. The safety of the children in our care is of paramount importance so we ask for the full co-operation of parents and carers in this matter.

**Requirements**

Please put details on the registration form of any special requirements your child may have. Below is a list of items that your child will need to bring with them:

* Named outdoor clothes
* Appropriate footwear
* Sun hats and sun cream

**Fees**

**Out of School Club**

|  |  |
| --- | --- |
| Am Before school session | £5 |
| Pm After school session | £8 |

**Holiday Club**

|  |  |
| --- | --- |
| Full day 7.45am to 6pm | £ 25.00 |
| Half day 7.45am to 1pm or 1pm to 6pm | £ 16.00 |
| Full Time Mon-Fri | £ 115.00 |

**Late Fees**

Late fees are charged @ £3.80 per hour or part of if not collected after sessions

Late fee after 6pm is charged @ £5 per child

All fees to be paid weekly or monthly in advance on arrangement with the Nursery Owner or Manager.

Payments by childcare vouchers are also welcome.

Please can fees be paid directly to the appletree Account

To pay by standing order please complete the attached form. Fees will be weekly amount x 48 weeks (2 weeks holidays, Bank holidays and Christmas week deducted) divided by 12 equal monthly payments. Or 38 weeks for term time only.

**Complaints**

If you have any reason to complain, please in the first instance contact the Nursery Owner or Manager. In the event of an unsatisfactory resolve please contact:

The National Business Unit

Ofsted

Piccadilly Gate

Store Street

Manchester M1 2WD

Tel 0300 123 4666

Email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Web : [www.ofsted.gov.uk/parents](http://www.ofsted.gov.uk/parents)