

Welcome to Victoria Out of School Club

Dear Parents,

Welcome to Victoria Out of School Club. We opened Victoria out of school club in September 2018. We provide high quality childcare ensuring both child and parents are happy. Our out of school in Victoria offers a relaxed, fun, happy environment where children can unwind after a day at school. Wellbeing is our first priority, children will see children they recognise from school and an environment that makes sense to them and their interests, helping them to feel secure. It is important children feel safe, secure and valued. Children are listened to, appreciated and recognised in their efforts and achievements. We promote security, self-esteem and to help children develop confidence, and warm and positive relationships. Children enjoy being with other children and thrive in their company

We are open term time Monday – Friday, breakfast club opening times are 7.30am – 9.00am at a cost of £7.50 and after school club opening times are 3.30pm - 5.45pm at a cost of £13.50. If you would like to book your child or children into the club, we are taking bookings via our email address VictoriaOOSC@hotmail.com or please phone the club anytime during our opening hours.

The club is based in the junior hall and a classroom just off the hall. We take children between 3 years old and 12 years old. We also cater for children attending after school activities on the school premises run by the school. We accept all childcare vouchers. We can provide childcare for children on a regular basis or on an ad hoc basis.

All our staff go through vigorous checks, such as references, health, DBS and policy and procedure training. Kara Oakley and Kirsty Clarke are the Directors and Managers of the club. They also have two other clubs in the Vale of Glamorgan - Fairfield out of school club which opened in 2008 and Vale Play, which is also an out of school club that opened in April 2019. Kara and Kirsty have over 25 years experience each and hold the following qualifications and certificates; BTEC Nursery Nurses, DBS check, CMI in management, CACHE Play worker certificate, paediatric first aid, food hygiene and child protection. They have also achieved the Gold Standard healthy eating award and the Quality of Care Award in all three clubs.

A typical session in Breakfast Club

Children can be dropped off at any time between our opening hours. Children will be given breakfast between 7.45am – 8.25am, there is a choice of cereals, toast, yogurts, crumpets & fruit. Children will be able to use all the clubs after school equipment and toys as stated below. All nursery, reception and infant children are taken to their classes by a member of staff ready for the school day to start, juniors are allowed to walk to the class from breakfast club as we are in the same building.

A typical session in After School Club

Nursery, reception and infants children are brought to us at the end of the school day by their class teacher / LSA. We take the register, then children are offered a light tea such as sandwiches, crackers, bagels, wraps, fresh, dried or tinned fruit, breadsticks and dips. After tea children can play with a wide variety of games, construction, dolls,

action men, chill out on our bean bags and cushions or take part in the arts and crafts activity. We will also have the use of the outside playing area and outdoor equipment.

If you wish your child to start with us, we will need a registration form to be completed, they will be available to collect from us, you call into the club anytime to collect one, or phone or email us and we can post or email one to you. We will then be in touch with you to confirm the sessions required and fees. All fees need to be paid in advance. Fees can be paid weekly, monthly or worked out over the year. Fees can be calculated for the year ahead and divided by 11 months (excluding all INSET days and school holidays, however any days not attended due to illness / absent will still be invoiced), you will receive a breakdown for the year ahead. We ask for fees to be paid by the 26th of each month, for the following month. If circumstances change, please let us know ASAP as 4 weeks' notice is required to decrease attendance days or cancel attendance altogether. Breakfast Club fees are £7.50 per session and After School Club fees are £13.50 per session. You are welcome to make an appointment to have a look around club anytime during our opening hours Monday - Friday 3.15pm – 5.45pm, and if you have any questions regarding our service, please don't hesitate to contact us via email, phone or text.

We look forward to meeting you and your child.

Kind Regards

Kara & Kirsty

Mrs. Kara Oakley & Mrs. Kirsty Clarke

Managing Directors of Victoria Out of School Club