

(SCIO)

Holiday Club Policy

Group Name; Springfield Out of School Care Club (SCIO)

Address of Premises; Springfield Community Wing 141 Springfield Road,

 Linlithgow, West Lothian,

 EH49 7SN

Policy Reviewed (date) October 23

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_Kevin Dorrian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chairperson

Holiday club runs non-term time for all children who attend Springfield Primary School, as well as children from Linlithgow.

Prices

Day at club £36.00 per day

Trip day £42.00 per day

Half day £24.00 per day (7.45am-12.30pm or 12.30pm to 6.00pm)

All children must bring with them a full packed lunch, refillable drinking cup.

The Club will provide breakfast and afternoon snack, as well as fruit and drinks throughout the day.

The Club operates a nut free zone due to children having allergies.

We require a minimum of 8 children in attendance to open the Club non-term time. (This is subject to review)

If a trip day is planned and we do not have enough children in attendance (12 children minimum) then we will revert back to a club day only. Parents/carers will be advised of this in advance.

Invoicing is billed in arrears and payment can be made using the following details:

Bank details are:

Lloyds TSB,

Account Number: 78868668

Sort Code: 87-79-15

 All payments should be made by bank transfer or Childcare Vouchers of your choice only. Please quote the child's name on all payments to enable us to track payments against your child/children.

NON-ATTENDED SESSION(S)

If for any reason your child(ren) have a non-attendance at the Club, you will still be charged unless you have given two full weeks’ notice.

Holidays

The Club is closed on the following days:

* Christmas Day and Boxing Day
* New Year’s Day and 2ND January
* Good Friday and Easter Monday
* May Day Bank holiday Monday
* Marches Day

Helen Anderson (Manager)