



OSCAR Newsletter October 2018

I would just like to take this opportunity to say thank you for your ongoing support of our Club. It is growing in numbers and I hope you will agree that the children are happy and enjoy their time with us. Please feel free to speak to myself or one of my team if you have any questions, suggestions or concerns.

Just to ensure that the club runs safely and efficiently, I would like to remind you of some of our procedures.

Fees

Just a reminder that OSCAR fees should be paid in advance. This can be done using cash, cheques (made payable to Dudley MBC) or Computer Share Vouchers which are paid directly from your salary before tax.

Failure to pay fees on time may result in your child's place being suspended. If the balance remains outstanding this matter will be handed over to the Local Authority debt recovery department. Should this be the case interest of £5.00 per day, as detailed in the OSCAR club terms and conditions will be applied with effect from the date the debt was incurred.

All payments should be placed in an envelope, marked for OSCAR with your child's name and class. This should then be posted in the secure post box that is located on the wall in the entrance hall. If you would like to receive a text in advance of school holidays informing you of the following half term's total, please let me know.

Late collection of children.

We understand that at times, parents get delayed when coming to collect their children. Please let us know if this is happening, to enable us to reassure your child that you are on the way. Please contact the main school office in these circumstances — there is normally someone nearby to hear the phone. If you are later than 6pm, a late collection fee will be raised of £5 for each 15 minutes that you are late.



Keeping Safe

We talk to the children about the safety rules of our club but are aware that sometimes they forget!

These are our rules:

- Always ask an adult if you need the toilet.
- Only leave the hall if an adult is with you or knows where you are going.
- Never press the door release button to allow people in or out.

Collecting children

If when collecting your child you realise that they have left something in the classroom, please ask a member of staff to collect it for you. This will then avoid disturbing any meetings that may be in progress

Signing in/out.

It is really important that our signing in/out sheets are an accurate record of the time that your child is with us.

Please ensure that when you sign them in and out, you write the time by your signature. All children have to be brought into breakfast club and collected from after school club by an adult.

Breakfast

Please remember that breakfast can only be served until 8.20am.

Behaviour

OSCAR follows the same Behaviour Policy as school. The Golden Rules are displayed in the club for the children to see.



Parking.

Please avoid parking on the staff car park both before and after school.

OSCAR phone.

Unfortunately, we do not have a mobile phone at the moment. If you need to contact by phone, please call the main school number. Messages can be left with Mrs Priest and Mrs Davenport, and I will call you back during OSCAR hours if required.

Extra Places.

From time to time the unexpected happens to everyone, and sometimes you may need to book an extra session. We are very flexible and accommodating in OSCAR, as I am sure you know, however we need to try to plan for numbers. Therefore, please try to give at least a day's notice as far as possible.

Finally, as we settle into a new year, we would like to ask for donations of unwanted toys or books. The children have put together a "wish list", which is also displayed on our notice board. Our numbers increase every year, and some of our children play with the same toys and games from Reception to Year 6, so I am sure you appreciate that things wear out and break. Therefore, any donations would be very gratefully received!

Once again, thank you for your continued support. I have a fantastic team who thoroughly enjoy their time with your children, and we very much appreciate the support and kind words we receive from parents and carers.

Jane Evans

October 2018

