**Little Diamonds Out of School Club**

Little Diamonds OSC has emerged out of necessity, to fill the vacuum created by the sudden closure of a local club. As parents and carers, we need to be sure that our children are safe, well looked after and enjoying themselves to give us the peace of mind while we are at work, studying or taking a break.

The club operates from 2 sites: the church hall of Our Lady & St Philip Neri , and Venner Road Hall in Sydenham, with easy access to transport and local amenities. Our aim is to provide parents and carers with a reliable and consistent service in a happy, secure and stimulating environment for our children. The children are introduced to a variety of activities, which are planned to stimulate and encourage development as well as to teach them to co-operate with each other at work and play.

We aregistered with OFSTED and a member of Out of School Alliance. The club has qualified and caring staff who work as a team to ensure that we exceed parents and carers expectations. Our intake is for ages 4 - 11 years

During term time, we offer:

Breakfast Club 7:30am - 8:30 am (Monday to Friday)

After School Club 3:30am - 6:15pm (Monday to Friday)

During the school holidays we operate a:

Play scheme 7:30am - 6:15pm (Monday to Friday)

**Registration and Admission**

Admission critieria: Age of child and availability of places. In the event of a waiting list, priority will be given to siblings. Parents/carers will have to complete a registration form. We are committed to a totally non-discriminatory practice and will treat all children/families with equal concern and acknowledge their specific needs and requirements.

Fees
Breakfast Club

Daily rate:                                                              £5:00

After School Club

1 day and emergency collection                             £14:00

2 days                                                                   £12.00

3/4 day                                                                  £11.50

Full week                                                               £11.00

School Holidays                                                    £25:00 per day (includes breakfast,afternoon meals trips and activities)

10% discount for siblings or additional child/ren

Home pick up service                                          £3.00 per child

Home drop service                                              £3.00 per child

(The service is dependent on distance from setting)

Adeposit of 1 week's fee is required prior to commencement of attendance of breakfast / after school clubs. The deposit will be refunded when your child leaves the club, on condition that a minimum of 2 weeks written notice of leaving is received.

**Fees are payable in advance weekly, monthly or termly. Breakfast and After school club fees are still charged for all absences (including sickness and family holidays).  Fees can be paid by childcare voucher, Taxfree Childcare, debit/credit card or online by bank transfer.**

Should parents/carers experience difficulties with payment of fees the club expects them to discuss the matter immediatelyand we will be as supportive as possible.

**Little Diamonds Club Pledge to Parents**

We value our relationship with parents and are committed to working in partnership with you to provide top quality play and care for your children.

We will:
• Welcome you at all times to discuss our work, have a chat or take part in our activities.
• Keep you informed of opening times, fees and charges, programmes of activities, menus and procedures.
• Be consistent and reliable to enable you to plan with confidence and peace of mind.
• Share and discuss your child's achievements, experiences, progress and friendships.
• Organise regular parents' meetings to involve you in decisions about running the club.
• Ask your permission for outings and special events.
• Listen to your views and concerns to ensure that we continue to meet your needs.

Arrival & Departure Procedure

Parents are asked to notify the club of all absences.

Breakfast Club - The club is opened from 7:30am - 8:30am. Children attending the breakfast club must be signed in on arrival. The school run commences at 8:30am.

After School Club - All children must be signed out. The after school club hours are strictly 3:30 - 6:15pm.

School Holidays - 7:30am -6:15pm. All children must be signed in and out.

Late collection will result in fines of £5.00 for every 15 minutes or part thereof. Persistent late collection will constitute a serious breach of contract and may lead to the withdrawal of the club place. We will only release children to persons named by parents / carers on their registration form or as instructed by parent / carers in the case of emergency or change. Checks will be made - passwords etc used. Please do not take offence or be embarrassed if questions are asked and phone calls are made. The club takes every precaution where your children are concerned.

Discipline

Staff will treat all children courteously and with respect, equally children will be expected to treat each other and staff with respect and consideration. Any staff member found not respecting children in their care, would be subject to disciplinary proceedings.The club has anti-bullying policy and will not tolerate discriminatory behaviour, bullying and harassment. The aim of the club is to encourage appropriate social behaviour with a gentle and consistent approach. Inappropriate behaviour is discussed with the child and parents/carers to ensure a consistent approach. Persistent inappropriate behaviour may result in the child's place withdrawn with 2 weeks notice.

First Aid & Accident Procedure

Parents' prior consent is sought with regard to emergency treatment as per registration form. Staff are trained in paediatric first aid.  Fully equipped First Aid Boxes are labelled and easily accessible to trained First Aiders. The boxes are regularly checked, restocked and are not accessible to children.

All accidents - no matter how minor, are recorded in the accident book. Parents / carers will be given a verbal and a written account of what happened and any first aid given. They will also be required to sign the book as proof that they have been advised of the accident. If medical attention is needed the parent / carer will be contacted immediately.

Health Requirements
Every effort is made by the management and staff to keep the club as safe as possible for the children in our care.
The club needs to be informed of any infectious disease and will in turn inform other parents/carers either by letter or notice displayed in the club. Children cannot be allowed to the club if they have an infectious disease. Re-attendance at the club by children who have or have had an infectious condition must be advised by their own doctor.

Child Protection

Our first priority is the protection of the children in our care. We are committed to Lewisham Safeguarding Children Procedure and guidelines. We ensure that all our staff are aware of the possible symptoms of children at risk and their responsibility to report concerns and keeping concerns confidential. Each setting has a designated Safeguarding Officer.
.
Complaints Procedure

Any complaints should in the first instance be addressed to the club manager. Should this not bring about a satisfactory outcome, the matter should be referred to the Project Co-ordinator, Tony Mensah. If after referring the matter to the Project Co-ordinator the complainant remains dissatisfied the matter can and should be taken up with OFSTED, Complaints and Enforcement: Tel: 0300 123 1231.

Valuables

The club cannot take responsibility for expensive articles brought from home. Please do not allow children to bring in anything, including toys, which you are not prepared to see damaged or lost.

Valuing Diversity

Little Diamonds seek to be inclusive in all its endeavours. All children irrespective of their needs, cultural, social, religious or ethnic background, will be encouraged to make a positive contribution towards the activities within the club in order to enrich the development of all.

Special Needs Policy

The club is committed to the integration of children with special needs. Our philosophy is that every child matters and has a right to be educated and to develop to her/his full potential alongside other children. We will work together with parents and other relevant parties to organise the environment and plan activities to ensure that all children take part at a level appropriate to their needs.

Confidentiality

The club respects the rights of all children and their families to complete confidentiality unless there are child safety concerns. All records are confidential and stored in a secure area. Privacy and data protection law protect your personal information, giving you more control over your data, and how it is used and how you are contacted.  We want to make sure that you have the details of what these mean to you.  If you would like to find out more, please take a look at our Privacy Notice on the home page of our website ([www.littlediamonds.co.uk](http://www.littlediamonds.co.uk)).

Meals and Snacks

The club offer a variety of healthy foods which meet the dietary, medical, religious, and cultural ietary needs of the individual child.

Breakfast
Choice of cereals / toast / milk /juices / drinking water/fresh fruits

Afternoon Meals

Menu consists choice of sandwiches, salads, vegetables, warm meals, biscuits, fresh fruit, juices, milk. Fresh drinking water is available to children at all times.

Little Diamonds Out of School Club
St Philip Neri Church Hall                                                               Venner Road Hall

208 Sydenham Road                                                                      Venner Road

Sydenham SE26 5SE                                                                    Sydenham SE26 5EQ

Tel:        0800 024 8116

Mobile:  07931620917

email:    clubinformation@littlediamonds.co.uk
[www.littlediamonds.co.uk](http://www.littlediamonds.co.uk)

[Back To Registration](http://www.littlediamonds.co.uk/registration)