



Clever Clogs Fun Club

Out of School Club Information Pack

Tel: 0191 384 3610

Registered in England and Wales
Company registration number: 07434225
Registered Address: Bowburn South Industrial Estate, Durham Road. Bowburn. DH6 5AT
Email: info@clogs.com Website address: <http://www.clogs.com>

A Brighter Start for a Brighter Future



Clever Clogs Fun Club

Out of School Club

New Ferens Park, Belmont, DH11GG
0191 384 3610

The Fun Club is for children of school age up to the age of 11 years.

Clever Clogs Fun Club is a welcoming group, where children are well cared for in a relaxed, happy atmosphere. Children can move freely from one activity to another, and are able to make their own choices. There is a varied programme of activities available, such as reading, art & craft, outside games, puzzles, music, construction and board games as well as monitored videos and computer access. If required, we will also help the children with their homework.

Children are encouraged to socialise with all the children from the local area and become independent. The emphasis is on having fun, relaxing and playing together. We also have an outside areas for the children to play in.

We are fully OFSTED (Office for Standards in Education) registered.

Children are looked after by caring, responsible and experienced staff, who are all checked by the Criminal Records Bureau (CRB) and references obtained.

Opening Hours

7.30am – 9.00am

3.15pm to 6.00pm

Monday to Friday – school term time only.

Prices

Before school session £7.25

After school session £9.25

This is to include a light snack at 4pm (e.g. Sandwiches or Fruit etc.).

Fees are payable monthly in advance.

Childcare Vouchers

We are able to accept childcare vouchers, if your employer operates a childcare voucher scheme, which will save you tax on your fees.

Registered in England and Wales
Company registration number: 07434225
Registered Address: Bowburn South Industrial Estate, Durham Road. Bowburn. DH6 5AT
Email: info@clogs.com Website address: <http://www.clogs.com>

A Brighter Start for a Brighter Future

Transport

Escorted transport (by at least one of our childcare staff) from St Thomas More, Belmont Infants, Belmont Juniors, Gilesgate Primary, Cheveley Park and St Hilds Primary School.

The fun club will also run during the school holidays from 7.30am – 6pm. This is booked separately from the before and after school club.

Our Staff

Our staff are highly committed and professional, and have recognised childcare qualifications. From the managers down, we place enormous emphasis on ensuring our highly trained staff offer more than just the relevant qualifications.

All staff are checked by the Criminal Records Bureau and references obtained. Staff also hold First Aid certificates and Food Hygiene certificates.

Our Premises and Health and Safety

All of our staff make checks on the Health and Safety of our club premises. Risk assessments are carried out daily, weekly and annually, toilet areas are disinfected regularly and we carry out regular fire drills and tests.

Security

Entry to the building is through a telephone entry system. We ask for names and photographs of all people who are authorised to collect your child. No child will be allowed to leave the building unless prior arrangements have been made.

Any visitors entering the nursery will be asked to complete our visitor's book and will not be left unsupervised at any time.

Parking

There is ample parking right next to the building for pick ups and drop offs.

Accidents

All accidents are recorded and parents/carers are informed, no matter how minor they may be. If needed, appropriate first aid will be given by our qualified staff and close observation and assessment made. In the event of a serious accident or emergency, appropriate first aid will be given, an ambulance called and the parents/carers of the child contacted immediately.

Absence and Illness

We request that parents/carers contact the club if their child is going to be absent for any reason, to ensure child safety.

For any illness or infection, we ask that parents/carers notify us of any symptoms that are evident so that we can take appropriate measures within the club – for example notifying all other parents to look out for any signs or symptoms. We have a strict exclusion procedure in place which must be adhered to at all times. This ensures that the spread of any illness or infection is contained as much as possible. The welfare of all individual children is paramount.

Registered in England and Wales
Company registration number: 07434225
Registered Address: Bowburn South Industrial Estate, Durham Road. Bowburn. DH6 5AT
Email: info@cclogs.com Website address: <http://www.cclogs.com>

A Brighter Start for a Brighter Future

Booking a place

In order to secure a place, an application form must be completed and a £60 refundable deposit is payable. This deposit will be returned in your last month's fees on the condition that 1 month's written notice has been given. The deposit is non-refundable if you decide that you no longer need the childcare place.

Priority will be given to siblings of children already attending the club or the nursery, existing users wanting more sessions and time on the waiting list.

Settling In

The club strongly encourages parents/carers to visit the premises with their children during the week before they are due to start. Children new to the club will be greeted in a warm and friendly manner and introduced to all members of staff.

Children will be taken through the Club's routines and the programme of activities. Ground rules will be explained and they will be encouraged to ask questions. Children will be introduced to the other children at the Club to ensure that they are happy in their new surroundings. The level of supervision will be judged according to the child's age. Staff will ask on a regular basis how a child is feeling, what activities they enjoy and if they are unhappy about anything.

We have an open door policy for parents/carers at all times. If there is anything at all you would like to discuss with any member of staff, there will always be someone available.

Please just call if you have any queries or would like to arrange a visit on 0191 384 3610

Gabriella Pickering
Funclub Senior

Registered in England and Wales
Company registration number: 07434225
Registered Address: Bowburn South Industrial Estate, Durham Road, Bowburn. DH6 5AT
Email: info@cclogs.com Website address: <http://www.cclogs.com>

A Brighter Start for a Brighter Future

Clever Clogs Nursery and Fun Club

Terms and Conditions of Childcare

- Fees must be paid one month in advance, on the 1st of every month. Payment is by Direct Debit only. Cheques and cash are accepted but incur a 2% surcharge. Late payment charges of £5.00 per week will apply or £1 per day for any part of a week.
- Fees are calculated by multiplying the weekly rate by 51 weeks and dividing by 12 months.
- A deposit of £60.00 is required to book your childcare place. Your childcare place cannot be secured until the deposit has been received. The deposit is non refundable if you decide that you no longer need the childcare place. The £60.00 deposit will be refunded in your last month's fees on the condition that 1 month's written notice has been received.
- Clever Clogs offer a 10% sibling discount for nursery fees. There is no sibling discount for the out of school fun club or holiday club.
- Please inform the nursery/fun club if your child is to be absent as soon as possible. Unfortunately we cannot refund fees for any absences no matter what the reason.
- One month's written notice is required on either side to terminate your child's contract and nursery/fun club place. Fees are still payable for the month's notice even if your child does not attend nursery/fun club.
- Clever Clogs Nursery and fun club will only close on public Bank Holidays and during the week between Christmas and New Year.
- Parents/carers must inform the nursery/fun club of any changes to personal details as soon as any change occurs.
- All holidays that you take must still be paid for with the exception of fun club fees where no fees are due for school holidays. This ensures your childcare place is kept secured.

Registered in England and Wales
Company registration number: 07434225
Registered Address: Bowburn South Industrial Estate, Durham Road. Bowburn. DH6 5AT
Email: info@clogs.com Website address: <http://www.clogs.com>

A Brighter Start for a Brighter Future