

### **Please note:**

That to ensure the children's safety:

All staff are police checked for their suitability to work with children.

There is always a trained first aider available  
[but rarely needed!]

The premises and equipment have passed rigorous inspection by Officers of Hertfordshire County Council.

Children are to be signed out. They will only be permitted to leave with an authorised person.

Staff are skilled and trained to encourage safe, active play promoting learning and group activities.

The Club adheres to all school rules and policies. Copies of these policies are available for parents/carers to read.

We are happy to welcome visitors, by arrangement, so that they can see the Club for themselves.

Ring our Manager  
Zoe Orviss  
For more details;

07521 294751

# CUNNINGHAM HILL



## **OWLS AFTER SCHOOL CLUB**

Manager: Zoe Orviss  
C/o Cunningham Hill Junior School  
Cell Barnes Lane  
St. Albans  
Herts  
AL1 5QJ

Tel: 07521 294751

September 2010

## About The Club

Owls after school club aims to provide a happy and safe environment for children after school.

Based in the library of the Junior school, Owls is open Monday to Friday during term time only. The club is open to children from 5-11 years. Please note children are not accepted in the first term of reception without discussion with Club manager.

Cunningham Hill Infant children will be collected from their school at 3.15pm by a member of our staff. The purpose of the club is to provide quality out of school care, to meet the needs of the working parents looking for alternative activities and play opportunities for their children.

## Operating times and charges: \*\*

3.15 - 4.15	£6.00
3.15 - 5.15	£7.50
3.15 - 6.15	£9.00

Please note that staff are only paid until 6.15, therefore there will be a charge of £5.00 for any late collection. This will be added to your next bill.

### Refreshments:

A snack is provided at 4.00pm and will usually consist of a choice of: sandwiches, crackers, fruit, vegetables, yoghurts and a plain biscuit.

Children who attend extra-curricular activities eat their snack when they arrive at Owls after school club.

\*\* All fees are required to be paid in advance and on time.

\*\* The Club will charge for children unable to attend through sickness.

Bookings are made in advance by contacting the Club manager (07521 294751).

When places are limited; children will be admitted in the following order of preference:

- Siblings
- Children who will attend five days per week
- Otherwise in chronological order of first application

The library area is split into different zones:

- Quiet area
- Computers
- Outdoor play
- Messy play

To

enable all children to have fun safely, reasonable behaviour is essential. The Club expects, and will encourage children to behave responsibly and to respect both staff and each other.

### Activities:

The children are able to choose from a wide variety of indoor and outdoor activities; for example :-

Puzzles and Games	Little People Play	Art
Reading	½ hr Homework time	Construction
Gardening	TV	Cookery