



Venue: Church of the Holy Cross, Davidson's Mains

Exclusively for children in Primary 1 - 2
attending Cramond & Davidson's Mains
Open Monday - Friday until 1815 hrs
Full day activity programme available during in-
service and mid term holiday periods
Wide range of arts & crafts and sports
activities
Equipment & materials specially geared towards
5-7 age group



Transport provided from school to After School Club



Quiet Corner



Arts & Crafts



sports/games

For further information, please contact:
Jonathan Combe, After School Clubs Manager

Tel: 0131 478 7606
e-mail: jcombe@eacworld.com

INTRODUCTION

Since August 2002 EAC After School Clubs have been operating an out of school care at The Church of the Holy Cross Hall for children in primaries 1 and 2 only. The club operates from 2.15pm to 6.15pm on Monday to Thursday and 12.00pm to 6.15pm on Fridays. Although the emphasis is on fun and enjoyment, children are encouraged to join in all activities and learn new skills – whilst making new friends.

LOCATION

The After School Club is based at The Church of the Holy Cross Hall, which is situated in Quality Street, Davidson's Mains. All children are met at school by EAC staff, wearing yellow sweatshirts, and will be transported by minibus (with fitted seatbelts) to the After School Club.

ACTIVITIES AND TIMETABLE

A wide choice of activities, all specially geared towards the 5-7 years age group, will take place on site. These activities will include; arts & crafts, board games, playstation games, face painting, sports hall, swimming, gym games, lego, obstacle courses, skittles, treasure hunts and reading corner. On arrival at the Club children will be provided with a healthy snack. The children will follow a seasonal activity timetable, which varies from day to day.

SAFETY

EAC After School Clubs has an enviable safety record. Each location has been selected with safety as the prime consideration. Our sites, equipment and levels of instruction are subject to regular inspection. We also conform to guidelines laid down by The Care Commission. Our friendly staff are carefully selected for their qualifications and experience. Qualified first aid assistance is always on hand. Staff/children ratios vary according to age but are 1:8 on average. To ensure safety, a limit is placed on the number of children attending the Club each day.

TYPES OF RESERVATION AND PRICES

Term time ticket Entitles your child to join in the fun Monday - Friday throughout the term (half term and in service days are not included as a separate programme exists). Based on a flat daily rate of **£9.10**.

Daily ticket..... Entitles your child to attend the Club on certain days throughout the term. These days must be booked on a term basis.

Daily Tickets –

Monday to Thursday	£ 9.70
Friday	£13.20

Families who have more than one child attending the Club are entitled to a 5% discount. All payments are due in advance; term time tickets can be paid for in full or in monthly instalments. The Club will also operate, during half term and in service days, a full day holiday programme for those children attending the After School Club. Details will be published during the appropriate term. After School Club clients will also be eligible for a discount when attending EAC's Multi Activity Day Camp programme held during the Easter and summer holidays at The Royal High School.

FURTHER INFORMATION

To find out more information or to enquire about booking a place for your child, please contact Jonathan Combe, After School Clubs Manager on 0131 478 7606 or alternatively e-mail : jcombe@eacworld.com

Places are limited – please book early to avoid disappointment



Parent's Guide

Collection of children from school

Children attending Cramond PS are met by EAC staff as they exit the P1/P2 door.

Children attending Davidson's Mains PS are met by EAC staff as they exit the school with their teacher.

Absence

If, for any reason, your child will not be attending After School Club on a given day, please contact the After School Club as soon as possible. The contact number is **07734 114512**. Out with After School Club hours, please leave a message.

Transport to Holy Cross Church Hall

All children are transported in EAC's two minibuses. Each minibus can take 16 passengers and is equipped with 'over the shoulder' seatbelts. A first aid kit is kept on each bus. In addition to the driver, a minimum of 1 member of staff always travel with the children.

Arrival at the After School Club

On arrival, each child will find a brightly coloured box with their name on it. The children can put their book bag, lunch box, jumper etc in this box. A member of staff will be on hand to assist the children. There is also a cloakroom for the children to hang their jackets/blazers/fleece etc.

Story Time

Each day, for approximately 15 minutes, the children will sit as a group to listen to a story read by a member of staff. At the end of the story, children are invited to 'show' or 'tell' something of interest. They may choose to tell a joke or show off a new toy. This encourages the children to participate in activities and gain confidence.

Snack

A small snack is provided each day. The snack can consist of juice, water, fruit, crackers, toast and biscuits. Staff are aware that some of the children have allergies and this is taken into account when preparing snack. From time to time, the children will be involved in preparing 'special snack' such as pizza, fruit salad etc.

Playstation

The Playstation is very popular at the After School Club. As such, a rota is implemented each day thus ensuring that all children receive the opportunity to play. The use of the Playstation is limited to a set period of time each day.

Outdoor Play Area

Weather permitting the children can play outside in the church garden. This area is sectioned off thus ensuring the children are never near the main road. Outdoor play sessions are supervised by at least two members of staff.

Getting changed!

Many children, on arrival at the After School Club, change out of their school uniform before participating in activities. If you would like your children to change into other clothing, please inform a member of staff.

Signing Out!

All parents/guardians are required to 'sign out' when collecting their children. Please sign the daily register, which is located at reception.

Communication

All information regarding holiday programmes, lost property, fire drills etc are placed around reception. Please have a look each time you collect your child.

Club Rules

The children have drawn up their own set of rules & guidelines for the After School Club. The list details things they believe they should and should not do when attending After School Club. The list is always on display for all to see.

Transfer of Older Siblings

Many children attending the Holy Cross After School Club have older siblings attending EAC's sister club based at The Royal High School. To avoid parents having to collect children from two different centres, EAC staff at The Royal High After School Club can transfer children to Holy Cross After School Club at 5.30pm. If you wish to take advantage of this service, please inform a member of staff.

EAC welcome the feedback and comments of all
parents/guardians.

If you ever have any queries, please ask a member of staff.

Bookings & Enquiries: Tel 0131 477 7574, Fax: 0131 477 7571



Booking form and price list Holy Cross.....

PARENT/GUARDIAN DETAILS

Parent/Guardian's Name			
Address			
Postcode			
Telephone (day)	(Eve)	Mobile	
e-mail			

CHILD DETAILS

	Sex	First Name	Surname	Date of Birth	School/Class
Child A					
Child B					
Child C					

RESERVATIONS

	Child A	Child B	Child C
Daily Tickets (please insert days)			
Term Ticket (please tick)			

FEE STRUCTURE

Reservation	Cost (£) per day
Monday – Thursday	9.70
Friday	13.20
Term Time (full time attendance)	9.10

The above costs are inclusive of snack.

Families with more than one child attending will receive a 5% discount



PAYMENT INFORMATION

You will be invoiced at the beginning of each term for your child's attendance at the Holy Cross After School Club. The invoice is payable in monthly instalments and can be paid in cash, cheque, childcare vouchers, credit or debit card. Please indicate (x) below how you wish to pay your After School Club fees:

Cash _____
Cheque _____
Childcare Vouchers _____ please specify voucher provider _____
Debit or Credit Card _____

Card Type Mastercard/Visa/UK Maestro/Visa Debit/Delta (please circle)
Card Number _____ CCV _____
Expiry Date _____ Valid From _____ Issue _____
Cardholder _____
Signed _____ Date _____

CHECKLIST

Please ensure you have completed all sections of this form and the following documentation:

Medical Form
Booking Conditions

Please complete and return to:

**EAC After School Clubs Ltd
45 Frederick Street
Edinburgh
EH2 1EP**



AFTER SCHOOL CLUB BOOKING CONDITIONS

The prices quoted for the After School Club are inclusive of VAT, school pick up, all activities and snack. Should the VAT rate alter or the UK Government or Scottish Executive impose any additional charges, prices will be altered accordingly.

The balance on all invoices is due on the 1st day of each month. The amount and date the balance is due are given on the appropriate invoice.

EAC After School Clubs must be informed 4 weeks in advance of any changes to your booking.

EAC After School Clubs reserves the right to refuse or exclude any person at any time prior to or during the After School Club if, in the opinion of EAC After School Clubs, that person is incompatible with the general well being and safe running of the club. In this instance no refund will be given and any costs incurred, including any damage, will be passed onto the parents/guardians who will also be responsible for the collection of the child from the club.

EAC After School Clubs does not accept any liability for personal injury or the death of any participant unless caused by the proven negligence of EAC After School Clubs or its staff. EAC After School Clubs does not accept any liability for the loss or damage of any property belonging to participants. EAC After School Clubs accepts no responsibility for losses or additional expenses in the event of cancellation or change due to strikes, disasters, war or the threat of war, weather, sickness or any event outside the control of the company.

I have read and accept the booking conditions

Signed _____ Date _____



MEDICAL FORM

Child's Name _____ Date of Birth _____

Please give at least three emergency daytime telephone numbers:

Person _____ Tel number _____

Person _____ Tel number _____

Person _____ Tel number _____

Has your child had any recent illnesses, operations or injuries?

Is your child allergic to any food and drink?

Is your child allergic to bee or insect stings?

Date of last tetanus injection?

Does your child have to take any regular medication?

Please state the name, address and telephone number of your child's doctor

Please provide any additional information you feel we should have concerning your child

Please sign below to confirm that you consent EAC After School Clubs to apply first aid to your child if required.

Signed _____ Date _____

Please sign below to confirm that you consent EAC After School Clubs to seek medical treatment on behalf of your child if required.

Signed _____ Date _____