



Information for Parents Session 2009-2010

ASC Information

The ASC was formed in April 1995 and provides a caring service and wide ranging activities for children who attend George Heriot's School. Siblings of Heriot's pupils who attend other schools are also welcome to attend.

Children starting Heriot's at any stage, from Nursery—Primary 7, in August 2009 are able to attend during the Summer Holiday prior to starting the school.

The ASC is open for 50 weeks of the year, throughout School holidays and term time. This session we close only for the Christmas holiday, Good Friday and Easter Monday and one day in June for the school staff lunch.

Activities

The facility is situated on two levels, each consisting of three rooms, an Art & Crafts room, Games Room and Quiet TV/Story Room. We also have use of a large GP space for indoor play in poor weather. We provide a safe, informal atmosphere rather than an extension of school and can offer:

- Art & Craft Activities
- Books, Games, Toys and Music
- Opportunities for imaginative play
- Outdoor play area and equipment.
- Optional outings (during Holidays)
- We incorporate many of the major festivals throughout the year in our artwork and activities.
- A snack is provided each day and we

can make provision for special dietary requirements.

Homework

Pupils in Primary 3-7 are able to complete written homework in our separate, dedicated homework room.

Location

The ASC is located within the School, in the Grassmarket Campus, and can be entered via the middle doors of the Greyfriars Building.

During Term time Nursery—Primary 2 are collected from their classrooms by ASC Staff. Primary 3- Primary 7 are asked to make their own way over to the ASC where they are registered as present.

During Holidays all children should be brought directly to the ASC and must be signed in and out by an adult.

Allocation of places and Registration

Allocation of Places

Should you wish to use the ASC please complete an application form and return it to Deirdre McGhie, After School Manager. On acceptance a registration pack will be sent to you, which you should complete and return with the registration fee of £37.50 per child.

Registration

An annual registration fee of £37.50 per child is payable prior to using the ASC. This allows your child access to After School and Holiday Care between August 2009 and August 2010. Registration is renewable annually in August.

Regular places

If you require the same sessions every week at ASC you should book a regular place. This will guarantee that you can keep the same sessions for the academic year without having to rebook.

Ad-hoc places

Ad-hoc places are available for occasional use of the ASC. We ask for a minimum of 24hrs notice when booking or cancelling these places. Specific dates are required and we are unable to make ad-hoc bookings open ended. Ad-hoc places are subject to availability as priority is given to regular bookings.

Cancellation

Should you wish to cancel a regular booking outright a notice period of four weeks applies. Occasional cancellations can be made with one week's notice. The equivalent of one week's usage can be cancelled in this manner per term.

Completing a "clubs" form **does not automatically cancel a booking.**

Notice to cancel must be done in writing or by email.

What is in the Registration Pack?

Registration form

Parental Agreement - detailing safety measures we require parents/guardians to adhere to. It should be signed and returned with registration forms.

Registration Card - this is taken on trips so that we have ready access to your contact details should we need them.

Clubs Form - this allows us to keep track of which children are attending extra curricular clubs and what time they will arrive at ASC.

Permission Slip - allowing you to give permission for your child to take part in activities while attending ASC.

T-shirt order form - should your child be taking part in outings he/she will require a red t-shirt and cap.

Details of our Emergency Evacuation Procedure

Homework Policy

ASC Hours and Fees

Opening Hours

To cope with the various finishing times throughout the Junior School we offer the following sessions during term time:

Session 1 2:00-3:30

Session 2 3:00- 4:30

Session 3 4:00- 5:30

We have two sessions during Holiday Time:

Session 1 8:30- 1:00

Session 2 1:00- 5:30

Fees

Those who have booked **regular** sessions at ASC pay the following lower rates:

Session 1 £5.70

Session 2 £5.70

Session 3 £5.70

Full Afternoon £15.00

Those who use ASC on an **ad-hoc** basis pay the following rates:

Session 1 £5.90

Session 2 £5.90

Session 3 £5.90

Full Afternoon £15.50

Holiday Time Charges are unchanged from last session:

Morning £18.00

Afternoon £18.00

Full Week £145

We accept applications for any combination of sessions both for term time and during holidays.

If a child stays beyond the session he/she has booked a charge will be made for the following session. If a child is picked up after 5:30 a late pick up charge applies. Please could all parents contact the club if they are running late for collecting their child/children as this saves any confusion

or concern for the club and your child.

Late Pick Up Fee £5.00

This will be applied from 5:30pm and will increase to £10.00 after 6pm

We offer a collection by School Minibus from Goldenacre on Monday, Tuesday and Wednesday to those booked into ASC:

Goldenacre Collection: £2.50

The annual registration fee for ASC is renewed each August:

Registration Fee: £37.50

Invoices are sent out from the Trust Office at the end of each term, in December, March and June. Summer invoices are sent in August. These can be paid either through existing direct debit payments, or by cheque payable to "George Heriot's Trust".

Safety

Signing in and out of ASC.

Children must be collected by 5:30pm at the latest. Whoever collects a child must sign the register to indicate that he/she has left for the day. If someone other than the collector specified on the Registration Form is collecting your child the manager should be told in advance. ASC staff also sign each child out as they leave.

If a child makes his/her own way home from ASC please notify the manager in writing giving details of the arrangement. ASC staff will then sign your child out of the club.

If a child is arriving independently at the club during holidays the manager must be informed as the assumption is made that all children will be brought to club by an adult and signed in.

All adults collecting children from ASC must exit the premises using the correct door. This is the middle door of the Greyfriars building, leading to the little playground. It is reached by leaving the ASC via the blue door into

Greyfriars. The doors at each end of the Greyfriars building are Fire Exits and must remain closed.

As the above measures help ensure the safety of your child at ASC we appreciate all parents and collectors taking the time to ensure they are followed.

Registers

A daily register is kept.

If a child is absent from School the Office will notify the ASC by way of the daily absence record. If your child is at school but not attending the ASC please notify the manager in advance.

Fire Safety

Regular fire drills are held in accordance with School procedures. Full details of our Emergency Evacuation Procedure are included in your registration pack and can be requested from ASC.

Transport/Trips

School minibuses are used when collecting children from Goldenacre and on outings during holiday clubs. These are fitted with

seatbelts and supervised by ASC staff.

Before we take your child on an outing we will provide you with details of the trip and ask for signed permission.

On all outings children wear our matching red caps and t-shirts for increased visibility and safety. These can be purchased from the club.

Risk Assessments are carried out for all trips.

Medication

If your child requires medication while at the ASC we will require written notice of the dose and time in accordance with school procedures. We can store emergency medication, such as epipens or inhalers at the club. Please speak to Deirdre McGhie for further information.

Suggestions/Complaints

If you have any suggestions or have cause for complaint please write to Deirdre McGhie, ASC Manager, at the address on the back of this leaflet.

After School Club Staff

We have a number of long-serving and well qualified members of staff working at the After School and Holiday Care facility. The Manager has worked at the ASC since it first opened its doors in April 1995. In line with upcoming Scottish Social Services Council requirements we are looking to get all our staff qualified to HNC or SVQ 3 level.

Senior Staff

Manager

Deirdre McGhie

Deirdre has been Manager of George Heriot's ASC since it opened in 1995. She has a Business degree, a PGCE in Primary Education and NVQ 4 in Management. She has worked as a Primary class teacher, in other after school clubs, with teenagers and with pre-school children.

Assistant Managers. (Job-Share)

Donna Thomson

Donna came to George Heriot's to manage the After Nursery Club, which she did for three years until the After Nursery and After School Clubs became one in 2001. Donna holds an HNC in Childcare and Education as well as a number of NNEB modules and NVQ 4 in Management. She has a great deal of childcare experience, having worked in private nurseries, children's centres and local authority crèches. Donna works Monday, Tuesday and Wednesday at the ASC.

Arshad Bibi

Arshad has worked at the ASC since 1996.

Arshad holds an HNC in Childcare and Education, is currently studying for her SVQ4 in Playwork and has many years experience in crèche work and youth work. Arshad works Wednesday morning and Thursday and Friday all day at the club.

Playwork Staff

Senior Playworker

Lynsey Greer

Lynsey has worked in Playwork since 2004 and is very experienced in childcare. She has a Degree in Leisure and Recreation Management as well as an Open University qualification "Working with Children in the Early Years".

Playworkers

Louise Beattie

Louise joined the team in Summer 2008. She has her SVQ 3 in Children's Care learning and Development and has a number of years experience in After School Care.

Tracy Blues

Tracy began working at George Heriot's with Donna Thomson in the After Nursery Club in 1999. She holds SVQ Levels 2 and 3 in Childcare and Education as well as her D-32 and D-33 SVQ Assessors Awards. Tracy worked in private nurseries for 6 years before joining our team. Tracy works at the Club during School term time.

Anne-Marie Crosbie

Anne-Marie has worked at ASC since January 2005. She is a former children's gym instructor and is S.A.G.A. and B.A.G.A. qualified and is currently studying for her HNC in Childcare and Education. She has many years of experience working with children aged 3-12 years.

Michelle Donaldson

Michelle has worked in childcare since 2003. She has an HNC in childcare and Education among other care related qualifications. She has previously worked as a Nursery Nurse in both private and local authority nurseries.

Nareen Haidar

Nareen began working at the ASC in 1999 and holds an HNC in Childcare and Education. She has also worked for many years in local authority crèches.

Marie Hallam

Marie completed her qualification in Canada, and holds the equivalent of our Nursery Nurse training. She has worked in childcare for many years, mainly with Nursery aged children.

Leanne Scott

Leanne has worked at ASC since 2006 and holds her SVQ levels 2 and 3 in Early Years Care and Education. She also spent 3 years working in private Nurseries before starting at ASC.

Simone Sorley

Simone has recently completed her SVQ2 in Children's Care Learning and Development through North Edinburgh Childcare alongside her work at ASC.

Relief Staff

We have a bank of relief play workers available to cover staff absences due to illness or holidays. These staff members work in the Club regularly, get to know the children and the routine and help the Club run smoothly if someone from our regular team is unavailable.

We also have some relief staff working on a more regular basis to cover the busiest part of the afternoon at ASC between 2-4:30pm.

Some of our Relief members of staff are students who help out during the School holidays, assisting both with activities at the ASC and on outings. All have a lot of experience in childcare and some have recognised childcare qualifications.

George Heriot's After School and Holiday Care

George Heriot's School
Lauriston Place
Edinburgh
EH3 9EQ

Tel: 0131 221 6721
Mobile: 07946 730340
(messages can be left 24hrs
a day)

Email: asc@george-heriots.
com

If you require additional
information please get in
touch.

Collecting from School

We collect children from Nursery, Primary 1 and Primary 2 from their classrooms. Children attending the ASC from Primary 3 to Primary 7 make their own way to the ASC where they are met by ASC staff.

Extra Curricular Clubs

If your child attends an extra curricular activity we offer Sessions later in the afternoon to accommodate this. Your child simply makes his/her way to the ASC where he/she will be greeted by staff. You should complete a "Clubs" form with details of the time of the club so that we can ensure we are aware of which children are due to arrive later at the ASC.

Goldenacre

Children attending the ASC after Games at Goldenacre are collected by ASC staff and brought back to School by minibus. There is a charge of £2.50 for this service.

Our bus collects children finishing at 3pm. We are unable to offer a collection for late games practice. If your child is finishing at 3:30 at Goldenacre and is attending to ASC he/she should come by public transport. We would require written parental consent for them to arrive at ASC independently.

What does my child need for ASC?

Play Clothes

Children are welcome to change into play clothes at the ASC, but this is optional. During holiday time children wear play clothes when coming to club.

T-shirt & Cap

If your child is attending an outing he/she will require a red cap and t-shirt. These are on sale at the Club.

Packed Lunch

While a snack is provided after school and in the morning and afternoon sessions during holidays we do not provide lunches.

During holiday time children staying for a full day should bring a packed lunch. We would advise you to include an ice pack to keep perishable items fresh.

If anything else is required for a specific activity we will advise you at the

time.

Special Needs

If your child has any special needs please let us know. We will be happy to help in any way we can to allow your child to take part in the ASC.

Please inform us via the registration form if your child has any dietary requirements or food allergies.

Outdoor Play

We have access to the school lawns between April and October after 3:30pm on most afternoons. We apply sun cream to children playing outdoors. If you wish to supply your own please hand in a bottle clearly marked with your child's name. When we are unable to use the lawns we make use of the GP room for active play.

Visiting the ASC

We hope this information leaflet is helpful to you. If you require any additional information or wish to visit the ASC please do not hesitate to contact Deirdre McGhie, ASC Manager at the using any of the methods detailed above.

We are always happy to show you and your child around the ASC and can arrange visits to suit you during ASC hours.