

## **Code of Conduct**

We want HOSCA to be a sharing club where all children feel equally valued. All children are expected to behave appropriately within the club environment. Bullying and physical violence are unacceptable. We follow an anti discriminatory policy.

Please see the club's Behaviour Policy.

## **Partnership with parents/carers**

The club will be consistent and reliable to enable you to plan with confidence and peace of mind. Parents/carers are welcome to discuss our work and take part in our activities. You are invited to share and discuss your child's achievements, experiences, progress and friendships.

We want to run a club ideally suited to the families who use it. Any ideas and suggestions from children and parents/carers are welcomed and we will try to incorporate all new ideas into the running of the club.

Please see our Parents/Carers policy.

## **Volunteers**

This club has been set up, and is run by, a voluntary Management Committee employing trained play workers. We run on a non-profit making basis. All parents/carers are invited to join this management group in order to ensure the success of the club.

## **Policies & Procedures**

Policies and procedures are available in the Clubroom. We recommend that all parents familiarise themselves with these.

# HOSCA

Haydn Out Of School Care Association

***Providing good quality, affordable  
childcare in term time and school  
holidays***

**Age: 4 - 11**

***Haydn Out of School Care Association,  
Haydn Primary School, Haydn Road,  
Sherwood, Nottingham  
NG5 2JU***

**Tel: 0115 985 7414**

Please leave a message on the answer machine

# Welcome to HOSCA Out of School Club

We aim to provide a safe, friendly environment for children to play. The club meets in our club hut in Haydn Primary School, this opens onto an outdoor play area. We are open before and after school during term time and also provide childcare in school holidays and INSET days.

Children are free to choose from a variety of play activities, including arts and crafts, quizzes, games, puzzles and sports. There are also areas to read or relax.

Children who are in Foundation, Year 1, 2 & 3 are escorted to their classes after breakfast club and from their classes to the afterschool club. Years 4, 5 & 6 children are expected to make their way to their classrooms after attending breakfast club and to the clubroom when attending afterschool club where they are met by a member of staff. Please remember to inform us as well as the school if your child is going to be absent.

Haydn Out of School Care Association (HOSCA) is registered with Ofsted. Ofsted No. 254532.

## Staff

Beverley Carby (Manager), Katie Lee (Deputy Manger) and Play Workers run the club.

## Opening times

Before school:	7.30am - 9.00am
After school:	3.30pm - 6.00pm
Holiday club and Inset Day :	7.30 - 6.00 pm

Please ensure your child is collected by the end of the session. You will be charged £5.00 every 5 minutes for late collection.

## Fees

Before school:	£8.50
After School:	£11.55
Holiday club:	£25.00 per day
	£15.00 per half day: 7.30 - 12.30/1.00 - 6.00 pm

Fees must be paid for in advance.

## Booking sessions

We operate a parent based online registration and booking system.

To register and log in please use the following link:

<https://hosca.ipalbookings.com>

## Snacks

A breakfast of toast or cereal is provided during the Before School session. At the beginning of after school sessions a snack and drinks are served.

During the holiday a snack is provided mid morning and mid afternoon. Lunch must be provided by parents.

Please inform us if your child has any dietary needs so these can be accommodated.