

# Clifton Moor Out of School Club



CMOOSC @Lakeside Primary Academy, Oakdale Road, York,  
YO304YL.

Charity Number 1081262 Registration Number RP910415  
Ofsted Number EY561557

Up dated Jan 25

## Admissions

Manager Gail Potter

Contact number for bookings, cancellations, and any queries

Phone or text 07815637339 Email [CMOOSC@outlook.com](mailto:CMOOSC@outlook.com)

The club is based at Lakeside Primary Academy. We are open for all children between the ages of 3 and 12 years. During your child's time here, we aim to make their stay as enjoyable as possible, while encouraging them to learn through play and investigation. We encourage the children to play inside and outside. Our planned activities are not compulsory, but we do encourage all children to have ago. We are a club led very much by what the children want to do with their time. We provide a safe environment, with a wide range of activities to suit children of all ages.

Our club was established in 1999 by a group of parents from Lakeside Primary School. We have gained charity status and run as a non-profit making service controlled by a voluntary committee of parents/carers. We are always looking for new committee members. The club gained the City of York's GOLD INCLUSION award and it is our aim to provide affordable quality wrap around childcare before and after school, thus enabling parents to return to work when their child/children start school. Fees are £5.25 for breakfast club and £10.25 for after school club per session. Payments are paid in advance with shift workers in arrears. We accept childcare vouchers and the 30-hour government funding.

Please complete all forms and return to the club before your child's first day. Thank you.

### Catchment and Opening Times Breakfast Club

**Monday – Friday                      07:30 to 08:50**

On arrival please enter the side gate and follow the path up the side of the building, please phone the club mobile on 07815637339, and a member of staff will meet you at the top gate. Breakfast is served from 07:45 to 08:20. Your child can choose what they would like for breakfast from our menu that is: porridge, toast, a variety of cereals, scrambled eggs, juice, water, or milk to drink. We provide activities for the children to do once they have finished their breakfast. The children are escorted to their classes at the start of the school day. Our staff will remain in the building until all children are checked in with their teachers.

### After School Club

**Monday –Friday    from end of school until 18.00**

When collecting your child, please phone the club mobile on 07815637339 when you arrive at the front door. We kindly ask for your patience while our staff help your child collect their belongings and meet you at the front door.

### Safeguarding

The use of mobile phones/cameras is not permitted by parents and carers whilst dropping off or collecting their

children All staff/committee/students/volunteers have completed online safeguarding training.

- The club caters for children from 3 years up to 12year olds.
- Children from other schools are welcome to attend providing suitable arrangements are made for their journey between their school and the club.
- Sarah Byfield is our early years coordinator and key worker for our Early Years Foundation Stage children. Sarah works at Lakeside school during the day and will collect the EYFS children from their classroom at the end of the school day. Sarah has half termly meetings with the Early Years teachers at Lakeside, and preschool, to discuss each child's learning journey, any additional support they may require and to recognise their individual achievements. This helps us with our planning and will help your child move forward. All users are asked to sign a privacy notice prior to their child starting with us. (Please see data protection policy)
- All our children are allocated a key worker. You may ask to see your child's keyworker at any time.
- The club provides a snack to all children. This is not compulsory; we allow your child to choose whether they wish to have it or not. Examples are wraps, sandwiches, cereal, and cheese/crackers. Fruit and fresh drinking water are always available. If you require a copy of the menu, please ask.

- We provide a wide variety of activities to suit the ages and stages of all our children.



### Registration and Booking Procedure

- The club operates a regular booking system that secures a permanent place for your child on chosen days. A regular booking form should be completed and returned to the club.
- The manager will then confirm your booking or place you on the waiting list.
- If you need to add a session other than your regular booked session or cancel a session on a certain day, then you must notify the manager of CMOOSC first then the school office. **(Cancellations and bookings cannot be made through the school)**. This allows us to update our collection register and the school office to update the teachers.

- The club will be available for casual use/shift workers **(minimum of 7 days' notice must be given, unless it's an emergency)** Children will only be accepted if there is a place available and accepting the child does not adversely affect the staff/child ratio as defined by registration guidance.
- The parent/carer must complete a registration form and booking prior to the child attending. All bookings must be made through the club manager.
- For families where there are special circumstances, e.g. shift working, we will do our best to accommodate the needs of individual families.
- All children **MUST** be booked in for both breakfast club and After school club. The club may refuse admission of any child that is not on the register to attend, this includes arriving at breakfast club without a booking.
- The club is open during school term times in line with the Lakeside Academy term dates and will be closed on bank holidays and teacher training days.
  - All bookings must be made via email [cmoosc@outlook.com](mailto:cmoosc@outlook.com) or text to [07815637339](tel:07815637339).

### Waiting Lists

If the club is full, a waiting list will be kept, and parents/carers will be notified if a place becomes available. We will make every effort to accommodate children on the waiting list as soon as we are able.

## Fees and Payment

- Fees are payable one month in advance. You will receive an invoice monthly via email .
- This will be issued in the first week of the month. Bills should be paid within seven days.
- Non-payment of fees will result in us not being able to collect your child, until all arrears are paid.
- If these arrangements result in extreme difficulties, please speak to the manager where alternative arrangements can be discussed.
- Your child's place at the club may be withdrawn for persistent late payers.
- We do accept all childcare vouchers and the 30-hour 3 year old government funding, giving parents wrap around care.
- Please pay by BACS not forgetting to reference your payment with your name, payments to be made to **C.M.O.O.S.C. Account no 25559820 Sort code 050994.**
- Late payments will be chased following our Late Payment Policy starting with letters and ending at court.
- You will be invoiced for all pre-booked sessions.
- If the school closes/short staffed or partially closes, for any reason, and cmoosc staff are available to work. The following charges will be incurred: full fees for the

1<sup>st</sup> 7 days, 50% for the next 7 days and 25% per day after that. Adhoc/irregular users will be charged on an average use calculation.

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- You must give us 7 days' notice of any changes to your pre-booked session/s.
- If your child is off sick you will be charged full fees for the 1<sup>st</sup> day and 50% fees for each subsequent day.
  - You must notify us if your child is off sick.
- Siblings of sick children will be charged full fees, even if they do not attend the club.

#### Late Collections and authorised people to collect

Children must be collected by people over 16 and listed on the child's registration form.

- We appreciate it if children are collected promptly from the club at the end of the session for which they are booked.
- Late collection means that two staff remain on site to care for children after the club is closed.
  - A late collection can cause distress to the child concerned.
- A charge of £10 will be added to your bill for every 15 minutes you are late.



### Non-payment of bills

It's our policy to pursue all unpaid fees through the County Court.

### Accessibility

It is our intention to make the club genuinely accessible to children from all sections of the local community. In order to accomplish this, we will:

- Ensure that the existence of the play setting is widely known.
- Describe the play setting and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations, and other carers, including childminders, and people from all cultural, ethnic, religious, and social groups, with and without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our Equal Opportunities Policy widely known.
- Be flexible about attendance patterns, to accommodate the needs of individual children and families.
- Where the payment arrangements result in extreme difficulty for families wishing to use the club, requests for an alternative arrangement may be made and will be treated in confidence and considered on an individual basis.

## Allergens

Please see our notice boards for a list of allergens and our snack list for daily allergens. If you have any questions on allergens, please speak to a member of staff.

## Committee meetings

The club is run by a voluntary committee of parents, who meet regular with the club's managers to discuss the running of the club and its financial status. Any changes to the club are voted on and copies of the minutes are available for all to read. We would like to take this opportunity to invite you to come along to a committee meeting to get to know how our club works. It is also a great way to meet other parents. We meet approximately four times a year and are always looking for new members and new ideas to help us take the club forward.

The club holds an annual general meeting every year in Sept/Oct, it is important for all our club users to attend this meeting, for our club to continue to operate. Our AGM is held at the school, and 28 days' notice is given to all. So please come along and support/join? Our committee

You will find the date of our next meeting on our notice board.

# HOLIDAY DATES 2025/26

## Autumn Term 2025

Monday 1 September  
Tuesday 2 September  
Thursday 23 October  
Friday 24 October  
Monday 3 November  
Friday 14 November  
Friday 19 December

Training Day – School Closed  
School Opens  
School Closes  
Training Day – School Closed  
School Opens  
Training Day – School Closed  
School Closes

## Spring Term 2026

Monday 5 January  
Friday 13 February  
Monday 23 February  
Thursday 26 March  
Friday 27 March

School Opens  
School Closes  
School Opens  
School Closes  
Training Day – School Closed

## Summer Term 2026

Monday 13 April  
Monday 4 May  
Friday 22 May  
Monday 1 June  
Friday 17 July

School Opens  
School Closed – Bank Holiday  
School Closes  
School Opens  
School Closes

## Useful contact numbers

Ofsted: 0300123123

Ofsted complaints: 03001234234

Gail Potter - Manager

Clubs Mobile: 07815 637339

Club's email: [CMOOSC@outlook.com](mailto:CMOOSC@outlook.com)

Safeguarding

Multi-Agency Safeguarding Hub in York.

Tel: 01904 551900 or out of office hours, at weekends and on public holidays contact the emergency duty team on 0300 131 2131

Lakeside Primary Academy

(please note ASC bookings cannot be made through the school)

01904 555200

Ofsted whistle blowing hot line

03001233155

## Infectious diseases

Coughs and colds do not normally require exclusion. Tissues are provided. Please note this list is not exhaustive. Please seek medical advice if you are unsure or concerned with any illness your child is suffering. Your child should not attend the club if they are suffering any of the following, then follow recommended exclusion days.

disease	Incubation	Infectivity	Exclude Until	Comments
Adenovirus gastroenteritis	8-10 days	6-16 days	48 hours from last episode of diarrhoea or vomiting.	Exclude for 48 hours longer in children who are unable to maintain good personal hygiene.
Chickenpox	11-20 days	Up to 4 days before (usually only 1 day) to 5 days after. Cases often transmit before appearance of rash.	5 days from the onset of rash.	Traditionally excluded until all lesions are crusted but no transmission recorded after day 5. Contacts with a weak immune system need prevention.
Campylobacter	1-11 days	Patients probably not infectious if treated and diarrhoea has resolved.	48 hours from last episode of diarrhoea.	Exclude for 48 hours longer in children who are unable to maintain good personal hygiene.
Conjunctivitis	3-29 days Mean = 8	While active (direct contact). Infective up to 2 weeks.	None	Transmission more likely in young children by direct contact - very few data.

Fifth disease (slapped cheek)	13-18 days	30% in families 10-60% in schools	None	Avoid infection in pregnant women and people with a weak immune system.
Glandular fever	33-49 days	At least 2 months	None	None
Hand, foot and mouth disease	3-5 days	Up to 50% in homes and nurseries.	None	Stool excretion continues for some weeks. Avoid infection in pregnant women.
Head lice	n/a	While harbouring lice.	None	Note need for treatment of cases and contacts shown to have head lice.
Hepatitis A	15-50 days	From 2 weeks, before to 1-2 weeks after jaundice onset.	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice).	Good hygiene needs emphasising.
Herpes simplex virus (cold sores)	1-6 days	While lesions are moist.	None	Highly infectious, especially amongst young children. Avoid kissing.
Impetigo	Skin carriage 2-33 days before development of impetigo (streptococci)	High (streptococci) Low (staphylococci) (Variable infectivity depending on causative bacteria.)	Until lesions healed or crusted or 48 hours after starting antibiotic treatment.	None

Measles*	6-19 days	Highly contagious in non-immune population. A few days before to 6-18 days after onset of rash.	4 days from onset of rash.	Check immunisation. Risk of serious infection in people with a weak immune system (give preventative treatment).
Mumps*	15-24 days	10-29 days. Moderately infective in non-immunised population.	5 days from onset of swelling.	Outbreaks reported in vaccinated secondary school children.
Ringworm	Varies	Until lesions resolve.	Exclusion not usually required.	Good hygiene helps.
Rubella*	13-20 days	1 week before to approximately 4 days after onset of rash.	6 days from onset of rash.	Check all female contacts are immune.
Scabies	Varies	Until mites and eggs are dead.	Can return after first treatment.	Risk of transmission is low in schools, but outbreaks do occur. Close contacts should also be treated.
Scarlet fever*	1-3 days	Moderate within families. Low elsewhere. Infective first 3 days of treatment.	24 hours after starting antibiotic treatment.	Moderate within families. Low elsewhere.
Threadworms	n/a	Until all worms are dead.	None	Good hygiene helps. Case and family contacts should be treated.
Tuberculosis*	n/a	Until 14th day of treatment.	Variable, consult local health	See 2nd Reference below.

			protection unit.	
Warts and verrucas	n/a	None	None	Care needed with verrucas in swimming pools, gymnasiums and changing rooms.
Whooping cough*	7-10 days	Mainly early catarrhal stage, but until 4 weeks after onset of cough paroxysms. Shorten to 7 days if given antibiotics.	5 days from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment.	Check immunisation of contacts. Highly infectious in non-immune populations.

\*Indicates a notifiable disease. These are required (by law) to be reported to government authorities.

From September 2020, please note the club also requires you to abide by the government's guidance regarding Covid 19. And to ensure your child is free from any symptoms of Covid 19 before using our club.

Our club has procedures in place for dealing for any suspected cases of Covid 19 during our sessions, and a Risk assessment in place to reduce the likelihood of infection. If you require a copy, please ask any member of staff.