



BOSCA USER GUIDE

After School 3.00 – 6.00pm	Before School 8.00 – 9.00am	Holidays 8.30 – 5.45pm	New Starts P1 12.15 – 6.00pm
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BOSCA 07815 007657

BEVERLY 07813 209924

bosca.bev@ntlworld.com / bosca.org.uk / [@bosca91](https://www.instagram.com/bosca91)

REGISTRATION

- Registration takes place every June when new forms will be issued.
- All children must be registered and cannot attend otherwise.
- A fee will be incorporated into your standing order statement

ARRIVAL AT BOSCA

- Parents of children in the main building should ensure their children come directly to BOSCA, via Woodcroft Ave, as BOSCA only assumes responsibility for your child once they have been signed in.
- Please teach your child to come to BOSCA if nobody seems to be there to collect them or if they are unsure of any arrangements. We will be able to reassure them if they are meant to be there or contact you if there not.

BOOKING

- All children must be booked in to attend. An attendance form should be filled in for the year at the time of registration.
- It is recommended that you notify your child's teacher (P1, 2 and 3) of the days your child will attend.
- All booked days must be paid for.
- For booking holiday places, please see below under Holiday Service.

NON ATTENDANCE / ABSENCE / CANCELLATIONS

- Cancellations should be made where possible in writing – slips are available on the desk
- Please take note of our phone numbers and phone directly if your child will not be attending. **Cancellations must be made before 3pm**
- Bookings not cancelled will incur an additional charge of £5.00
- **Please do not rely on a sibling to let us know, it is your responsibility.**
- **The school does not let us know if your child has been sent home or is absent**
- All days booked must be paid for even if cancelled.

CHANGES TO CONTRACT

- Permanent changes to your normal booking should be made by amending your child's 'Attendance' form. These changes will be affected at the beginning of the following calendar month.

TERMINATION OF CONTRACT

- Terminating your child's attendance at BOSCA can be done at the end of a calendar month or term. Notice is given by completing a 'Termination of Contract' form.

FEES

- A statement of fees will be issued at the end of January and end of May
- Fees are payable for non-attendance including when BOSCA is not in operation due to emergency school closures i.e. adverse weather (The holiday service is separate).
- Payment of fees is by monthly standing order directly into our account. You will receive our bank and payment details.
- BOSCA accepts Childcare Vouchers.
- Your child's place may be at risk if the minimum accepted amount is not paid monthly.

HOLIDAY SERVICE

- Booking for the holidays should be made well in advance on a 'Holiday Booking' form.
- Fees for this service are payable in advance and are non transferable and non refundable
- Children must be accompanied to BOSCA each day, as signed permission is required for off-site trips.
- A packed lunch should be provided every day unless specified.
- An extra charge may be necessary to cover entrance fees etc.
- See *holiday hints*

COMPLAINTS / SUGGESTIONS / COMMENTS

- BOSCA is committed to providing the highest quality service for your family.
- We welcome your comments which may be made directly to the manager Beverly Anderson or by telephone to either number or in writing to the manager or chairperson.
- A more formal way to make comments/suggestions/complaints is via the blue book
- Children have 'Can I Just Ask' book and suggestion box
- See *complaints policy*.

PARENTS

- A file of information for parents can be located in the bungalow, as are all our policies and procedures. Please read our CHILD PROTECTION policy. These may be signed out to read at home
- Information is available in other formats and languages
- Please just ask, if we can't help we'll find someone who can
- Parents are actively encouraged to be involved in BOSCA.
- See *partnership with parents*
- BOSCA has a voluntary management board of parents – all parents are welcome to take a turn

MOBILES / GAMES CONSOLES

- Children are not permitted to use mobile phones at BOSCA. You may contact each other on our phone at any time
- Children who bring their own phones, games consoles, iPads etc. are solely responsible for them

ADMINISTRATION OF MEDICINES

- Should staff be required to administer prescribed short-term or long-term medication to your child, you will be required to complete a 'Medicine Administration' form.
- Two staff members will be designated responsible for administering the prescribed medication to your child and you will be required to instruct them in the procedure for this.
- It is the parent's responsibility to advise the Manager or Deputy of any changes to medication or dose.

BEHAVIOUR

- Parents should understand the need for their child's good behaviour and the need to show respect for the staff.
- BOSCA favours 'Time Out' as a sanction for unacceptable behaviour
- Repeated disrespect or unacceptable behaviour that is causing a problem will be reported to parents in an effort to seek their support in discipline control.
- Sanctions will only be imposed where it is clear that the child understands what is happening and why.

LATE COLLECTION

- Parents please phone if you are going to be late. This allows us to reassure your child that you are on your way or make other arrangements for their collection.
- Parents collecting their children after 6.00pm will be charged to cover staff overtime.
- If no contact has been made by 6.00pm, then the emergency contact number will be tried.
- If no contact has been made with parents or emergency contacts by 7pm then Social Services Standby may be contacted on 0800 811 505
- Parents who are regularly late will have their booking reviewed and may be advised to make alternative arrangements

LOSS or DAMAGE to PROPERTY

- BOSCA cannot be held responsible for loss or damage to children's property.
- Parents should ensure that children take care of their own belongings and that all clothing and shoes are named. We will however make every effort to match lost goods with their owners
- Remember every child's clothes look the same
- Children wilfully damaging toys, games or equipment at BOSCA will be asked to replace them

EXTRA DAYS

- Additional days may be added if spaces are available. These may be permanent or occasional

WAITING LIST

- Parents wishing to add days may need to fill in a waiting list form
- Siblings should be added to the waiting list and will be admitted in their turn.
- Reminders will be posted for parents with children already attending



RATES



REGISTRATION

Annual Registration Fee - This will be added to your Standing Order

- £30.00

FEES

Before School Care - This service operates from Broomhill Parish Church.

- £3.20 per session 8am – 9am

Term Time

- Daily from 3.00pm - 6.00pm £11.00

Please note fees are payable by standing order into the BOSCA bank account. Fees will be paid by ten instalments i.e. September - June
All booked days will be charged.

New Starts – Primary 1

This service is based in Broomhill Parish Church from lunchtime until 3.00pm.

- £11.00

Emergency / Extra Days will be granted as space permits

- £13.00

Penalties

- Collection after 6pm and before 6.15pm incurs an additional £10
- Collection after 6.15pm incurs an additional £20

HOLIDAYS

- Daily Rate - 8.30am - 5.45pm £23.00
- Morning only - 8.30am - 12.45pm £18.00
- Afternoon only - 1.30pm - 5.45pm £18.00

Please note on some occasions an extra charge may be necessary to help towards entrance fees, bus hire etc.

Half days are only available if a day trip or booked outing is not planned. This can only be confirmed at short notice as our programme can be changed due to weather.

Fees, Terms and Conditions are revised at the AGM

**DEFAULT WITH S.O. PAYMENTS MAY TERMINATE YOUR CHILD'S PLACE
ANY PROBLEMS PLEASE SPEAK TO BEVERLY IMMEDIATELY.**