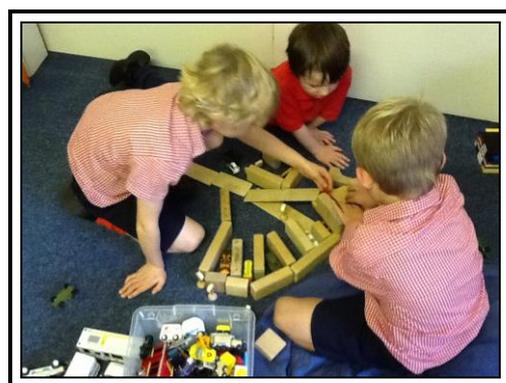




**Welcome**  
To  
**Compass Care**  
**'THE'**  
**After School Club**  
**Available up to 6pm**





## Welcome to Compass Care & Early Bird Care

**Compass Care** is the Compass School after school club and has constantly strived to provide a flexible and accessible service for as many children as possible. As part of the school inclusion policy, there is no registration fee so all children are automatically registered and have access to our facilities.

Compass Care aims to provide a happy and stimulating environment for the children in its care, providing an opportunity for children to relax and unwind as well as being able to enjoy a varied range of activities suited to their needs after a busy day at school. It is designed to operate around the School's current rich variety of after-school clubs and activities and to meet such requirements as returning children to school when they are involved in off-site activities, such as games and swimming.

### Opening hours

Compass Care will be open during term times although some days are subject to change.

The opening hours are:

#### Early Bird:

Mon – Fri 7.45am – 8.20am

#### Compass Care:

Mon – Thurs 3.00pm – 6.00pm  
Friday 12.00pm – 6.00pm

#### Compass Care Form One:

Monday (Term 1 and 2) and Wednesday (Term 1) 12.00pm – 3pm (Including lunch 12pm to 12.30)

**Early Bird Care** will be available from 7.45am each morning. Running in a similar way to Compass Care, bookings can be made through the Compass Care Manager on a regular or ad-hoc basis. Ad-hoc bookings will require to be booked by 6pm the preceding evening or 6pm Friday for the following Monday. *Due to staffing requirements, it will not be possible to simply turn-up on the day.*

Please note that this is **not** a breakfast club and children should arrive having had their breakfast and be ready to begin the School day.

At 8.20am, once the School has opened as normal, children will be conveyed or sent to their classrooms as appropriate to begin the School day.

**Compass Care Form One** children can access Early Bird and Compass Care and stay with us from 12pm to 3pm, after their settling in period, when they finish at lunch time. This must be booked as a half term block and is not available for one off bookings.

## **Staff:**

Compass Care has two full time members of staff who will work with your children every day to provide a welcoming and friendly environment to meet your child's needs.

### **Andrew Goddard – Compass Care Manager**

Andrew joined Compass Care in March 2007 from Yester After School Club. He was there for five years and has SVQ 4 and SVQ 2 in Play management and Playwork.

### **Shona Borthwick - Compass Care Assistant**

Shona joined Compass Care in May 2011. She is a nursery nurse and previously worked in Dunbar Primary School.

## **Terms and conditions of Compass Care**

### **Cost**

Registration to Compass Care is automatic and inclusive for all children.

Regular bookings are for a whole term and fees for regular bookings are invoiced with the school extras' at half term. All fees are payable for non-attendance except when Compass Care is not in operation.

Ad hoc bookings are subject to availability and are provided on a first come first in basis. Calls should be made before 12pm if the booking is for that day. All ad hoc and one off bookings are billed at the end of each term.

Compass Care operates a four week cancellation policy for regular bookings.

Compass Care accepts work based Childcare schemes and vouchers. Please ask the School office for details of providers and how to access the schemes.

### **Admission policy**

All children that attend the Compass School are automatically registered with Compass Care. Compass Care staff have access to school records for families contact details, the child's health records and doctor's details and any allergies or dietary requirements.

A daily register is kept and all children must be signed out of Compass Care when collected.

Children should only be collected by those people listed on the admission form. If someone else is going to collect a child, please inform the manager before they arrive and explain the reason for the change.

## **Provision of care**

Compass Care provides a quality care service within The Compass School. The needs of the child are the primary focus of Compass Care.

In line with School policies, we aim to provide services and facilities that ensure the needs of all the children are met. Within this framework we will provide:

- All staff must meet the qualification and training standards required by the Scottish Social Services Council (SSSC).
- Snacks are provided when the children arrive. Any dietary or cultural requirements will be met.
- A more substantial snack after 5pm, at a small additional cost, for children using the last session of each day. (This is not a replacement for an evening meal at home).
- Health and safety guidelines are followed and all staff will have at least elementary First Aid and Food Hygiene training.
- The premises meet accepted standards of Health and Safety legislation and current fire regulations.
- Agreed standards of cleanliness are maintained

In providing a quality childcare service, we endeavour to promote the following principles:

- Each child is respected as an individual
- Each child has the right to equal opportunities
- Each child has the right to a variety of play environments, risks and challenges
- Each child should feel safe, secure and free from discrimination and bullying

## **Safety**

Children must be collected by 6pm. If you are going to be late, phone the Compass Care manager to advise on your expected arrival time or make arrangements with the other named emergency contacts on your admission form.

If your child is expected at Compass Care but will not be attending a regular session you must phone or text the Compass Care manager before 12pm.

Activities are planned to allow children to access a wide range of play types. They are designed to challenge and stimulate children and introduce risk while in a safe and well managed environment.

All activities and the resources used for them are child friendly and we only use equipment that is tested and designed for children, e.g. face paints, sun cream etc.

All allergies and special dietary requirements must be listed on the admission form. Copies of these are kept with the daily register so all staff know what each child attending can or cannot have or do.

## **Homework**

Children in Forms 5 to 8 can do some of their written homework. Compass Care staff will not be responsible for the completion or standard of the homework. The quality of homework undertaken at Compass Care will remain the responsibility of the parent.

## **Advice and Conciliation**

Compass Care welcomes suggestions and comments from parents and carers and takes seriously complaints and concerns they may raise. The School has a policy on making a complaint and how it will be dealt with. All concerns are treated in a confidential manner and knowledge of any issues will be limited to those directly involved and the Headmaster.

For full details refer to the “Advice and Conciliation Service – A Guide for Parents”, in The Compass School policies. A copy of this is available from the School Office.

## **Medication and Allergy Advice**

Compass Care will have access to all school records for medication and allergy advice. It is the parents’ responsibility to notify the school office or Compass Care Manager of any changes in medication.

In the event that a child needs immediate medical treatment while at Compass Care, parents are asked to consent to emergency assistance being given by a member of Compass Care staff.

All staff has at least basic First Aid training, including dealing with epilepsy and epi-pen training.

## **Visiting**

If you require additional information or wish to visit Compass Care, please contact the Compass Care Manager.

We are always happy to show you and your children around the facility and can arrange visits during Compass Care hours.

## **Contact Details**

Manager: Andrew Goddard  
Compass Care  
The Compass School  
West Road  
Haddington  
EH41 3RD

E-mail: [compass-care@hotmail.co.uk](mailto:compass-care@hotmail.co.uk) or [compasscare@thecompassschool.co.uk](mailto:compasscare@thecompassschool.co.uk)  
Tel. no. 07773 310624

**Calls and Text messages will be answered between 10am and 7pm**

**E-mails will be answered between 2pm and 6pm.**

**Please text or call if you require an emergency or short notice booking**

## Framework for Play

Compass Care will provide an environment that stimulates and enables children to explore their 'potential and abilities'. Children will be supported and encouraged to play in a variety of ways allowing for risk and challenge within a fun and creative play setting.

Compass Care staff will develop and improve the service by listening and talking with children and parents/carers.

They will develop relationships and build respect within Compass Care. This will help better understand the individual needs of each child and recognise the importance of children in the decision making process.

Compass Care staff will use professional judgement and make informed assessment of the children's need, play signals etc. They will use their judgment to make appropriate intervention/non-intervention to maintain the quality of play, the children's state of play and safety within the play environment.

All staff will be encouraged to develop their expertise and suggest ways to improve or create new play environments. They will be enabled to take part in discussions on the running of Compass Care and ways in which it can fulfil its potential.

Staff will develop an approach to maintain the children's physical, social and emotional safety while at the same time promoting opportunities for risk and challenge. They will support the child's right to explore and express their emotions, opinions and ideas.

Compass Care is not an extension to the school day. It is the children's FREE TIME; Children will not be encouraged to do or assisted with homework or other school projects.

They need to be provided with toys and equipment they enjoy. Compass Care will try to provide a home from home environment, where children play with their friends and freely choose what they do.

Compass Care will operate a play strategy based on the National Care Standards and the Playwork Principles. These will be used in conjunction with School policies and procedures to provide the best environment for children to develop and express themselves through play.

The Playwork Principles are available at: [www.playscotland.org](http://www.playscotland.org)

Details of the National Care Standards can be found at:  
[www.gov.scot/Topics/Health/Support-Social-Care/Regulate/Standards](http://www.gov.scot/Topics/Health/Support-Social-Care/Regulate/Standards)

*Recognise that children need to play; this is how they will be able to navigate the experiences they encounter in life.*

*Not being able to play may restrict what they do, who they do it with and where they go.*

*In my opinion, as a play worker, the greatest love we can show to our children is that we love them enough to let them play.'*

**Bob Hughes**  
National Co-ordinator of PlayEducation

## Compass Care fees 2017-18

Our fees remain unchanged this year and are very competitive with other providers in the sector.

<b>SESSIONS</b>	<b>Times</b>	<b>PRICE PER SESSION</b>
Early Bird	7.45 – 8.20	£3.20
Compass Care Form 1*	12.00 – 3.00	£12.00 + lunch
Mon - Thurs	3.00 – 3.30	£2.65
Mon - Thurs	3.30 – 4.30	£5.30
Mon games Form 6-8	3.30 – 4.30	£5.30
Tuesday swim pick up F6-8	4.00 – 4.30	£2.65
Wednesday games F5-8	4.00 – 4.30	£2.65
Mon - Thurs including light tea	4.30 – 6.00	£9.20
Friday	12.00 – 12.30	£2.65
Friday	12.30 – 2.00	£7.95
Friday	2.00 – 4.00	£10.60
Friday inc. light tea	4.00 – 6.00	£11.85
(Drama and club option)	3.30 – 5.00	£7.95

Ad-hoc bookings pay for whole session and cost an additional £1.00 per **booking**.

\*Compass Care Form 1 is not available for ad-hoc or one off bookings

Minimum session is £2.65. BOOKINGS ARE FOR WHOLE SESSIONS UNLESS CHILD IS ATTENDING OTHER SCHOOL CLUBS.

### Late Fees

The school reserve the right to charge late fees, as described below:

Late fees become payable if a child has not been collected after 5 minutes of the pre-booked session ending. Fees are as follows:

£5.00 after 5 mins.

£10.00 after 10 mins.

£10.00 every 10 mins after that.

All children must be collected by 6pm. If a parent/carer has not contacted the Manager and a child is left for over 30 minutes, we will contact your emergency contact and failing this, Social Services.

Parents must phone the Manager on 0777 3310624 if they are running late. If notice is given that a parent is going to be late then they will only be charged for the next session unless after 6pm.

On signing out your child, please ensure that the correct time of collection is recorded.



# Compass Care

Where children learn to play  
& play to learn

Early Bird 7.45 - 8.20

Form 1 Afternoons Mon & Wed 12pm

Monday to Thursday 3pm - 6pm

Friday 12pm - 6pm

