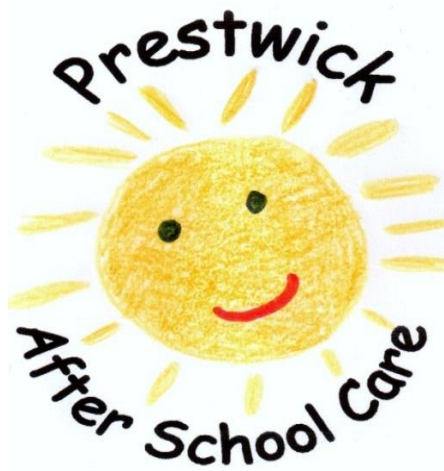


Prestwick After School Care Service



Service Information Booklet

2024/2025 update

Email: pascs@hotmail.co.uk

Mobile: **07394099826**

Find us on Facebook @PrestwickAfterSchoolCare

Prestwick Community Centre

50 Caerlaverock Rd

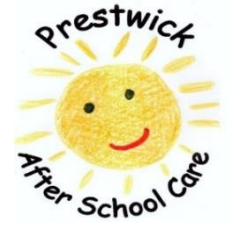
Prestwick

KA9 1HP

Proud to provide a service to our local Community for over 20 years!

Registered Charity No: SCO27825

Care Inspectorate Number: CS2003005125



Prestwick After School Care Service

The aims and objectives of PASCs are to provide a safe and secure environment for school children between the ages of 4-16 years old whose parents are in employment or attend further education during school hours.

Places will be offered first to existing users, then on a first come first served basis. Thereafter, if necessary, names will be placed on a waiting list.

Permanent places are booked for the full term if you require to cancel your place it must be in writing with 4 weeks' notice. This can be done by email.

Flexible places are booked in advance as and when required, subject to availability. Any flexible sessions booked will also require 4 weeks' written notice of cancellation, unless otherwise agreed by staff.

All fees must be paid in advance. Bills will be sent out on 1st of the month & must be settled in full by 10th of the month. Late payment may incur a £20 fee. Non-payment by the 15th of the month may result in the service being withdrawn for those children. We are unable to refund for days you have booked if your child is unable to attend. Anyone wishing to retain a place for their child/children (such as attending school clubs for a period of time) will be required to pay 50% of the applicable charge.

If your child has behaviour problems that are affecting children within the setting, then we have the right to issue you with a warning. If your child receives a third warning, then we have the right to cancel all care and withdraw your registration. This will also follow with a letter from management.

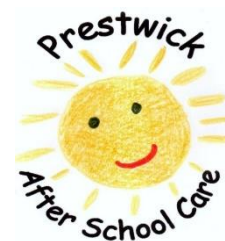
The safety of your child is of paramount importance; therefore, the following conditions must be met: -

A registration form must be completed accurately, and the registration fee paid and by doing so constitutes your agreement to the terms and conditions of PASCs admission policy.

Children **MUST** be signed out by an adult on collection. It is vital that you physically collect your child. They will not be permitted to run out to the car park.

You must not be late in collecting your child as our let ceases at 6.00pm and we are not insured beyond that point. If children are collected any later than 6pm we **WILL** issue you with a £25.00 late fee which will increase to £50.00 after 30 minutes. This also must be paid within 7 days, or all care will be suspended.

Prestwick After School Care Services
OUR STAFF TEAM



STAFF MEMBER	POSITION	QUALIFICATIONS
Leah Wright	Manager	Currently working towards SCQF level 9 Working with children and young people. HND Business Management and Administration
Caroline Lambert	Manager	Currently working towards SCQF level 7 working with children and young people.
Nicola Harkness	Manager	Currently working towards SCQF level 7 working with children and young people. SCQF level 6 Health and social services children and young people.
Barbara Miller	Play Leader	SVQ Level 3 Playwork
Liz Davidson	Play Leader	SVQ Level 3 Playwork
Louise Nelson	Play Leader	SVQ Level 3 Playwork
Ellie Harkness	Play Leader	Currently working towards SCQF Level 7 Health and social services children and young people. HNC Sports and Development coaching.
Kiera Murphy	Trainee Play Leader	
Jill McNaught	Administrator	SVQ Level 4 Accounting

All our staff are qualified in line with the legislation laid down by the Scottish Social Services Council. Policies and procedures are maintained in line with the Care Inspectorate's National Standards.

All staff within PASCS hold a Disclosure or PVG registration. All childcare staff are registered with the Scottish Social Services Council. They attend training sessions to update their skills and knowledge and are qualified in Childcare and Education or Playwork.