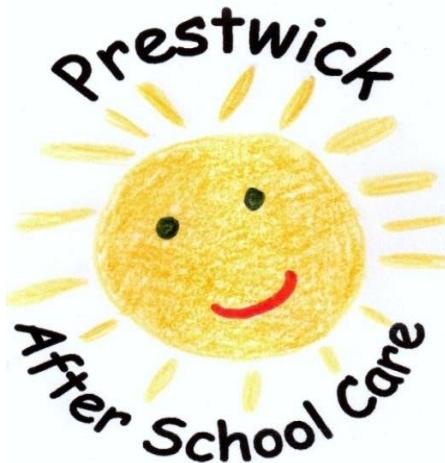


Prestwick After School Care Service



Service Information Booklet

2025/2026 update

Email: pascscs@hotmail.co.uk

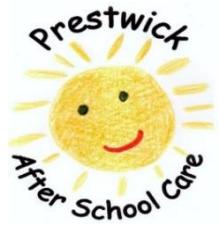
Mobile: [07394099826](tel:07394099826)

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 over the age of 4 years old. We are inclusively open to all children whose parents/carers work or attend further education during school hours.

Places will be offered 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 year. If you require to cancel your place it must be given with 4 weeks' written notice. This can be done by email, text message or WhatsApp.

Flexible places and holiday clubs are booked in advance as and when required, subject to availability. Any flexible/holiday 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 and 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 Non-payment by the 15th of the month may result in the service being withdrawn for those children.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) will be required to pay 50% of the applicable charge or if we have the availability, switch days to attend.

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.

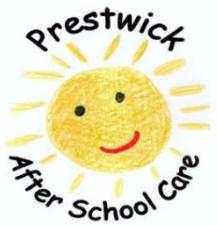
The safety of your child is of paramount importance; therefore, the following conditions must be met: -

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. If your child requires medication or other arrangements to be made to meet their needs to remain safe in our care, please ensure all paperwork is completed before the child starts within the service. For example, if your child has asthma and requires an inhaler, we need to complete paperwork and keep an inhaler in a safe locked cabinet should your child need it whilst attending PASCS.

Children **MUST** be signed out by an adult/person over 16, 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, our latest collection time is 5.50pm 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



Pricing Structure

Term Time

Early Birds

07:30am – 09:00am £4.50 per child per session

After School Care

3.00pm – 5.50pm £13.50 per child per session
 +£3.00 per child travel charge for Monkton Primary School

Holiday Care

08:30am – 5.30pm £32.00 per child per session
08:30am – 1.00pm £18.00 per child per session
1.00pm – 5.30pm £18.00 per child per session

A registration fee of £25.00 per person or £30.00 per family of two or more children is payable at the start of each school term and covers all services throughout the year. Our year runs 1st July to 30th June.

There is a 50% reduction in fees for third or additional children of the same family.

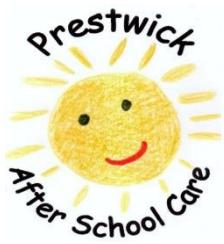
Users of Prestwick After School Care Service have the right to complain without fear of repercussions.

If any parent or guardian has an issue concerning the care of their child or any member of staff, they can approach the manager or any committee member either formally or informally. Management can be contacted privately by a secure email pascsc_management@hotmail.com Or by phone. The phone is manned by Leah (Manager) and in Leah's absence will be Caroline or Nicola (Senior Practitioners).

They can also contact the Care Inspectorate on the details listed below.

The Care Inspectorate
Renfrewshire House
Cotton Street
Paisley
PA1 1BF
www.careinspectorate.com

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	Senior Practitioner	Currently working towards SCQF level 7 working with children and young people.
Nicola Harkness	Senior Practitioner	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
Natalie Wilson	Practitioner	SCQF Level 7 Health and social services children and young people.
Chloe McNeill	Practitioner/Student	SCQF Level 7 Health and social services children and young people.
Jodie Gribben	Support Worker/Student	Currently working towards NC introduction to Childcare, Level 6. Achieved Level 5 at school.
Kari Hume	Support Worker/Student	
Kiera Murphy	Support Worker/Student	
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.

I, (Print Name) understand and accept the terms and conditions within the Prestwick Afterschool Care Service Information Booklet.

Signed..... Date.....

Received by Date