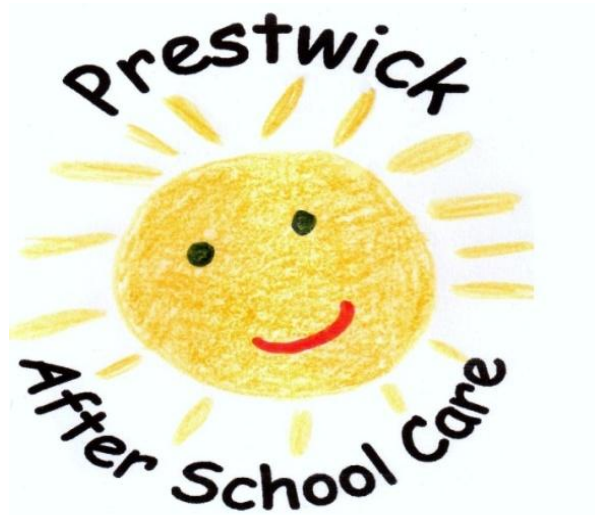


# Prestwick After School Care Service



## Service Information Booklet

2026/2027 update

Email: [pascs@hotmail.co.uk](mailto:pascs@hotmail.co.uk)

Mobile: [07394099826](tel:07394099826)

Find us on Facebook @PrestwickAfterSchoolCare

Prestwick Community Centre

50 Caerlaverock Rd

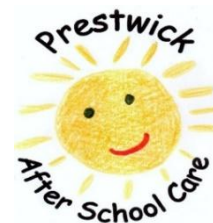
Prestwick

KA9 1HP

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

**Registered Charity No: SC027825**

**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. Payment is due as soon as spaces are booked for all Holiday care and are not subject to any refund. All flexible sessions booked will also require 4 weeks' written notice of cancellation, unless otherwise agreed by staff.

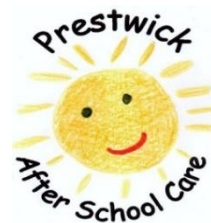
**All fees must be paid in advance.** Bills will be sent out on 1<sup>st</sup> of the month and must be settled in full by 10<sup>th</sup> of the month. Late payment may incur a £20 fee. Non-payment by the 15<sup>th</sup> of the month may result in the service being withdrawn for those children. We are 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                      £5.50 per child per session

##### After School Care

3.00pm – 5.50pm                      £15.00 per child per session  
+£4.50 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 £30.00 per person or £35.00 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 1<sup>st</sup> July to 30<sup>th</sup> June. There is a 50% reduction in fees for third or additional children of the same family.

**ALL FEES AND ACCOUNTS MUST BE SETTLED IN FULL BEFORE THE END OF THE SCHOOL YEAR BEFORE REGISTRATION FOR THE FOLLOWING YEAR WILL BE ALLOWED.**

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 [pascs\\_management@hotmail.com](mailto:pascs_management@hotmail.com) or by phone. The phone is manned by Leah (Manager) and in Leah's absence will be Natalie (Senior Practitioner).

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

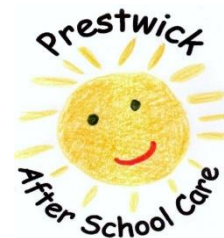
The Care Inspectorate

Renfrewshire House

Cotton Street

Paisley

PA1 1BF                      [www.careinspectorate.com](http://www.careinspectorate.com)



## Prestwick After School Care Services

### OUR STAFF TEAM

| STAFF MEMBER   | POSITION               | QUALIFICATIONS                                                                                                                        |
|----------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Leah Wright    | Manager                | SCQF level 9 Working with children and young people.<br>HND Business Management and Administration                                    |
| Natalie Wilson | Senior Practitioner    | SCQF Level 7 Health and social services children and young people.                                                                    |
| Barbara Miller | Practitioner           | SVQ Level 3 Play work                                                                                                                 |
| Liz Davidson   | Practitioner           | SVQ Level 3 Play work                                                                                                                 |
| Marie Nowack   | Practitioner           | SCQF Level 7 Health and social services children and young people.                                                                    |
| Chloe McNeill  | Practitioner/Student   | All qualified to SCQF Level 7 Health and social services children and young people.                                                   |
| Eilidh McKie   | Practitioner/Student   |                                                                                                                                       |
| Jenna Lang     | Practitioner/Student   |                                                                                                                                       |
| Jodie Gribben  | Support Worker/Student | Currently working towards HNC Childhood Practice Level 7. Achieved Level 5 at school. Completed NC introduction to childcare Level 6. |
| 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 Play work.**

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

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

Received by ..... Date .....