

**Hyndland After School Club
44 Fortrose Street
Glasgow G11 5LP**

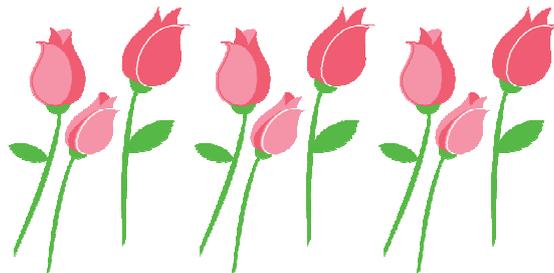


Newsletter Spring/Summer 2010

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Hyndland After School Club

Dear Parents

News

Care Commission Inspection

We have received notification of our Care Commission inspection which will be unannounced, sometime after the 14 May 2010. Questionnaires are available should you wish to complete one and return to the Care Commission before the 14th.

Holiday Dates

Please see back page for an up to date holiday list. Please note we are CLOSED on **Thursday 4 May (voting day)**. The City Council cancel all lets on that day so we cannot open.

Registration week

This year Registration week will run between the **7th and 11th June 2010**. We will be open for registrations and bookings for the summer every morning from 9am until 1pm. We will also be open from 6pm until 9pm on the Wednesday evening – the 9th of June.

Come along and book your after school places from August and your holiday requirements over the summer. You can also arrange to pay your annual fees by Standing Order over 10 or 12 months. Forms, including registration and holiday bookings will be available prior to registration week from the club and online: www.hyndlandasc.org.uk

Summer Holiday Programme 2010

This will be available towards the end of June. We will be open all summer holiday except the Fair Weekend and Friday 13 August when we will be taking our first ever 'in-service' day. This will allow us valuable time to prepare for the new term.

Hyndland After School Club

New Snack Menu

Please see our proposed new snack menu below. We will be 'rolling out' our new snack regime from Tuesday the 4 May. We are hoping the children will enjoy their new choices and making their own snacks. All feedback will be very welcome.



Afty Menu Afty Menu

Please choose from:

Cereal (Cornflakes, Weetabix, Rice Crispies) with milk

Or

Half wholemeal roll
Pitta pocket
Half Wholemeal Wrap
Slice wholemeal bread
Crusty Bread (2 pieces)
Bread Sticks 2
Crackers 2
Rice Cakes 2
Oatcakes 2

Then add a filling:

Tuna
Cheese
Ham
Hummus
Veg sticks/tomatoes

Then choose from:

Yogurt or Fruit

Drinks

Water or milk

Please ask if you are unsure what size of portion to take.

Fruit may change daily but will include bananas, berries such as strawberries, apples, pears, satsumas, pineapples and melon.

Fillings/cereals will also change occasionally.



Hyndland After School Club

Fee Payments

Paying Fees directly into Bank via Branch

If paying fees directly into bank at local branch *please* let us know the date and how much you are depositing.

Unfortunately deposits made at the bank are not identified on the bank statement so we do not know who they are for.

An email, short note or message by phone is all that is required with your payment details.

Non-payment of fees

Also, on paying fees, please note we will write to you regarding late payment of fees or missing payments. Non payment of fees puts your child's place at risk – please contact us as soon as possible if you have a query regarding an invoice or if you are experiencing difficulties in paying your fees. If we have to write to you a third time regarding non payment then your child's place will be withdrawn.

Fees 2010-2011

Our fees are currently being reviewed. There may be a small rise in the after school session fee - this will help to cover any extra costs regarding new closing time – please see below.

New Closing Time!

As from the start of the new term in August our closing time is being extended by 15 minutes to 6pm. We hope this will help parents to get here in time to collect their child/ren. We will still operate a late fee – £10 after 6pm but before 6.15pm and £20 after 6.15pm. Your views on the later closing will be welcome.

Hyndland After School Club

Vacancy

JOB DESCRIPTION

Post	<ul style="list-style-type: none"> • Book-Keeper and Administrative Assistant
Accountability	<ul style="list-style-type: none"> • Hyndland After School Club (HASC) Manager and Treasurer
Summary of role:	<ul style="list-style-type: none"> • To create, maintain and update all financial records for HASC and the duly appointed auditors utilising the SAGE accountancy package and providing reports as required by the Manager and Board of Directors.
Hours	<ul style="list-style-type: none"> • 12 Hours per week and additional hours as required. • Office based within HASC premises.
Statutory requirement	<ul style="list-style-type: none"> • An enhanced Disclosure Scotland Certificate will be required.
Key responsibilities	<ul style="list-style-type: none"> • Monitoring of all income and expenditure for HASC through the SAGE system. • Monitoring of all transactions, checking fee payments and standing order income from bank statements through the SAGE system and associated processes. • Monitoring all petty cash transactions, squaring cash and checking receipts for goods purchased in this manner. • Monitoring and reporting on all HASC credit card transactions and cheques issued for payments of goods purchased. • Maintaining monthly records of all standing orders. • Maintenance and upkeep of manual and computerised cash book and petty cash book • Reconciliation of all bank statements to the balance at the month end. • Notifying the Manager regarding any discrepancies arising from the standing orders or other monthly payments and tracking and reporting on all bad debts due to HASC. • Provision of trial balances and report data from the SAGE system for use by the Manager, Depute Manager and Treasurer and as required for Board, Finance and Staffing Group meetings or by the auditors. • Attendance at Board Meetings and Finance Meetings as required. • Provision of administrative support to the Management team including the answering of telephone calls, maintenance and upkeep of staff records (training, sickness, etc.), taking cash to the bank and all other duties as required by the Manager.
Confidentiality	<ul style="list-style-type: none"> • The postholder will be expected to respect the right to privacy of children, parents and staff within HASC. They will treat all information received in confidence, and will not divulge personal or financial information obtained in the course of their work with third parties. They will ensure that HASC complies with the Data Protection Act. They will also ensure that other staff are aware of their duty of confidentiality.

If you are interested please see Fiona or Ross for an application form and more details. If you prefer, you can download a form from the website any time after the 5 May. Closing date - to be announced.

Hyndland After School Club

The Garden

The garden is looking good! Our plans have more or less come to fruition with the greenhouse, new gate and seating. Children have been planting during school time and everything is in place ready for some after school activity too! The seeds, plants, compost and pots have all been bought. We are hoping to grow lots of vegetables and herbs to use in our snacks and baking activities. The greenhouse is now up and running so May will be a busy month. We have applied through the BBC for a grant to purchase a picnic and bird table and some insect-loving plants. Watch this space!



Hyndland After School Club



Spring Holiday

The outings, visits and activities proved popular once again. *'How to Train Your Dragon'* was a firm favourite – even although we were a bit late back! The Master Chef day was also very popular as too was the visit to the recycle bins! See photo above. Look out for the next holiday Programme – coming soon!

More News

Ross is running the Edinburgh Marathon!

The race takes place on Sunday 23 May 2010 and Ross has kindly offered to raise funds for the Club.

Sponsor sheets are available in the Club should you wish to sponsor him. Good Luck Ross!



Hyndland After School Club

Holiday dates reminder:

Holiday	Date	Afty Open/closed
May Day hol	Monday 3 May 2010	closed
Voting day	Thursday 6 May 2010	closed
May Weekend	Fri 28 May and Mon 31 May 2010	closed
In-Service Days	Tues 1 June and Wed 2 June 2010	open
School Closes	Fri 25 June 2010 @ 1pm	open from 1pm
Summer Holidays	Monday 28 June to Thursday 12 August 2010	Open (closed Fair Fri/Mon)
Afty In-service day	Friday 13 August 2010	closed
School re opens	Monday 16 August	open
In-Service Day	Thursday 23 September	open
September W/end	Friday 24 and Monday 27 September 2010	closed
October Mid-term	Monday 11 to Friday 15 October 2010	open
Christmas/New Year	Friday 24 December to Tuesday 4 January 2011	closed

Our current opening times are:

Breakfast – 8am-9am

After School – 3.15pm -5.45pm

Holiday Cover 8am-5.45pm