



Ralston Out of School Care Prospectus

Established 1995

C/o Ralston Primary School
School Road
Paisley
Pa1 3AT

0141 588 4273

www.ralston.osc@hotmail.co.uk

www.ros.org.uk

Welcome to Ralston Out of School Care

Every child is special at ROSC and we aim to provide a safe, secure, happy and stimulating environment to enable your children to learn through play, discovery and investigation and to meet their own potential.

The purpose of this prospectus is to give you all the information you need to know about our Out of School Care. It will give you an insight into what we do in the service and provide you with some useful information you will require if you decide to send your child to the service. This prospectus has by no means all the answers and as always if you have any questions or feedback please don't hesitate to contact me at the service.

At ROSC we will be happy to help you with any queries that you may have about the service or the care we provide. I hope this prospectus proves useful and that your children's time with us is both fun and productive.

Grace Berry
Head of Service



Ralston Out of School Care Committee

Ralston Out of School Care (ROSC) is a registered charity, which is governed by a voluntary committee made up exclusively of parents with children using the service. The committee members are the charity trustees of the service and together are responsible for the overall management and smooth running of the service, supporting the Manager and staff to deliver the best quality care and experiences. The committee meets six times a year to discuss matters such as finance, fundraising and staff development in order for the service to meet the needs of the children, families and comply with the statutory regulatory bodies; ensuring the out of school care provides a premium service at an affordable cost.

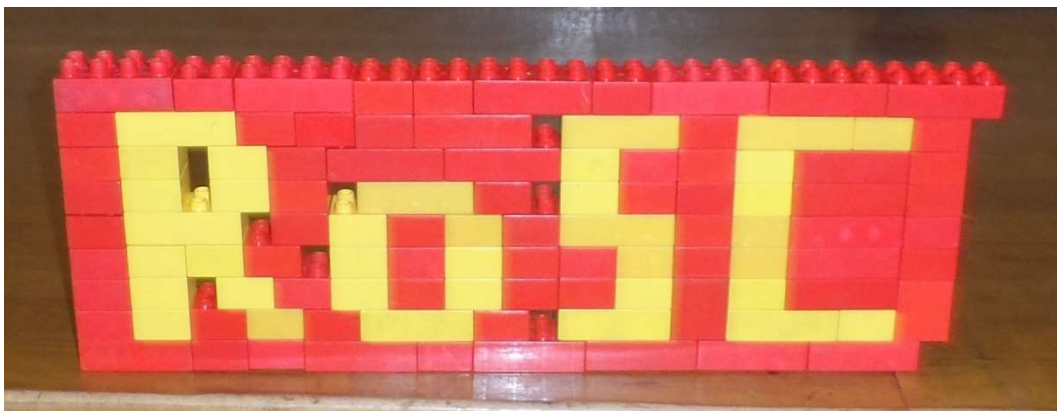
Ralston Out of School Care offers the best value facility in Renfrewshire for term time childcare and holiday cover; however, the service is reliant on a full parent committee to operate and maintain the future sustainability. Joining the committee is the best way to find out how the out of school care is run and to have your say in the future of the service.

Executive Management committee members are elected at the Annual General Meeting (AGM), where all parents become voting members when they enroll their child into the service. Notification of the AGM will be provided in advance and a representative of each family is expected to attend; however, the committee will make decisions as necessary in the event of non-attendance.

Non-executive committee members can come aboard at any point during the year where any input and suggestions from parents to continuously develop and improve the service are welcome.

With ongoing support from parents, staff, the Head Teacher of Ralston Primary and Renfrewshire Council, the service has maintained a very credible reputation, which is also the focus for the future.

Frank McMillan
Chairperson



Meet the ROSC Team

Head of Services



Name: Grace Berry

Qualifications: BA in Childhood Practice

Started working for ROSC: 2002

Interesting fact: Grace has a blue belt in Tukido

Manager



Name: Andrew MacLeod

Qualifications: Postgraduate Diploma in Childhood Studies

Started working for ROSC: 2017

Interesting fact: Andy is scared of spiders.

Manager



Name: Claire Coggins

Qualifications: HNC in Childcare and Education. SVQ4 in Management and in her 2nd year of a PDA in Childhood Practices

Started working for ROSC: 2011

Interesting fact: Claire worked abroad as a kids rep for 5 years

Senior Worker



Name: Claire Haggarty

Qualifications: HNC in Childcare and Education. SVQ Level 4 Playwork

Started working for ROSC: 2014

Interesting fact: Claire can trip over fresh air.

Trainee manager



Name: Caitlyn McLearnie

Qualifications: SVQ3 in Playwork Working towards BA in Childhood Studies

Started working for ROSC: 2016

Interesting fact: Caitlyn wants to go to Hogwarts.

Childcare Workers



Name: Joanne Brown

Qualifications: SVQ3 in Playwork

Started working for ROSC: 2014

Interesting fact: Joanne worked in a nursery for 7 years.



Name: Karen McIvor

Qualifications: SVQ Level 3 Playwork

Started working for ROSC: 2015

Interesting fact: Karen is a huge Gary Barlow fan.



Name: Melissa Rankin

Qualifications: SVQ3 in Playwork

Started working for ROSC in: 2013

Interesting fact about her: Melissa likes to annoy staff by making funny noises and playing jokes on them



Name: Amanda Clark

Qualifications: SVQ 3 in Playwork

Started working in ROSC: 2007-2018, then returned in Jan 2020

Interesting fact about her: She loves to bake but doesn't eat cakes or chocolate



What we have to offer

At ROSC we aim to offer a range of flexible options to help parents meet their childcare needs. We provide an out of school care for primary school children and those in secondary years one and two. We pick up from Ralston Primary School but accept children from all schools although we cannot provide transport. We have 80 places between 3.00pm and 6.00pm and 70 places in our sessions before school. We also offer a Play Scheme during the Summer holidays, the Easter holidays and

the October week. We offer a variety of activities including trips, sports, games, computer games and arts and crafts. We run special events throughout the year which includes discos, fun days and parent drop in sessions. If you would like to find out more about any of our services, please do not hesitate to talk to one of the team who will be happy to discuss your needs.

Morning session

Open to primary school age children between 8am – 9am in the morning. The children have a range of activities available to them up until 8.45am, where they will be escorted to the playground where we ensure that the children are in school safely before we leave. Our morning session offer active games in the gym, arts and crafts, quiet area for reading, board games and a diverse range of toys for the children to choose from. Our staff also provide a range of stimulating themed activities to allow the children to feel engaged.



After School Care Term Time 3pm - 6pm (38 weeks per year)

Our afternoon session is very popular, and most of our children have been with us from Primary 1. We offer the children a diverse mix of activities based on a program that the experienced staff but together monthly based on what things the children want to do, feedback from parents and latest best practice from childcare professionals and government agencies.

We have our main hall, a gym hall, the playground, the stage area and a class room to offer children a good range of activities. Our staff team are trained in delivering arts and crafts, technology activities, baking, outside play, gym games and sports.



We constantly update the resources we have on the floor by talking to children to see what toys, games and activities they want. Popular toys now include: roleplay, Shopkins, dolls house, Superheroes, Knex and Lego, dinosaurs, table football, jigsaws, wrestlers and My little ponies. We also have a Now TV box and consuls including an Xbox one, PlayStation and Xbox 360 with games and apps appropriate to the age group. We also have access to the scratch programme and are developing our STEM knowledge, Finally, we have a range of outdoor and gym resources, these include: basketballs, footballs, tennis, badminton and volley ball equipment, den building and tents, ride on cars and scooters.





Snack

At ROSC we take nutrition seriously and aim to provide a well-balanced snack daily for the children. All our staff have food hygiene certificates and provide a weekly menu of what is available. We are aware of children's differing needs and we take account of all dietary requirements whether for health or religious reasons.



The children are encouraged to be involved in the process through discussion, questionnaires and feedback from the children's council.

Keyworker

In ROSC every child has a dedicated keyworker who will observe each child and plan activities to cater to their needs and interests. At ROSC we want to assist the growth and development of every child in our care through play and provide as many fun experiences as we can. We follow the National Care standards as well as working with GIRFEC and SHANARRI



Working with older children

To ensure we meet the needs of the older children that attend the service we are committed to making sure that their time with us is fun and they leave ROSC with as many good memories as possible. We give them space, independence and more age appropriate activities to allow them to take on addition responsibilities. We have previously run a successful Youth Club which was hugely popular, we plan to do this again in the future however at the moment we are providing a space within the main service.



Parent Drop In

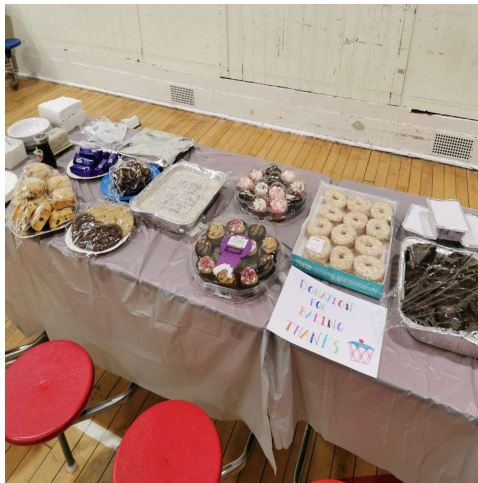
Our parent drop in sessions have proved popular with parents, children and staff. These afternoons give children a chance to show their parents what they do when they are in aftercare and the resources that are available to them. Run every 6 months these are always well attended and very beneficial to all involved.

These sessions give parents a chance to speak to their children's keyworker as well as taking part in children and parent activities. It is important to us to involve both the children and Parents in the continued development of the service and this is a great opportunity to see what we do on a daily basis and get your views and ideas across.



Fundraising

We also enjoy taking part in fundraising projects. We often fundraise for a particular activity like our yearly trip to the pantomime, but we also fundraise for other charities. The staff have completed sponsored hill walks for Cancer research, "The Giving Tree" for under privileged children in the local area, Reverse Retts and most recently staff took part in a sponsored hill climb up Dumyat Hill and a very successfully family bingo night for Ronald McDonald house Glasgow. Our staff, children and parents all play a huge part in this and we enjoy giving back to worthwhile causes.



Holiday Play scheme

We offer Holiday cover on all Renfrewshire council In-service days, as well as the October week, Summer holidays and the Easter holidays (except the Easter Friday and Monday)

We are open to all school age children up to the age of 14 years (and not restricted to children who attend the Out of School Care).

We offer a variety of activities to meet the needs and interests of all age groups, to help achieve this where possible the children will be actively encouraged to be involved in the planning as well as the decision-making process. During the Spring, Summer and October weeks we organise a variety of trips which will attract most young people. These include swimming, cinema, speed boats and tubing, as well as visits to parks, museums, castles and other places of interest.

Our holiday club takes place in the Out of School Care which is situated in Ralston primary school. We have a wide range of resources, from arts and crafts to pool and table tennis tables ensuring the children stay engaged. All our staff are highly trained and deliver many theme days which are very popular with the children. We arrange theme days for other out of school cares to attend which are also very popular with many out of schools attending.







Theme Days

Our theme days are always popular, staff work hard at putting together a carefully thought out plan to deliver a varied range of days from Chocolate days, Den Building, Bike Days, Wizards day and many more.

Staff plan a range of themed activities to ensure all children attending have a varied day to keep them entertained.

Children's Council and Eco Committee

In ROSC we feel passionate about involving the children in the running of our service. Our children's council has been running now for several years, children are given the opportunity to help make decisions with staff about our service. Children will help during fundraising, collecting children's ideas and getting involved in tasks such as parties or fundraising events.

Our Eco committee has been hugely popular since it was founded in 2015 and staff and children have worked hard in creating and maintain our tyre eco garden. As well as this our children have got involved in litter picks and recycling drop offs.



What do children, parents and staff say about ROSC?

Children's Views

"I like to go outside" – Anya P3

"I like a lot at ROSC, I like arts and crafts, board games and going outside" – Alfie P7

"I like to play the fishing game" – Oliver P1

"I like going outside to play on the diddy cars" – James P5

"The staff are nice, there's loads of games and activities to do" – Freya P6

"I like playing with my favourite toys, the monster high dolls" – Sophia P2

"I like to play with my friends" – Callum P1

"I like going up on the stage to play battleships" – Ellie P4

"I like going up to the stage to play games and making new friends. There's lots of toys to play with and staff are nice" – Georgia P1

Parent's Views

The staff are always so welcoming and great with the kids

Our girls have really enjoyed their time at Ralston aftercare. Lots of fun activities and time with friends.

Always a good variety of activities and gives us a piece of mind while at work.

The children are well looked after. The activities are always interesting during the summer holidays.

Excellent service 😊 She always wants to stay in aftercare.

I'm always impressed at how much the staff really care!

Staff Views

"I enjoy working for ROSC as it has a warm and friendly atmosphere, I like working with the children doing different activities with them" – Liz

"I like working at ROSC because every day is different...you get to help the kids grow and develop. I like when I get the chance to work with the older kids in youth club" – Amanda

"I really enjoy doing messy activities with the children as we all like to make a mess. I love my job, the children always cheer me up and I love coming to work" – Melissa

"I enjoy sitting with the kids and just having chats with them....I think this helps to build relationships with the kids as your showing an interest in their day. I think it makes kids feel comfortable and they know they can come and talk to you about anything" – Claire H

"I enjoy working in childcare because its rewarding and challenging as well. I like to get the children involved in baking as they like this and it can be really fun when they are giggling with friends" – Karen

"I like working at ROSC because they staff are friendly and we work well as a team...I think we look after the children well and develop on their needs and abilities by doing different activities to help build their confidence. Iv always wanted to work with children" – Joanne

Useful Contact Details

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