



Autumn Newsletter 2009

Welcome

Everyone at Time-Out Club would like to extend a warm welcome to all new children and parents and a warm welcome back to all returning children and parents.

Board of Directors

<i>Convenor</i>	Trevor Davies (Milngavie)
<i>Vice convenor</i>	Frances McKean (Milngavie)
<i>Treasurer</i>	Evan Magill (Milngavie)
<i>Secretary</i>	Andy Irvine (Milngavie)

Parent Representatives

Dave Callaghan (Craigdhu), Susan Gunn (Clober), Ailsa McCormack (St Andrews), Isobel McGhee (Craigdhu), Sharon Montgomery (Craigdhu), Deborah Shipton (Milngavie), Elaine Slaven (Clober), Paula Speirs (St Josephs), Kate Thompson (Clober), Gill Young (Milngavie).

We would welcome representation from Castlehill on the Board of Directors or among the Parent Representatives. If anyone is interested in joining please could they talk to Celeste in the first instance.

Annual General Meeting

This year's AGM takes place on Wednesday 18th November at 8.00 pm at Douglas Academy. We would encourage parents to come along and find out what has been going on behind the scenes at TOC this year. It is also an opportunity for you to chat with the Board of Directors and the Manager and for you to share your views about TOC. Last year's minutes are available at each project for you to look at. We try to support any parents who wish to attend our AGM so if you require childcare please ask a member of staff before 6th November and we will be happy to arrange care to cover the meeting.

TOC is Open for Full Day Care

15th -17th Feb 2010
6th – 16th April 2010
27th May 2010 (In Service Day)

Please remember to book early to avoid disappointment. Forms can be collected from projects or downloaded from our website:

www.time-outclub.co.uk

Please note that the last day TOC is open before Christmas is Tuesday 22nd December.

On the last day of each term, we pick the children up from school if they close early.

TOC is Closed on the following dates

23rd Dec 2009 – 4th Jan 2010
2nd and 5th April 2010
3rd May 2010
28th – 31st May 2010

Fees

Fees for the current session can be found on our website.

Administration Charge

We appreciate that parent's circumstances sometimes change and this may result in changes to the care hours needed and the monthly bill. Such changes cause significant additional administrative work and whilst 2 changes per term/family is acceptable, further changes may be liable to an administration charge.

Clober Club

We are delighted that the Clober Project is now up and running. The children are very happy and everyone appreciates the tremendous efforts made by Celeste and her team.

Staff

Manager Celeste Gilbey
Deputy Manager Moira Dickson

Celeste and Moira oversee and work daily in all four projects.

Administration Sharon Kerr

Castlehill Project

Supervisor Lorraine Elliot
Senior Worker Sara Graham
Childcare Workers John Cowan, Ruth Gilchrist,
 June McCammon & Gillian
 Richardson.

Clober Project

Supervisor Paula Murray
Senior Worker Kate Rundle
Childcare Worker Heather Wilson

Milngavie Project

Supervisor Elizabeth Kelly
Senior Worker Position Vacant
Childcare Workers Laura Wilson, Caitlin
 Hughes & Pamela Shields.

St Joseph's Project

Supervisor Angela Scott
Senior Worker Nicole Wilson
Childcare Workers Liz Shearer, Gemma
 McMahan & Sasha Ezzi.

Staff Training

At TOC we pride ourselves on our professional and well-trained staff.

Staff who have finished their SVQ3 are Paula, Angela and Lorraine. Jenny and Kate have obtained their SVQ2.

Most of the staff attended the June conference run by the East Dunbartonshire Out-of-School care network, which comprised of two different Positive Parenting programmes; inspection areas; focus training; a drama workshop and yoga, plus active sports workshop.

A staff member from each project attended the fire extinguisher/ fire safety course.

Staff also attended food hygiene and first-aid courses.

All this is additional to our bi-monthly in-house training.

Care Commission Inspection

St Joseph's inspection is imminent.

Castlehill and Milngavie have been inspected and we achieved a grade 5 out of 6.

Clober will be inspected next year 2010.

Comments

We welcome comments from children and parents. There is a comments box available in each project. Your comments enable us to continue to improve TOC so please help us by leaving your comments in the box.