

Beecroft Academy

Policy for Buzz Bees Care Club



2016-2017

Introduction

Buzz Bees Care Club will provide a safe and secure environment for children, aged four to eleven years. It will be a comfortable and 'homely' place in which the children can relax.

The children who attend the Buzz Bees will take part in a range of creative and fun leisure opportunities. They will be given the chance to complete home learning activities, enjoy a range of interesting self-chosen and adult-led tasks, explore a range of healthy snacks and have an exciting and fun experience.

The Club gives children a chance to make new friends, learn new skills, relax, take part in energetic but safe games and enjoy new experiences, all within a caring environment in which parents/carers can place their full confidence.

Opening hours

- Breakfast club: 8:00am-8:45am (term time only). Children will be taken to registration from the club, therefore this session lasts until 9:00 am.
- After school club: 3:30pm-6:00pm (term time only)

Children can attend Buzz Bees on a regular basis, e.g. every morning and/ or every afternoon, or on an occasional basis, as long as registration and booking forms have been completed in accordance with this policy (see details below)

Staffing

The before and after school facility is lead and managed by the school. It is delivered by two members of staff (trained to a minimum of level two standard); they are specifically employed to provide the care at Buzz Bees.

- Care Club co-ordinator: Mrs Tina Saunders
- Play worker: Mrs Angela Porter

Registration

Registration of a child to the Care Club is free but parent/ carers must complete the form prior to their child attending the Care Club. As part of the registration process, parents/carers must also read and agree to the contents of this policy; they must demonstrate that they have done this by signing the appropriate section on the registration form.

The registration form must be sent in with the first booking form (see details below); without these forms the child will not be able to attend the Care Club.

Booking arrangements, including the booking form

In order to book a place for a child, the parent/ carer must complete the booking form in full and send this in, with payment, (24 hours before, excluding weekends) the date on which the parent/ carer wants the child to attend the Care Club.

The booking form and payment may be sent to the child's class teacher or be given to the staff in Buzz Bees. It needs to be in an envelope marked with the child's name and class and labelled 'Buzz Bees Care Club.' Please note, booking forms and payment will not be accepted unless they are in an envelope. Staff, on receipt of the form and payment, will check availability and contact the parent/carers if there is a problem with the dates. A copy of the original booking form, which will have been stamped to confirm the booking, will then be sent back to the parent/ carer.

Fees and Payments

Attendance Fee:

- Morning session £3:00 per child – 0800 – 0900,
- Afternoon session £4.50 per child - 1530 – 1700,
- Early Evening session £1.50 per child, per half hour from 1700 – 1730 and 1730 – 1800

NB Cheques should be made payable to 'Beecroft Academy'.

There will also be a penalty charge for the late collection of a child.

- From 1 to 15 minutes late £5:00
- From 16 to 30 minutes late £10:00

NB In the event of a child being left for a substantial period of time, the Care Club staff will contact Social Services to report that a child has been abandoned; this is in line with school policy.

Refunds

- Refunds will only be administered if the parent/ carer has pre booked and is able to give more than **one week's advance notice**; this is because booked places will incur costs regardless of whether the child attends the session or not.
- There will be **no** refunds for unplanned absences, including a child's illness.

Arrears

In all cases, where arrears have accrued, a child will be unable to attend any further sessions at the Care Club until the arrears have been paid. If parents/ carers have pre-booked session but have arrears, the child will not be able to attend the paid sessions and these will **not** be refunded either, in line with the 'refunds' section of our policy.

Entry arrangements

The Buzz Bees external door means that parents/carers can bring their child(ren) onto the far side of the playground and drop them straight in the Care Club through the external door. Staff will welcome the child(ren) and will also ensure that they are on time to their classroom at 8:45am.

Collection arrangements

Parents/ carers will also collect their child(ren) from the Buzz Bees external door, on the playground. Staff will supervise the child(ren) until they are collected by their parent/carers or a named representative. The name and contact details of those people able to collect the child(ren) will be recorded by the parent/ carer on the registration form. If there is going to be a change to the collection arrangements, parents/ carers will be required to contact the school during the school day in order to report this; they will provide the name of the adult who will be collecting the child(ren) and a password (this is in line with whole school policy and procedures)..

Environment

Part of the school building was developed in order that the vision behind the provision could be realised. It is situated in an area next to the school library and can be accessed via the school playground. It is a large space and has its own kitchenette and direct access to toilets.

Resources and equipment

The facility is furnished with comfortable sofas and a television, a large wooden table, a computer desk with computer, a home learning/ activity area and 'free choice/toys' activities. The children will have the opportunity to enjoy a range of resources and equipment that have been purchased specifically for the Buzz Bees.

Activities

The following activities are examples of those that will take place at Buzz Bees Care Club:

- Home learning e.g reading,
- Indoor, self-chosen activities e.g model making television (time limited) computer access,
- Indoor, adult-led activities e.g arts and crafts,
- Outdoor, self-chosen activities e.g ball games, skipping,
- Outdoor, adult-supervised activities e.g. team games.

After school clubs

Children who attend the Buzz Bees are still able to take part in the school’s after school clubs; staff will ensure that they are taken to Buzz Bees once the clubs have finished.

Snacks

The children who attend Buzz Bees will be provided with breakfast in the morning as long they are present at the Care Club by 8:25am. The children will also be offered a light tea in the afternoon as long as they remain in the Care Club after 4:30pm.

The Care Club aims to provide healthy choices both at breakfast time and after school. Fruit is available, and children are encouraged to eat it.

Breakfast menu (sample)	Afternoon snack (sample)
<ul style="list-style-type: none"> ○ Wholemeal toast with jam, marmite, margarine. ○ Cereals ○ Milk or water 	<ul style="list-style-type: none"> ○ Baked beans or scrambled egg, ○ Wholemeal sandwiches with ham, cheese or a choice of spreads, ○ Fresh fruit, ○ Milk, water or squash

Parents/ carers will need to inform staff of any special dietary requirements that their child has by recording this information on the registration form and also keeping staff informed of any changes as and when necessary.

Sickness, accidents and emergencies

First aid in our organisation is administered by trained first aiders. The nominated first aiders in Buzz Bees are:

- Mrs. Veronica Reavey,
- Mrs Tina Saunders,

The first aiders will follow the schools procedures outlined in the ‘Health and Safety’ Policy. They will administer first aid as required and take appropriate action thereafter, such as contacting parents/carers to collect their child(ren) or phoning for the emergency services.

Illnesses and accidents will be recorded.

Administration of medicines.

The Governing Body has agreed that prescription medicines may be administered to children. If a parent/carer needs prescription medicines administered to their child at the Care Club they need to contact the school office or talk to a member of the Buzz Bees team in order that arrangements can be made.

Allergies

Parents/ carers are responsible for telling the Care Club staff if their child(ren) has an allergy; the necessary precautions will then be taken to safeguard the child, including displaying medical information in the appropriate places and providing staff with relevant/ specified training if required.

Inclusion.

The child care facility at Beecroft Academy will be offered to all families; they will be able to access the days and times that they need to suit their own requirements. The provision will be developed to a high standard in order that quality is in line with the school’s current Ofsted grade. This will be provided at an affordable rate.

Buzz Bees Care Club provides a fully inclusive environment, where all Beecroft children can access the services on offer, regardless of their age, ability, gender, ethnicity, culture or special educational or physical needs. The needs of every child are considered and the provision is altered (as required), and special arrangements made, in order that their needs are met.

School staff will work closely with the childcare staff to ensure that important information about individual children is shared, and they will assist with planning and preparation as required. Childcare staff will also attend training where this is deemed appropriate, in order that they feel able to meet the needs of all the children accessing the service.

Supporting information.

The Care Club will run in accordance with school policies and procedures. The following documents may be of particular interests with regard to Buzz Bees and are available on request:

- Vision statement,
- Behaviour policy,
- Anti-bullying policy,
- Special Educational Needs and Disabilities policy,
- Safeguarding and Child Protection policy,
- Policy for raising concerns and resolving complaints,
- Health and Safety policy,
- Health and Safety of Children policy,
- Equal opportunities policy,
- Policy on parental involvement,

Parents/carers can request a copy of any of the above documents detailed above by contacting the school office during school hours.

James Hughes

July 2016