

July 2017



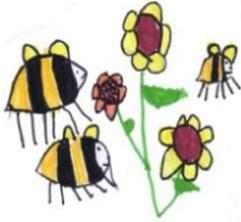
Charity No. 1039617

# OUT OF SCHOOL CLUBS BROCHURE

The Beehive Childcare Group  
Eaton Parish Hall  
Colman Road  
Norwich  
NR4 7AW

Tel: 01603 259193  
Email: [beehives@btconnect.com](mailto:beehives@btconnect.com)  
Website: [www.thebeehivechildcaregroup.co.uk](http://www.thebeehivechildcaregroup.co.uk)

05/07/2017



## **Welcome to the Beehive Childcare Group** **We hope your time with us will be a happy one.**

The Beehive Childcare Group is a not for profit community organisation registered with the Charity Commission and Ofsted. We provide good quality childcare in our Pre-school (for children aged 2 years to school age), and our Breakfast, After-School and Holiday Clubs (for children aged 2 to 11 years old).

### **Staff**

The Beehive Childcare Group is managed and staffed by a qualified Manager, who has been working in childcare for more than 20 years. The Manager holds a BA Hons degree in Early Years and has Early Years Professional Status. The Manager is supported by an experienced team made up of Supervisors, Assistants and SENDCO (Special Educational Needs and Disabilities Co-ordinator). If your child needs extra attention, we can arrange for a Support Worker to work with them.

All staff are trained to NVQ level 3 and above, depending on their position and grade. We encourage ongoing training and use the best from the wide range of courses on offer to enhance the care that we provide. An appropriate number of staff are also trained in First Aid, Safeguarding children and Food Hygiene.

### **Management Team**

The Manager, Chairperson, Treasurer and Secretary form the Management Team and are responsible for the day to day running of the Group.

### **Fundraising**

The Beehive Childcare Group is funded by fees, local authority grants and money made through fundraising activities. This money is used to fund activities for the children, such as outings and parties, and to purchase new play equipment and other essentials, such as paint, paper and play dough! It also covers staff wages, utilities and training fees.

Please let us know if you have any ideas for future fundraising or if you would like to join the fundraising team. Volunteers for events are always needed too - just a couple of hours staffing a stall at a fete makes a big difference to the amount of money that we can raise.

### **Policies and Procedures**

Our Policies and Procedures folder contains the policies by which the Beehive Childcare Group is run, for example our Equal Opportunities policy and our Admissions policy, as well as the procedures that we work by on a daily basis – for example, what happens if you are late collecting your child or what happens in the event of an accident. This folder is available to view on request, please ask a member of staff if you would like to see it.

### **Safety**

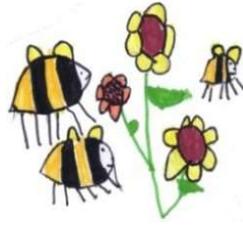
All external doors to Beehive at Eaton Parish Hall are always kept locked. In order to gain access everybody needs to ring the doorbell and wait for a member of staff to let them in. On leaving the building please ensure that you are let out by a member of staff in order to maintain the group's security and to keep everyone safe.

Our aim is to keep your child/children safe whilst encouraging healthy independence. Beehive has access to the school field, and the children are allowed to play freely on the field with supervision. Access to the field is via a gate in the fence, between the hall and the playing field. This gate is kept locked when there is not a member of staff on the field.

**Method of Payment**

Cheques should be made payable to 'The Beehive Childcare Group'. We cannot accept payment by credit or debit cards, but we do accept electronic methods of payment such as BACS – just ask for our details, but please remember to include your child's name as reference when paying by this method. We are also registered with many of the employer voucher schemes – please ask us.

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# BREAKFAST & AFTER SCHOOL CLUBS

Our Breakfast and After School Clubs are both located at Eaton Parish Hall on Colman Road. We are open on all school days for children from Reception through to 11 years attending Colman Infant and Colman Junior Schools.

The ethos of the setting is to create a warm and friendly environment where children can relax and enjoy spending time with their friends. We have a strong emphasis on developing appropriate social skills and actively promote positive behaviour. Any child displaying unacceptable behaviour will be supported by peers and staff. Parents/carers are asked to actively support and encourage appropriate behaviour within the setting.

## Registration

All interested parents or carers and their child or children are invited to visit us prior to registration. Please telephone (01603 259193) and speak to the manager to arrange a date for an informal visit during a normal session. During this visit a start date and the number of sessions required can be arranged.

Places can be held open during term time for an initial period of up to 2 weeks on receipt of a deposit of £12.50 for Breakfast Club or £35.00 for After School Club (please speak to the manager if you would like to defer the start date beyond 2 weeks). This deposit will be returned when your child leaves, provided there are no fee arrears and 4 weeks notice is received.

## Fees for Breakfast and After School Clubs

Fees for Breakfast and After School clubs are payable in advance, on a weekly, half-termly or monthly basis. You will be asked to sign an agreement stating when you will make your payments. Cheques should be made payable to the Beehive Childcare Group. Please note that no arrears are allowed to accumulate.

We also offer a 20% discount for 2nd brother or sister attending the same sessions, if the first sibling is paying full fees.

Per child per session:*	Breakfast Club £2.75	After School Club: (5.30pm) £9 (6pm) £11
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\*All prices correct at time of printing – please check that these are correct current prices before you register.

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**THE BREAKFAST CLUB** opens from 7.45am to start of school on all school days.

To allow children time to enjoy breakfast please make sure they arrive no later than 8.15am. The parent/carer or child needs to sign the child in to Breakfast Club on arrival.

Following a choice of healthy breakfasts – cereals, toast and fruit – children are free to read, have a little quiet time or take part in our wide range of play activities. They are then taken to Beehive Pre-school, Colman Infant or Junior Schools for the start of the school day.

**THE AFTER SCHOOL CLUB** is available from 3.10pm to 5.30pm on all school days.

Beehive also offers a later collection time of 6pm. There is a charge of £1.80 for this half an hour and your child is expected to leave promptly by 6pm. There is a late collection charge of £25 if your child is not collected by this time.

We collect children from Colman Infant and Junior Schools at the close of the school day. We also collect children attending certain clubs after school at Colman Infant and Junior Schools – please ask us for details (there is no extra charge for this service). Any child that misses pick up is expected to go to the school office.

The session starts with a healthy drink and snack to boost energy levels. Children are then free to enjoy our range of activities which includes a quiet homework area, craft projects, games and outdoor activities and a comfortable corner in which to read, rest or watch dvds after a hard day. Primarily these dvds are U or G, however a limited number of PG rated films are watched in the setting. These films are always pre-watched by a member of staff for suitability, if you have any films you would prefer your child not to watch then please let us know. A list of our PG films is displayed in the setting.

## Journals

Each child will have the opportunity to make and continue a journal when they start Beehives to show their interests and track their achievements.

## Snack

A healthy snack is provided at the start of each session. If your child has any dietary requirements please speak to the manager to ensure these are accommodated. Our menu is changed regularly to include a variety of foods and tastes.

Due to the increase in allergies Beehive Childcare Group is a **Nut Free** environment

## Arrival & Departure

Anybody collecting a child must be listed on the registration form and under no circumstances will we allow a child to leave the premises with an unauthorised person. If you cannot collect your child yourself, please let us know who will be coming instead of you. For your child's safety, we cannot let them go unless we know of the arrangement. Where possible, please introduce this person to the manager so that he/she will be recognised.

It is very important that when you collect your child at the end of the session, you sign your child out, and include the time too please.

For the safety of your children all outer doors will be kept locked during sessions, please use the door bell on arrival.

After School Club can be booked until either 5.30pm or 6pm; if you are running late please telephone to inform staff so arrangements can be made for the collection of your child/children.

For children whose session finishes at 5.30pm a fee of £10 will be charged for any child not collected within ten minutes of the end of their booked session, and another £10 will be added for each additional ten minutes, or part thereof. For children whose session finishes at 6pm there is a late collection charge of £25 if your child is not collected by this time.

We wish to encourage all children to respect the equipment in the club, so please allow your child a few moments to pack away the equipment they have been using when you arrive to collect at the end of the day.

Children wishing to make their own way to the After School Club, either at the end of the school day or after attending Colman School clubs, must have a permission slip completed and signed by their parent/carer, giving full details. Permission slips are available from staff. Children do not become the responsibility of Beehive until signed into the club.

### **Absence**

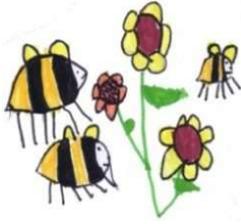
If you have booked your child in to After School Club, but your child is absent from school on their usual After School Club day, or will not be attending After school Club for some other reason (such as going home with a friend) **staff need to be notified** as the staff will be expecting to collect him/her from school as usual. Telephone us on 01603 259193 to let us know.

In the interest of safety, parents and carers are reminded to inform Beehives before 2.45pm if they are collecting their child from school on a day when they are booked into the Beehive After-school club.

### **Notice Period**

You are required to provide us with at least four weeks' notice of withdrawing your child. If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice. Please refer to our policies for full details.

A final invoice will be issued reflecting the fees chargeable for the remaining period that your child attends - together with any previously invoiced amounts which remain outstanding.



## HOLIDAY CLUB

Holiday club booking forms are available prior to each Holiday Club, which include details of booked outings. However additional trips may be added at short notice to add variety and interest for the children.

Except for the Christmas holiday and 1 week at Easter, our Holiday Club runs during most of the school holidays for all children aged 3 to 11 years old, and it provides an enjoyable environment for the children to have fun with their friends during the school break.

Usual activities include arts & crafts, cooking, and games & sports in our large outside play area. We also have a large stock of indoor games, books, a home corner and dressing up box as well as a computer, Nintendo Wii and DS Lite. Occasionally we will allow the children to watch a dvd. Primarily these dvds are U or G, however a limited number of PG rated films are watched in the setting. These films are always pre-watched by a member of staff for suitability, if you have any films you would prefer your child not to watch then please let us know. A list of our PG films is displayed in the setting.

We organise special outings and activities which vary with each Holiday Club, but in the past we have organised visits to the seaside, Inspire Science Centre, the cinema, bowling centres, local parks and libraries. We have also had specialist sports coaches in for fun sessions, and a Creepy Crawly Mini Monsters Road show. We are always open to new ideas for places to visit, or individual interests, so please speak to the manager if you or your child have any suggestions.

### Registration

Booking forms are sent to all families registered with the holiday club. Should you wish to register or require further information please speak to the manager.

### Fees and Session Times for Holiday Club

Half Day	8.30am – 1pm or 1pm – 5.30pm	£14 per half day session
Full Day	8.30am – 5.30pm	£25 per full day

These prices are correct at time of printing – please check that these are correct current prices before you register.

We also offer a 20% discount for 2nd brother or sister attending the same sessions, providing the first sibling is paying full fees.

Holiday Club fees are to be paid in full at time of booking. Refunds may only be made if cancellations are notified by the date on the current holiday booking form.

### Lunch & Snacks

A packed lunch is required for morning and all day sessions. Please use a 'small ice pack' to keep your child's lunch cool. Your child will also require a healthy snack for morning and afternoon snack-time. On trip days, please supply your child lunch with a drink in a back pack/rucksack to make it easier for them to carry.

### Your child may also bring to Holiday Club:

- toys from home
- spending money for booked trips or daily trips

## Arrival & Departure at Holiday Club

Holiday Club session times are flexible - you may drop off your child off any time after 8.30am or arrive to pick-up any time during the session (except on outing days). Please inform staff of your expected collection time as additional outings may be arranged daily (for example to the local park on an unexpectedly lovely, warm day!)

For the safety of your children all outer doors will be kept locked during sessions, please use the door bell on arrival.

Children will need to be signed in on arrival and signed out, with time included, on departure. However on trip days please complete trip consent including an emergency contact number for that day.

Anybody collecting a child must be listed on the registration form and under no circumstances will we allow a child to leave the premises with an unauthorised person. If you cannot collect your child yourself, please let us know who will be coming instead of you. For your child's safety, we cannot let them go unless we know of the arrangement. Where possible, please introduce this person to the manager so that he/she will be recognised.

Holiday Club closes at 5.30pm, please telephone to inform staff if you are running late to make arrangements for the collection of your child/children.

An additional fee of £10 will be charged for any child not collected within ten minutes of the end of their booked session, and another £10 will be added for each additional ten minutes, or part thereof.

We wish to encourage all children to respect the equipment in the club, so please allow your child a few moments to pack away the equipment they have been using when you arrive to collect at the end of the day.

## Other provisions

### **Pre-school.**

Our pre-school provides good quality pre-school education for children aged from two years to school age. The pre-school is also based in Eaton Parish Hall.

The Pre-School opens 8.30am to 5.50pm. (See Pre-School brochure.)

If you require any further information please request a Pre-school brochure.

Funded places available for eligible 3 and 4 year olds.

Per child per session:\*

Pre-School: £12.50    Lunch: £1.50 (see brochure for details)

\*All prices correct at time of printing – please check that these are correct current prices before you register.

We also offer a 20% discount for 2nd brother or sister attending the same sessions, Provided that the first sibling is paying full fees.