

July 2017



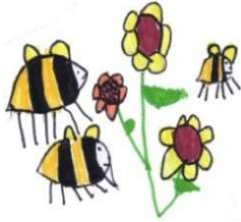
Charity No. 1039617

PRE SCHOOL
&
OUT OF SCHOOL CLUBS

BROCHURE

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

Tel: 01603 259193
Email: beehives@btconnect.com
Website: www.thebeehivechildcaregroup.co.uk



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, 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, Room Leaders, 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, or working towards, 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.

Registration

All interested parents or carers and their child or children are invited to visit us prior to registration. For pre-school children this may be at our annual Open Day. During this visit the number of sessions required and a start date may be arranged. You will need to produce your child's Birth Certificate so that we can verify the information on their forms. Places can be held open during

term time for an initial period of up to 2 weeks. Notification of cancellation of places offered for the autumn term must be received before the end of the summer term.

- Please speak to the Manager if you would like to defer the start date beyond 2 weeks.

Early Years Funding

Free early learning and childcare is available to all three and four year olds living in England, in the term following their 3rd birthday Eligible children are able to access up to 15 hours of free childcare per week up to the maximum number of hours available to claim each period. Beehives will contact you each term if your child is eligible. For those children that meet the criteria for 30 hours funding, this is offered once we have received and checked an eligibility code for the child. Funding becomes available the term following an eligibility code being received.

Fees

Fees 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.

Pre-school session:*	£12.50
Lunchtime session * (see p4)	£1.50 (20 minutes)

*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, if the first sibling is paying full fees.

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. The Administrator is present at the end of the morning, and the beginning of the afternoon sessions to collect fees. However if you must pay outside these time please put your payment into one of the provided brown envelopes, and post your payment into the red post box located in the main hall. Please include your child's name and the amount enclosed on the front of the envelope, and ask a member a staff to witness you putting your money into the envelope. They will sign to say that you have put in the amount stated.

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.



PRE-SCHOOL

Our pre-school provides good quality pre-school education for children aged from two years to school age. The pre-school is based in Eaton Parish Hall, next to Colman Infant School. We also offer Breakfast and Holiday clubs for all pre-school age children.

Activities offered at the pre-school range from art and crafts to drama and music. Through a mixture of structured activities and free play, children have the opportunity to interact with each other and develop their physical, social and intellectual skills in a caring and happy play environment. The Pre-school operates a key-person system which allows staff to keep individual records of your child's progress; these files can be taken home at your request at any time. You may wish to add pictures or information to your child's file. More information on the pre-school curriculum can be found in our policies and procedures booklet. Beehive offers morning, afternoon and twilight sessions. Please see the chart below for further information.

Sessions begin with registration - please ensure you sign in your child as you enter at the start of the session. Children can then join in with art or craft activities, explore our free play and construction areas and take part in themed activities. Basic alphabet skills and sign language are incorporated into our activities. A group physical activity such as music and movement, dance or a game, are planned to encourage a healthy lifestyle. We finish the session with group time.

Session Times are as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8.30am – 11.30am	8.30am – 11.30am	8.30am – 11.30am	8.30am – 11.30am	8.30am – 11.30am
Lunches	11.30am – 11.50am	11.30am – 11.50am	11.30am – 11.50am	11.30am – 11.50am	11.30am – 11.50am
Afternoon	11.50am – 2.50pm	11.50am – 2.50pm	11.50am – 2.50pm	11.50am – 2.50pm	11.50am – 2.50pm
Twilight	2.50pm – 5.50pm	2.50pm – 5.50pm	2.50pm – 5.50pm	2.50pm – 5.50pm	2.50pm – 5.50pm

Lunches can only be booked if your child is attending the morning and afternoon session, and cannot be used to extend the morning or afternoon session on their own. Any sessions that exceed your 15 hour free entitlement will be charged at £12.50. We ask that children are not collected before the end of their normal session time except in exceptional circumstances, and with prior agreement with the manager. If your child attends Twilight and has not been collected by 6pm then there is a late collection charge of £25.

Breakfast club opens at 7.45am for any families that need an earlier start.

Supervised Lunch Times

Children attending morning and afternoon sessions on the same day may bring a packed lunch and stay at Pre-school for lunch. There will be a £1.50 charge for this service. Staff will supervise your child and are on hand to help. There is a charge for lunches when your child attends a morning session with an afternoon 1 session as this extra service is not covered by funding. You will need to speak to staff and book these lunch time sessions.

Children who only attend an afternoon session will need to bring a packed lunch with them. There will be no extra charge as their lunchtime will fall within their funded hours.

Should any child experience difficulties with this time of the day, you may be asked to come in and help them with their lunch.

Home Visits

Prior to your child starting at Beehive you will be offered the opportunity to receive a home visit. The manager and your child's key person would visit you and your child at home as a welcome to Beehive. Whilst the manager runs through any relevant information with you, your child's key person will spend the time playing with them and getting to know them. This can be very useful for helping your child to settle at Beehive.

Settling in

You and your child are welcome to spend as much time getting to know us as you need. When your child first starts pre-school, please be prepared to stay for as long as they need you; joining in with their activities and getting to know staff and other children will help to give your child confidence in their new surroundings.

Separation Anxiety

When some children start pre-school they are fairly accustomed to being apart from their parents. They may have been to other settings, a childminder, or go regularly to stay with friends or grandparents. For some children pre-school may be their first time apart from their parents and the home routines.

An effective settling-in process ensures that children gain the very most from their time at pre-school. Anxiety surrounding parental departure in young children is perfectly normal. While this can be difficult to manage, and distressing for parent and child alike, with patience and understanding it can be relieved and worked through.

Please take a few minutes to read our top tips listed below.

Prior to your child starting pre-school:

- Practise separation: if your child has never been left before it may be worth having a friend or relative baby sit once in a while; this will get them used to the idea of you leaving and returning.
- Be calm and consistent: have a swift, kind but firm exit pattern when saying goodbye. Always reassure your child that you are coming back, and explain how long it will be until you come back e.g. after lunch or after their favourite CBeebies programme. Use concepts that your child understands as they cannot yet understand time.
- Have confidence in the practitioners: while it is hard to leave a child who is screaming and crying for you, it is important to have confidence that the carer can handle it. It may help both of you to set up a time that you will call to check in, perhaps 15 minutes after you leave. By that time, most children have calmed down and are playing.

Communication

Always remember, once your child has started pre-school to keep communicating with your child's key person. You are always welcome to talk to your child's key person, the room leader or the manager. If you need to talk about anything of a more sensitive nature somewhere private then this can be arranged. Home/school diaries are available for children who attend another setting or who are dropped off and collected by other carers to allow parents to be kept up to date. We provide parent reports in the spring term, and there are regular newsletters sent home to keep all families informed about what is happening at Beehive. There are also parent notice boards displayed around the building with other information that is useful for our families.

If you would ever like to join your child at pre-school you are always welcome to be a parent helper for a session. Any help that you can give us during pre-school sessions is very much appreciated.

Being a parent helper is an opportunity to

- Join your child at group to experience their day
- Get to know the staff who work with your children
- Meet your child's friends
- time for the staff to get to know parents

Adults and children working together creates a warm environment where children are happy and relaxed ready to take on new experiences.

Curriculum

All children will be following the Early Years Foundation stage (EYFS) and our aim is to provide a range of activities suitable for all stages and capabilities. Activities can be planned for each individual child's needs. The Early years Foundation stage creates a partnership with parents, professionals and all settings your child attends.

A Parent's Evening will be held in the Spring term for parents to speak to your child's key person, and/or the manager about the EYFS and to look at their child's file which will contain a Learning story and 'all about me' booklet.

Should you wish to discuss your child's file throughout the year please speak to their key person.

Clothing

Beehive has a compulsory uniform that we expect all children to wear. Polo shirts are £8.50 and sweatshirts are £9.50. Please speak to a member of staff to purchase either of these. The polo shirts and sweatshirts can be worn with either black or grey bottoms. Trousers, skirts, leggings and jogging bottoms are all fine, but we do ask that the children don't wear jeans. Please ensure that all uniform is clearly named, as with so many children in the same clothes things can get misplaced or taken home by the wrong child.

Although we encourage all the children to wear aprons, children do love getting involved in messy play activities, so please send your child in suitable play clothes. Children who are only just out of nappies will need at least one change of clothing per session in case of accidents. To help your child's toileting, please help by putting your child in easy to dress clothes. Please, NO belts or braces.

For indoor play children will need black plimsolls, without laces, that they can remove and put on themselves. They will also need outdoor clothing, shoes or Wellington boots for outdoor play. Open-toed shoes/sandals are not allowed at Beehive for safety reasons. All shoes and sandals must cover the toes.

All items brought to group must be clearly labelled with your child's name

Toilet Training

Children are not expected to be clean and dry when they start pre school, when your child is ready to be toilet trained we have a Toilet Training Guide available; please ask staff for a copy. We ask that you please do not send your child to pre-school in pull ups as this confuses them.

Library

Book bags are available from Beehive for children in the Hive and cost £2.50. All book bags come with a reading record for keeping track of any books that your child borrows from Beehive. Your child will earn stickers, stamps and rewards for any books read.

Your Child's Birthday/Special Event at Pre-School

The celebrating of special occasions for children can be a very exciting experience. At Beehive's we welcome the opportunity to join your child and their pre-school friends in marking such events as their Birthday or special festival. You are welcome to bring cake to share at snack time or sweeties to give out at the end of session.

In the interest of safety please make sure the products are in their original packaging to allow us to check these are suitable for nut allergy sufferers or vegetarians. Should you wish to bring in homemade products please could you also attach a list of ingredients so that we can ensure that they are not given to anyone with any allergies or intolerances. You may wish to dress your child in their special clothes. You are also welcome to join us for the session to celebrate your child's birthday or special event.

Arrivals and Departures

If you arrive prior to the opening time, please wait at the appropriate door to allow staff to set up safely. Never leave your child during this time. Make sure that a member of staff has acknowledged your child's arrival so we can ensure their safety and remember that you will need to sign your child in with the appropriate time included.

Door Opening times

Morning session: 8.30-8.40am.

Afternoon session: 11.50am-12.00pm

Twilight session: 2.50pm – 3pm

Please settle your child promptly, to allow staff to lock the door and return to the children.

Please drop off your child at the above times, and collect them at the end of their set session time. This prevents the sessions from being disrupted unnecessarily, and ensures that your child gets the most out of their time at pre-school.

Anyone 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.

When you collect your child at the end of the session, make sure that you sign your child out as you leave the setting and include the accurate time too please.

An additional fee of £10 will be charged for any child not collected within ten minutes of the end of their booked session. This will increase by a further £10 for each additional ten minutes, of part thereof, that your child is late being collected.

Absence

Please tell us as early as possible if your child will not be able to attend their session or if they will arrive more than 15 minutes after the session has started. This can be done in person or by telephone (01603 259193).

Fees will be payable even where your child is absent.

Outings and Events

Usual annual events include: Christmas group activity; Christmas Party, Leavers Concert, Summer outing, End of Year Party.

Other outings are also organised during the year. Recent outings include the local library, park, Norwich Castle, theatre trips.

Health and Safety

The Beehive Pre-school is committed to ensuring a safe environment for all who use the group. Therefore everyone is asked to follow these simple rules in the interest of Health and Safety:

- Pushchairs/ child cycles etc. can be left in the buggy shed at the side of the hall.
- Make sure a member of staff opens the main door when entering or leaving the building
- Supervise your child when in the Car Park
- Keep your child out of the kitchen
- Hot drinks must be kept in the kitchen
- No smoking is permitted on the premises
- Siblings brought to group remain your responsibility
- Use the disabled toilet, provided through the Honeycomb. Please do not flush sanitary towels, disposal is available in the small bins.
- Adult personal items must be stored out of children's reach.
- All mobile phones to be switched off when in the setting.

Snack

We aim to encourage the children to have a healthy snack and you will need to provide your child with a snack of their choice of fruit or vegetable in a clearly labelled container when they attend half-day sessions. Please remember this is only a snack and provide the amount you feel is appropriate for your child's needs - we will encourage them to eat what is provided. We ask that your child places their snack on the trolley/fruit bowl provided, at the start of the session.

This may be a whole piece of fruit or ready cut and prepared in a container, e.g. your child may need skin taken off apples/oranges or stones removed from peaches, cherries. Please prepare these at home and bring them in a suitable container, clearly named, to each session, and remember to collect the empty container at the end of each session.

Due to the increase in allergies Beehive Childcare Group is a **Nut Free** environment. We display a list of possible allergens that may be found at Beehive on the hatch next to the kitchen.

Children attending all day only need to bring a snack from home for the morning session.

Here are some examples of what may be suitable:-

APPLES	RAISINS/SULTANAS	PEACHES
CUCUMBER	CHERRY TOMATOES	GRAPES
STRAWBERRIES	KIWI	BANANAS
CLEMENTINES/SATSUMAS	CARROTS	ORANGES

Breakfast

Cereal and toast is available daily with a drink of milk or water. Children must arrive before 8.15am to have breakfast at Beehive.

Lunch

For a full day your child will also need lunch, clearly labelled in a familiar container/box. Lunch boxes will also require an 'ice pack' to keep them cool and fresh. Children will be encouraged to eat all their food starting with savoury items first. Drinks are provided by Pre School.

Here are some ideas to help you make healthy choices for your child's lunch box - try to include some of the following foods:

FILLER FOODS Breads - sliced, rolls, ciabatta, pitta, tortilla, bagel, baguette, muffin, chapatti
Crackers, melba toast, breadsticks
Try different varieties - brown, white, best of both, granary, wholemeal, seeds, high fibre

FRUIT & VEG

Try to include 2 portions of fruit or vegetables in your child's lunchbox

- Fresh fruit - (whole or bite size) grapes, kiwi, orange, apple, banana, cherry, pineapple
- Dried fruit - apricot, raisins, mixed fruit
- Tinned or fruit pots/cups
- Raw vegetables- (bite size) carrots, cucumber, tomato, pepper, celery

MEAT & FISH/VEGETARIAN PROTEIN SOURCES

- Eggs - sandwich filler, hard boiled slices
- Fish - tuna
- Chicken - sandwich filler, chicken pieces
- Beans and pulses - hummus, kidney beans
- Seeds

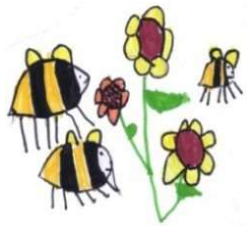
DAIRY

- Cheese - sandwich filler, chunks, slices, spread
- Custard or Rice pudding
- Yoghurt or Fromage Frais

A LITTLE SOMETHING EXTRA - add a scone, malt loaf, currant bun, treat size cake or bar, biscuit, a few crisps.

Drinks

All children are encouraged to bring in a clearly named water bottle. Water and milk are always available to the children at Beehive. Please do not send your child to pre-school with juice, squash or fizzy drinks.



BREAKFAST CLUB

In the kitchen at Eaton Parish Hall.

Beehive offers all of their pre-schoolers a breakfast and after school club in the kitchen at Eaton Parish Hall. We are open on all school days.

THE BREAKFAST CLUB opens from 7.45am to 8.30am for all pre-school children on all school days. Children need to be in the kitchen for breakfast no later than 8.15am in order to have time to eat before starting pre-school/school.

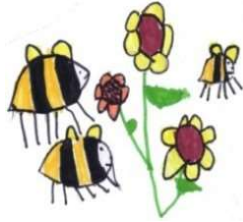
Following a choice of healthy breakfasts – cereals, toast and fruit – children are free to read, have a little quiet time or take part in our wide range of play activities.

Fees Per child per session:*

Breakfast Club: £2.75

*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, if the first sibling is paying full fees.



BREAKFAST & AFTER SCHOOL CLUBS

At Eaton Parish Hall.

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

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 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.

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).

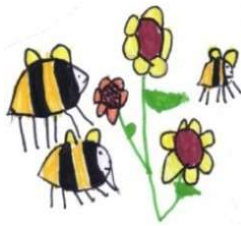
The session starts with a drink and snack to boost energy levels. Children are then free to enjoy our range of activities which includes a quiet homework area, crafts, games and outdoor activities and a comfortable corner in which to read, rest or watch DVD's after a hard day.

Fees Per child per session:* Breakfast Club £2.75 After School Club £9

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.

*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, if the first sibling is paying full fees.



HOLIDAY CLUB

Except for the Christmas holiday and 1 week at Easter, our Holiday Clubs run during most of the school holidays for all children aged 2 to 11 years old, and they provide an enjoyable environment for the children to have fun with their friends whilst away from school. All children are cared for at Eaton Parish Hall.

Usual activities include arts & crafts, cooking, games and sports in our large outside play area. We also organise special outings and activities which vary with each Holiday Club, but in the past we have organised visits to the seaside, the broads, the cinema, bowling centres, local parks and libraries. Some of these trips may incur an additional cost.

Please speak to the Manager for more information.

Session Times & Cost

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, if the first sibling is paying full fees.

If you require further information about any of our out-of-school provision please request our 'Out of School' brochure or speak to a member of staff.