Welcome to our After School & Breakfast Eager Beavers Clubs …..

at

Barford Primary School
2012-2013

Barford Primary School
Barford Road
Ladywood
Birmingham, B16 0EF
Tel: 0121 464 3765  Fax: 0121 464 8882
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Jacqueline Freeman

Jacqueline is the Club Manager. She has worked at Barford Primary School for nearly 15 years. Jackie started working as a volunteer in Barford School, where her child was a pupil. She then did a Hair and Beauty course and Claitt 1 in computers at the school. Jackie continued her education by successfully completing her NVQII and NVQIII in Childcare. She also has a Food and Hygiene Certificate and a First Aid Certificate and a Level III in Playwork.

Jackie is currently working in Year 2 at Barford School as a qualified Classroom Assistant.
Admissions Policy

Our policy will be based on first come first served basis. We will, however, give priority to the following:-

* Children who attend Barford Primary School
* Siblings of children already attending the Club
* Children of full time working single parents requiring full time care on a regular basis
* Children of full time working parents requiring full time care on a regular basis
* Children of Parents who are training in order to go back to work

There will be a waiting list in operation and every effort will be made to ensure this is administered fairly.

Breakfast Clubs
Runs from 7.45 until 8.50 am

£4.00 per day

The children will be given breakfast at the Breakfast Club.
Breakfast is available until 8.35am
After this time fruit & juice will be offered to late children in the Community Room

After School Club
Opens at 3.10 - 6.00 pm

£8.00 per day

DISCOUNT
If your child attends both Breakfast Club & After School Club for the whole there is a further discount £50.00 full week

The children will be given a light snack and drink during the After School Club.
Mission Statement

Barford After School and Breakfast Club is open to children aged between 3 and 10 years, attending Barford Primary School, regardless of race, gender, religious beliefs or abilities/disabilities.

Our long term vision is of an out of school club that provides a safe, stimulating, culturally enriching environment where our children can learn, develop socially, physically, intellectually, creatively and emotionally through structured, informally presented activities.

Further to this it is agreed that:-

* Staff will provide this service for children needing formal out of school care
* Staff will do their utmost to combat all forms of discrimination
* Realistic short programmes of work shall be constructed, discussed and assessed by all the staff.
* Staff will be aware of health and safety issues and procedures.

Barford Breakfast Club …..

At Barford Breakfast Club we aim to provide quality childcare for parents who need before school provision for their children.

Whilst at the Breakfast the children will be given a range of stimulating and Physical activities in an environment which encourages social skills.
At Barford After School Club we aim to provide a range of activities that are chosen by both staff and children. The children will also be given the opportunity to complete their homework or complete their reading diaries with help from the members of staff.

By being in an environment that encourages them to explore new opportunities it will enable children to develop socially, physically, emotionally and creatively through playing.

The co-ordinators are here to support the children by providing appropriate play materials in a safe environment.
Provision for Snacks

Part of our service is to provide the children with a drink and a snack during their time in the After School Club. We are aware of different dietary needs relating to culture of health practices. These needs will be catered for.

At the Breakfast Club we aim to provide the children with a healthy and balanced breakfast.

Please be aware that your child will not be able to gain entrance to the Breakfast Club after 8.45am due to children being taken to class by staff members.

First Aid/Accidents

A qualified First Aider will be on site at all times. All events will be recorded immediately detailing date, time, nature of accident, name of the children and the action taken. Parents will receive a letter detailing the accident and action taken.

Fire Procedure

In the event of a fire the children will hear the school bell ring constantly, the same as during school time. This has been done so as not to confuse the children.

They will then be escorted off the premises by the members of staff and register taken. The children will enter the building after it has been thoroughly checked.
Child Protection Procedure

Barford After School and Breakfast Club has a legal and moral responsibility to act on and report any child protection issues.

If at any time your personal details change, please let the Manager know immediately so that we can keep our records up-dated.

Medication
We are not allowed to administer any form of medication.

We are able to keep inhalers in a safe place until the child needs to use them. Parents must inform the After School and Breakfast Club and fill out a form detailing what medication the child is on. Can you please ensure inhalers are marked clearly with your child's name on.

Safety
In the interest of your child’s safety, please ensure that all doors are shut behind you when entering and leaving the premises. **DO NOT OPEN ANY DOORS** for any other adult requiring entry-instead please inform a member of staff. Thank you.

TO ENSURE YOUR CHILD'S SAFETY KEEP ALL DOORS CLOSED
**Collection**

When collecting children from After School Club or the Breakfast Club, please use the **main school entrance** and ring the **EAGER BEAVERS DOOR BELL**.

**LATE ARRIVAL**

Please go to the gate on Barford Road if you arrive at 6.00pm or later, as all the gates are on a timer and are automatically locked at this time. A member of staff will be waiting for you.

**If a child has not been collected by 6.00pm from the After School Club the following steps will be taken:**

1. Telephone parents/guardian on their home number.
2. If no contact is made at home, we will then telephone work or study number.
3. If contact has still not been made by 6.30pm, then the Manager has the right to contact Social Services.
4. There are late charge fees for collection of children after 6.00pm.

**Attendance**

When you register your child, you must indicate the specific days you will be using the After School/Breakfast Clubs. You will then be required to pay for these days whether your child attends or not.

Fees are payable for any absences (illness/missed sessions/holiday/religious observance) taken during term time. A retainer fee must be paid in July in order to retain your child’s place in September.

We ask for 1 week's notice if you wish to cancel your child’s place. If no notification is given (that you no longer require a place) then the fees will be charged to you.
The cost of the After School Club is £8.00 per session for each child. Breakfast Club is £4.00 per session for each child. This will be reviewed annually. We need to receive payments regularly to maintain funds. A RETAINER FEE WILL BE REQUIRED to ensure your child's place (see separate form.)

FULL TIME BREAKFAST AND AFTER SCHOOL - £50.00 PER WEEK

FULL TIME BREAKFAST CLUB - £20.00 PER WEEK

FULL TIME AFTER SCHOOL CLUB - £40.00 PER WEEK
If a parent/guardian has a complaint about After School or Breakfast Club or staff, including the conduct of children, then the following procedure should be followed:

⇒ An immediate approach should be made to one of the Club Co-ordinators or Manager.
⇒ The initial complaint should be made verbally and then confirmed in writing.
⇒ A written response will be received by the complaint from the committee.
⇒ All matters will be dealt with promptly and in the strictest confidence.
⇒ If you are not satisfied with the response then a meeting will be arranged with the committee and yourself to discuss further action.
⇒ Any complaints can also be forwarded to our local authority, Ofsted.

Ofsted
Alexandra House
33 Kingsway
London WC2B 6SE
08456014771

COMPLAINTS?
STRICTEST CONFIDENCE GUARANTEED
General Rules

Children at the After School and Breakfast Club will follow Barford Primary School rules!!!!

1. Do as you are told the first time
2. Keep hands and feet and all other objects to yourself
3. Call others by their given name
4. Work and talk quietly
5. Put your hands up if you want attention
6. Finish your work in the given time

The children must also:-

1. Please Walk
2. No Fighting
3. Toys need to stay on the mat
4. Stay in the areas we are allowed in
5. Respect others
6. Share the Toys
7. Don’t climb on the wall bars
8. Look after our toys
9. Tidy away
10. Keep away from the doors when the bell rings
11. Have fun

All these rules were devised by the children at Eager Beavers
Charging Policy

This policy is to inform parents and staff of the procedures that are followed when dealing with all aspects of fees paid to the After School and Breakfast Club. All payments must be paid weekly to the Club Manager. The Club Manager will issue receipts and keep records of payments made.

**Sickness**
If a child is taken ill then the Club must be notified immediately. Parents will be required to pay full fees in order for the child’s place to remain open. This is necessary in order for the Club to finance itself.

**Holidays**
As with sickness, the Club must be informed of any holidays taken (only 10 working days given in a year). Parents will be required to pay full fees in order for their child’s place to remain open.

**Late Payment**
Payment for the After School and Breakfast Club must be paid within one week of the due date. If payment is not made then a letter will be sent informing parents that their child’s place is at risk. Parents will then be given one week to bring the fees up to date. If this does not occur then the parents will be notified that their child no longer has a place and the details will be passed on to the committee. The committee will decide what action to take to retrieve payment. This may mean parents being taken to the small claims court.
### Late Collection

Parents must collect their children by 6.00 pm. Any parents arriving after this time will incur a charge. These are as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Charge</th>
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<tr>
<td>6.01 - 6.04 pm</td>
<td>£2.00</td>
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<tr>
<td>6.05 - 6.09 pm</td>
<td>£4.00</td>
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<tr>
<td>6.10 - 6.14 pm</td>
<td>£10.00</td>
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<tr>
<td>6.15 - 6.19 pm</td>
<td>£20.00</td>
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<tr>
<td>6.20 - 6.30 pm</td>
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If any child is still on the premises after 6.30 pm and the After School Club has been unable to contact the parents/guardians then the Co-ordinators / Manager have the right to contact Social Services.

### Working Family Tax Credit

Any parents who are eligible for working family tax credit are entitled to up to 70% of Child Care costs.

Parents are required to pay the remaining cost in advance while waiting for their claim to be confirmed. If payment is not made then action will be taken as with any other late payments.