

ARE YOUR SCHOOLS OPENING AND CLOSING TIMES DIFFICULT FOR YOU AND YOUR FAMILY? CHILDREN BORED IN THE SCHOOL HOLIDAYS!

FUN, SAFE, AFFORDABLE, QUALITY CHILD CARE.

ALL CHILDREN THREE YEARS AND ABOVE WELCOME!

REGULAR OR ON AN OCCASIONAL BASIS!

BLACKWELL BUSY BEES OUT OF SCHOOL CLUB WELCOME BOOKLET.



Registered by OFSTED EY396262

newroadnursery@yahoo.com

www.chesterfieldchildcare.co.uk

WE ARE COMMITTED TO PROVIDING HIGH QUALITY, AFFORDABLE OUT OF SCHOOL CARE WHERE CHILDREN HAVE FUN!

If you require any further information please do not hesitate to call Jane: 07779152117.

We look forward to hearing from you soon.

Our club is run by trained, qualified staff that provide planned activities to enable children to have fun and develop through play.

- A light snack is provided on arrival and drinks are available at all times
- We are a registered child care facility and as such working parents may be able to claim a proportion of child care costs through tax credits.



OUR CLUB GIVES YOU THE PARENTS, THE OPPORTUNITY TO WORK, SHOP, ATTEND TRAINING/FURTHER EDUCATION OR SNATCH A LITTLE RELAXATION TIME. SAFE IN THE KNOWLEDGE THAT YOU'RE CHILDREN ARE IN FUN, STIMULATING, SAFE, QUALITY CARE.

PLEASE NOTE To ensure your children's safety:

- We are fully registered with Ofsted and early years and comply with the ratio set by Ofsted.
- Staff are qualified, experienced and trained to encourage safe, engaging, stimulating active play to help promote development
- All staff are police checked for their suitability to work with children
- There will always be a trained first aider available
- Children are signed out of the club and will only be permitted to leave with the authorised person.
- Policies and procedures are available on request at the club or view on our web site. We comply with the equal opportunities and anti-discriminatory practises
- To enable all children to have fun in a happy, safe, fun and friendly environment reasonable behaviour is essential
- The club will expect and encourage children to behave responsibly and to respect both staff and each other, be polite at all times, no bullying, no swearing and respect the property of the club and that of others.

ACTIVITIES



Activities include: age appropriate games & toys, arts & crafts, sewing, cooking, hama beads, indoor and outdoor sports, board games, construction play, swing ball, dressing-up, role play, quiet area to read or rest, drawing, painting & colouring, play-dough and much more.



Breakfast Club “A Positive Start to the Day”

Breakfast Club is available Monday to Friday during term time.

Breakfast at school provides the opportunity to begin the day with a healthy balanced meal. It has the additional benefits of improving children’s concentration, punctuality and attendance, providing early morning childcare and an opportunity for educational and social activities.

A café style service is offered for children to have a healthy breakfast encouraging children to be independent and giving them freedom to enjoy their time before school with their friends. We offer toast, crumpets, brioche, waffles, cereal, milk, smoothies, squash and fruit juice.

Our Out of School Club team then escorts the children safely to their class for the start of the school day.

OPENING TIMES AND FEES:

The Club is available at Blackwell Primary School for after school club and Whitecotes primary school for holiday club. Available for children aged 3yrs upwards. Children have access to age appropriate games/toys, they will be offered a light snack/breakfast on arrival, drinks available at all times.

You can obtain a booking form or further information from the club during our opening times, through the school office or by telephoning 07779152117

- Breakfast 08:00-09:00 £4.50
- After school club 15:30 – 18:00 £4.00per hour
- Holiday club held @ Wingerworth Wonder Years 1A Welbeck Drive, Wingerworth, S42 6SN 07:30 – 18:00 £26.00 per day, £115.00 full week and £4.00 part hours
- There is an annual membership fee of £6.00
- The club will not charge for children unable to attend if 48 hours’ notice is given. Otherwise a cancellation fee of £4.00 will be charged.



Our intention is to work in close partnership with parents and the community in general and we welcome any suggestions on how to improve our club at any time. Should you be concerned about any aspect of the club please talk to Amy or Jane. In the unlikely event of an unsatisfactory outcome parents have the right to contact Ofsted Ofsted National Business Unit, Piccadilly Gate, Store Street, Manchester, M1 2WD

Helpline: 0300 123 1231

Website: www.ofsted.gov.uk/parents



The club promotes a healthy lifestyle and a high standard of hygiene in its day to day work. To prevent the spread of infection and keep risk of danger to a minimum adults in the group will ensure that the following good practices are observed.

- All meals and snacks are stored and prepared in a clean and safe environment and particular attention is paid to children's dietary requirements.
- Cuts and sores should be covered
- Hand washing routines adhered to i.e. after toileting, blowing nose or before snack time (paper towels or hand dryer used).
- A box of tissues available and disposed of hygienically
- Children are encouraged to shield mouth when coughing
- An accident book and medication book is always available and a correctly stocked first aid box is at hand.
- Parents are asked not to send their children to the club if they are infected in any way:

Period of Exclusion for the Commoner Communicable Diseases:

Sickness and/or Diarrhoea – Excluded from nursery while symptoms persist and no less than 48hr symptom free.

Whooping Cough – 5 days from commencing antibiotic or 21 days from onset of illness if no antibiotic treatment.

Chickenpox – Minimum of 5 days from onset of rash.

German measles (Rubella) – Minimum of 5 days from onset of rash.

Impetigo – Until lesions are crusted or healed.

Measles – At least 5 days from onset of rash.

Ringworm – Until treatment has been given

Scarlet Fever and Streptococcal Infection of the Throat – 5 days from commencing antibiotic

Meningitis – Until certified well

Mumps – 5 days from onset of swollen glands.

Conjunctivitis – until discharge from eyes has ceased.

This list is not necessarily exhaustive please see "Guidance on Infection Control in Schools and Other Child Care Settings". www.hpa.org.uk

- Daily safety checks of the premises and resources are carried out.
- Fire drills are acted out and recorded.
- Children do not have unsupervised access to the kitchen
- Parents are asked to make sure that children are dressed appropriately for the weather and staff will take necessary precautions when required e.g. sun screen applied and sun hats (after checking registration/consent form)



- I understand that Blackwell Busy Bees out of School Club is a play care facility and that whilst my child is there Blackwell Busy Bees out of School Club is legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- My child will be given stimulating and challenging play opportunities in a fun and safe environment.
- Once my child is delivered to Blackwell Busy Bees out of School Club he/she will be in the care of Blackwell Busy Bees out of School Club until collected and signed out by a named responsible adult.
- In the event of any cancellations the parent/carer must inform the Blackwell Busy Bees out of School Club staff prior to the pick-up time, so we are not searching school for them. If we are given 48 hours' notice then there will be no charge otherwise there will be a late cancellation fee of £4.00.
- In the event that your child has been invited to a friend's house for tea (or any other changes to collection arrangements) unless prior notice has been given to Blackwell Busy Bees out of School Club staff, the staff will insist on bringing the child back to the club and we will contact the parent/carer immediately
- There is an annual membership fee of £6.00. The cost per session is £4.00 per hour (sorry no reductions for part hours not used). Holiday club is £26.00 per day 07:30-18:00 (reduction when booking a full week).
- I will book into the club on a monthly basis and will pay promptly for sessions. All invoices must be settled weekly unless prior arrangement has been agreed with the manager Jane Shepherd.
- It is my responsibility to keep the club informed of any alterations to information regarding my child.
- Blackwell Busy Bees out of School Club closes at 6pm and if for any unforeseen circumstances I am going to be late, I will contact the club via the school office 01773811281 or Jane 07773 152117.
- If my child is not collected by 6pm I will pay a charge of £6.00 per quarter of an hour to cover the costs of rent and the two staff who are legally required to stay.
- If my child remains at 7pm, after doing everything possible to contact parents/carers and emergency contacts, then Blackwell Busy Bees out of School Club will be legally required to contact social care.
- Whilst we try to ensure the safety and security of items, we cannot be held responsible for anything lost or stolen.
- I understand that there is a code of conduct and club rules that my child must adhere to and that in some circumstances it may be necessary to exclude my child from the club.
- Should there be any incidents at Blackwell Busy Bees out of School Club involving my child, I will be informed of the situation.
- If my child has an accident, then he/she will be treated by a qualified first aider and I will be informed of the situation as soon as possible. If there is a situation where my child needs urgent medical treatment and I am unavailable, the member of staff from Blackwell Busy Bees out of School Club may sign any consent forms necessary for treatment on my behalf, if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.
- Any information and details regarding my child will be treated as confidential. However, there may be times, for example in cases of child protection concerns, when details of my child may be passed on to other agencies. For example police, social care and health care professionals.
- Where the club has endorsed my claim for childcare tax credit Blackwell Busy Bees out of School Club are legally obliged to notify the Inland Revenue if I cease to use the service during the period of my claim.