



Barnwood Buddies

After School & Holiday Club
Quality, affordable childcare for 4-11 year olds

OFSTED Registered

After School Club - From end of school until 6 pm
Holiday Club All day from 8am until 6pm **OR**
Morning Session From 8am until 1pm **OR**
Afternoon Session From 1pm until 6pm **OR**
School Day From 8.30am until 3.30pm

Our club is held at St Nicholas's family Centre, Chargove Yate. It is run by a voluntary management committee, made up of parents and carers who are elected at the clubs Annual General Meeting.

The committee is responsible for the policy and practice of the club, including the rules, charges and employment of staff. We are all volunteers and you are welcome to join us.

Our club is a community based, non-profit making organization. Our club aims to provide the highest quality care for all the children and to offer a warm welcome to each individual child and its family. We provide a warm caring environment within which all children can develop and play.

Our intention is to work in partnership with parents to make this club successful and fun for all.

Each member of staff has the relevant childcare qualifications and are D.B.S (Disclosure and Barring service) checked.

Our Values

At Barnwood Buddies :

- We play together
- We learn together
- We respect each other
- We value each other

We aim to provide quality childcare in an enjoyable and relaxed atmosphere for all children

www.barnwoodbuddies.co.uk

Contact us on:

07901 577160 or 07760 293406

Email: manager@barnwoodbuddies.co.uk

Welcome To Barnwood Buddies!

歓迎

Bienvenue

ようこそ

Bienvenidos

Ahlan Wa Sahlan!

Bem-Vindo!

Benvenuto!

Irashaimasu!

We know you have made the right decision to use this club for your children, after school and during the holidays.

We are registered with Ofsted and our registration documents are available for you to see.

In our prospectus we give you a full guide to how our club operates.

What the club provides

- Children are offered a varied programme of activities suitable for their age range, including craft, sport and recreational, constructional and free play.
- Children will be free to choose what activity they would like to do, and are consulted for their ideas.
- Children will have access to the various rooms within the centre and large inside sports hall during the sessions at club. There is also an enclosed play area outside we have access to.
- Drinks and snacks will be available during the sessions at club.
- During the holidays outings may be organised (please note that the cost of outings is NOT included in the normal fee)

What we need from Parents/carers

- Parents/carers must sign their children in and out of the club for each session attended.
- We must be informed of who is collecting your child from club for safe guarding reasons .(other than named persons on registration form)
- Children who are ill must not come into the club. At least 48 hours must have elapsed before children suffering from vomiting and/or diarrhoea can return to the club.
- Please inform the club should your child be absent from school and will not be attending club.
- Parents/Carers must keep their children at home if they have any infection and inform the club as to the nature of that infection. This will enable staff to alert other parents/carers, if appropriate.
- Hats and sun cream labelled with the child's name should be provided when attending holiday club during the summer.
- A packed lunch for your child will be needed when attending any holiday club. Please put in freezer blocks to keep the food fresh.
- Parents must sign consent forms to enable their child to go on any supervised trips and park visits.

Club opening times

After school Club (term time)	From end of school (3pm) until 6pm
Holiday club	From 8am until 6pm
Morning (packed lunch required)	From 8am until 1pm
Afternoon (after lunch)	From 1pm until 6pm
School day (packed lunch required)	From 8.30 am until 3.30 pm

Registering with the club

Every child who uses the club must be registered with the club and a registration fee of £15 per family is due in September each year, registration is valid until the following August. By registering with the club parents and carers are deemed to accept rules of the club as set out in the prospectus and also further policies as set out in our operational Plan.

Booking and allocation of places

The after school club is registered for 40 children and is available to any child attending Woodlands, Abbotswood, Wellesley, St Pauls, St. Mary's and Rangeworthy Schools

The holiday club is also registered for 40 children (aged 4 year to 11 years) and is open to all. Priority will be given to children attending the after school club and then children who are going to attend, or are attending the above schools. Places will be allocated on a first come first served basis.

Payments

Payment should be included with the booking form. Please make cheques payable to Barnwood Buddies. We are a registered childcare provider and are able to accept childcare tax credits. We also accept South Gloucestershire nursery vouchers; if you would like to pay using other childcare vouchers please discuss this with the manager. We are currently able to accept a range of vouchers and happy to look at others. Any bank payments made require child's family name on for identification.

Term Time

Places are booked and paid for a month in advance. You can book the same days every week or specify exactly which days you would like your child to attend month-by-month. For parents requiring regular bookings a place will be allocated. This place will be guaranteed and must be paid for whether or not your child attends. It may be possible to book a place at short notice, if space is available, but at least 48 hours notice is preferred. If you wish to cancel a place we will need as much notice as possible, enabling us to offer that place to another child. Cancellations at less than two weeks notice will incur full charges unless places can be re-booked. For security reasons if your child is unable to attend on the day, we need to know by 2pm. Messages can be left on either of the club mobiles. Advanced notification is needed due to staffing levels. **Please Note:** During term time phone messages are only seen from 2.30pm .

School Holidays

Booking forms will be available one month in advance of the holiday. In order to secure the child's place forms must be returned by the date specified on the booking form. Late bookings will only be considered if places are still available. Payment will be due two weeks in advance. Cancellations at less than two weeks notice will incur full charges unless places can be re-booked.

Late Payment of Fees

Each child's attendance at the club is conditional on continued payment of the relevant fees. If payment is not received by the start of the month (or start of the holidays for the holiday club) an overdue fees reminder letter will be sent out. If further letters are necessary an administration charge may be levied. Once you are in arrears, no further bookings will be accepted until payment is received—this may result in you permanently losing your place. From 1st September 2010 there will be a £5 penalty per week for late payment of After School Club fees, with regard to holiday club if full payment not received within 2 weeks of the due date then charges may be incurred.

Please remember—NO Payment—NO Place!

Club rules and discipline

The club has some rules which the children will be expected to follow. These have been set up for the safety, well being and happiness of all the children who use it. The children have been involved in forming some of these ground rules.

Club Rules

Please make sure that your children understand the following rules:

- Children and staff will respect each other's property and listen and respond to each other's needs.
- Staff must always know the whereabouts of the children in their care.
- All children must be accompanied to, and picked up from the club by an adult, and all children must be signed in and out of the club.
- Children's personal belongings will only be brought to the club with the staff's permission.
- Cases of theft or deliberate damage within the clubs will be referred to the management committee. Parents/carers will be liable for the replacement of the item(s).
- Children are expected to understand the importance of road safety when they are being escorted outside the club's premises, and to obey the instructions of the accompanying adults who are with them.

Bullying

- Bullying of any form will not be tolerated.
- The club defines bullying as repeated harassment of others through emotional, physical, verbal or physical abuse.
- The staff make every effort to create a tolerant and caring environment in the club where bullying behaviour is not acceptable. The children are encouraged to respect each other and the adults.
- Children are encouraged to report immediately any incident of bullying that they witness.
- All incidents of bullying will be addressed thoroughly and sensitively
- Where bullying behaviour persists action may be taken as laid out in the disciplinary procedure.

Our behaviour Policy

- We strongly support and encourage good behaviour among the staff and children. We work in partnership with parents/ carers and staff to resolve any behavioural problem.
- We ensure that staff are relevantly qualified and experienced to deal with behaviour and discipline issues.
- Negative behaviour will be challenged in a calm but assertive manner.
- In the event that unacceptable behaviour persists, more serious actions may have to be taken, in accordance with the Suspensions and Exclusions policy.

Disciplinary Procedure

The club's play workers are professionals experienced in dealing with children in a wide variety of situations and as such have the qualifications and knowledge to deal with disciplinary matters. Parents/carers will be made aware of their children's unacceptable behaviour so they can discipline their children appropriately. If you have any concerns about an incident at the club please discuss it with the session leader on that day.

Stage1: Minor disturbances

This includes cheekiness, disobedience and arguments with staff and other children.

- Minor disturbances will be dealt with on the spot by staff
- Any recurrence of minor trouble will be dealt with immediately by the staff
- If the incidents recur the parents/carers will be informed.
- Continuation of this behaviour will result in the incident being recorded in the incident book and the parent/carer will sign it on the same day to confirm that they have read it.
- If incidents continue the club will keep the parent/carer informed and move on to stage 2.

Stage2: Serious incidents

- In the case of a continuation of the above or serious incident (anti social behaviour, wilful disobedience or physical abuse) the staff will speak to the parent/carer that day, and they will read the account of the occurrence and sign in the incident book.
- If there is a recurrence of the above in the following two weeks the child could be excluded from the club for one or two sessions. Further serious incidents may result in permanent exclusion.

Stage 3: Emergency Procedure

- In the case of a sudden and serious incident a child may be suspended immediately. The decision will be taken by the session leader and play leader/worker and the parent/carer of the child will be informed immediately.
- The details of the account will be recorded and the parent/carer asked to read and sign the entry in the incident book.
- The club's management committee will discuss the incident and the child may be re-instated or the ban made permanent. The parent/carer will be notified of the decision.

Stage 3: Emergency Procedure continued

If a child is excluded on a temporary or permanent basis the parent/carer will still be required to pay for the booked session(s)

By registering with the club you are deemed to have accepted the conditions of these procedures

Every effort will be made by the staff to work with the child and their family to avoid such instances. The staff will not smack any child or use any form of physical or emotional punishment.

Complaints procedure

A parent/carer who has any concerns about the club should talk to the session leader. If you then still have concerns please put them in writing and request a meeting with the session leader and the chair of the management committee. An agreed written record of the discussion will be made.

If the complaint/concern cannot be resolved an external mediator (one who is acceptable to both parties) can be invited to clarify the situation and help define the problem/

The mediator may suggest further ways in which the complaint/problem could be resolved. All discussions will be confidential.

The final decision about how an issue will be resolved rests with the management committee.

Anybody wanting to contact members of the management committee can leave correspondence addressed to the committee with the session leader.

If you are dissatisfied with the outcome of your complaint. Or if you are dissatisfied in any way, you may of course take it up with Ofsted, and their address is:

**Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD**

Tel: 0300 123 1231

<http://www.ofsted.gov.uk/parents>

We believe that most complaints can be sorted out at an early stage. We also believe that it is in the best interests of the club and parents/carers that complaints should be dealt with quickly, fairly and confidentially.

Please speak to a member of staff at the earliest possible opportunity if you have a concern. We are highly committed to working alongside parents/carers

We are always seeking parents/carers to join our management committee. Please ask a member of staff if you think you would be able to join us.

Health and safety

The club is committed to the welfare of the children in its care. A copy of the club's health and safety policy is available if you wish to see it. Please ask a member of staff.

Confidentiality

Barnwood Buddies works with children and their families and may come into contact with confidential information.

Any information held is kept secure and complies with new legislation (GDPR) Please sign separate form relating to data protection .

Confidentiality continued.....

We respect confidentiality in the following ways:

- Parents/carers will only have access to their own children's files and information.
- Staff will not discuss individual children with people other than the parents/carers of that child. The exception would be at group management meetings. The discussions will be kept confidential to those at the meeting.
- Any evidence/anxieties relating to a child's personal safety will be kept in a confidential file and will not be shared within the group, except by the session leader and the chair of the committee.
- Information given by parents/carers will not be given to other adults unless they are given permission to do so.
- Issues around the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with personnel decisions.

Equal opportunities

Barnwood Buddies is committed to helping to provide equality of opportunity for all children and their families.

No child, individual or family will be excluded from the club's activities on the ground of gender, sexuality, family status, disability, colour, ethnic origin, culture, religion or belief. (A buddy system can be accessed for children who may need additional care)

We aim to ensure that all that wish to work in, or volunteer to help in Barnwood Buddies have an equal chance to do so.

The club's full equal opportunities policy is available to anyone who wishes to see it. Please ask a member of staff.

Late collection of children

The club is registered and insured until 6pm and it is imperative that children are collected by that time. Late collection will result in an extra charge (Please see our charges). This is due to related staff costs.

Please help us to ensure that your child is comfortable with anyone who would have to provide care in an emergency, by letting us know of any changes to the persons identified on the registration form. Can you ensure that there are at least two contact numbers on the registration form .

After 6 o'clock, the club will make every effort to contact the nominated person and contact persons on the registration form. If we cannot make contact with any of these persons we are obliged to contact South Gloucestershire Social Services to arrange temporary care.

Missing children

If a child goes missing when attending the club, the staff will immediately search the club premises and any other places where they might be. The session leader will contact the nominated person as soon as possible. In consultation with the parent/carers, where possible the session leader will contact the police.

Insurance

Barnwood Buddies is fully insured through Morton Michel, and has public liability insurance. It does not cover any personal accident or injury for which the club cannot be held responsible e.g. those accidents which are completely unavoidable or where there is no negligence by the club.

If your child brings personal items into the club they do so **at their own risk** and are responsible for them. The club is in **no way** liable for any loss or damage to the item .

First Aid

All our managerial staff are trained in first aid and hold a current recognised certificate. There is always a member of staff on duty who has a first aid certificate.

Staff will deal with minor injuries such as cuts and grazes.

If a serious injury occurs staff will take appropriate action and attempts will be made to contact the parent/carers. A member of staff will, if necessary act in loco parentis and accompany your child to hospital (please see registration form).

All accidents are recorded in our accident book and parents/carers will be requested to sign and date the record on the day of the incident on collection of their child.

Collection of Child/children

On registration we will ask for a nominated person who is permitted to collect your child/ren. If it is anyone other than the nominated person, club would need prior notice as to who is collecting your child/ren and they would need to know the password you gave on the registration form to enable us to allow your child/ren to go with the person who is collecting them.

Child protection

We work in conjunction with Ofsted to promote a safe environment for all the children.

If any member of staff has reason to be concerned for a child's safety or well being, they have the right to contact the Area Child Protection Services (ACPS)

All our Policies and Procedures are kept in our Operational Plan at Barnwood Buddies. They are available for you to see, please just ask a member of staff.

Early Years Foundation Stage (EYFS)

We follow the statutory framework of Early years education, known as EYFS, for our younger members. Up to the term following their fifth birthday, each child will have a play journal recording observations and work products. We also plan activities to support the individual child's learning.

Please ask a member of staff for further information.

Fees From September 2018

Registration £20.00 per family

<u>After School</u>	1 child per session	£8.00
	2 children	£15.00
	3 children	£21.00

Mini Bus £1.25 per child per journey {Woodlands St Marys, St. Pauls , } (Rangeworthy £3.25)

<u>Holiday Club</u>	<u>1 child</u>	<u>2 children</u>	<u>3 children</u>
Whole Day	£21.50	£39.00	£54.50
School day	£17.25	£32.50	£46.75
Half day am/pm	£14.25	£26.50	£33.00

There is a late penalty charge of £10.00 per child for every 15 minutes you are late collecting your child

All fees are reviewed annually

Useful phone numbers : Club 07901 577160 or 07760 293406 **email address:** manager@barnwoodbuddies.co.uk

Barnwood Buddies

c/o St Nicholas Family Centre

Chargrove

Yate, South Gloucestershire BS37 4LG

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