***Happy hearts, healthy minds, exhilarating experiences***

***– inspires success!***

**Wrap around care Parent/Carer Induction Pack**

**Eager Beavers**

**Breakfast & After-School Club**





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We would like to extend a warm welcome to you. We hope that this will be the start of a long and supportive partnership, based on trust between yourselves, your children and our Before & After-School Club.

**Welcome**

**Aims**

**Meet the staff**



**Club Manager: Mrs Anderson**

NVQ 2&3 childcare and education. Paediatric first aid trained, food and hygiene certified

**Club Co-ordinator: Miss Mahmood**

NVQ 2 childcare and education. Food and hygiene certified, first aid





**Club Co-ordinator: Mrs Jandu**

NVQ 2&3 childcare and education. Food and hygiene certified



**Club Co-ordinator: Miss Szefranek**

NVQ 2 childcare and education. Food and hygiene certified, first aid

The Club is run by professionally qualified staff, headed by a Club Manager, who supervises the staff team and leads sessions. The staff are responsible for the programming and running of activities and for ensuring that the policies and procedures adopted by the Governing Body are put into practice. The Club Manager is managed ultimately by the Headteacher and accountable to the school’s Governing Body.

Please contact the office on Tel: 0121 464 3765 or Mrs Anderson

at: barfordeagerbeavers@gmail.com

Address: Barford Primary school, Barford Road, Ladywood

Birmingham B16 0EF

**How to contact us**

**Session times & Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Club** | **Times** | **Cost** | **Details** |
| **Breakfast Club** | 7:30am – 8:40am | £4.5 per day  FREE for FSM eligible children | (including a full breakfast, served until 8.25am) Cereal, toast, fruit  **30 places** |
| **Afterschool Club** | 3pm– 5:30pm Monday–Friday  3pm-5pm Friday | £9 per day | Squash & biscuits provided |
| **Full-time Breakfast club & afterschool club** | See above | £53 per week | See above  **30 places** |

Important – These prices are subject to change at any time. You will be informed of these changes prior to the increase.

Prices last updated September 2024

Costs are subject to annual review with the Governing Body and may increase at any point, though prior notification is given.

Charged for absences any reason. If you wish for your child to withdraw from Eager Beavers, one weeks’ notice is needed via email (barfordeagerbeavers@gmail.com) not to be charged.

**Policies and Procedures**

All policies and procedures followed are available on our school website: www.barfordprimary.co.uk.

**Collection from After-school club**

Please ensure your child is picked up at the appropriate time. **There will be charges for children who are collected late (please refer to our charges policy)**. The telephone number to drop off /collect your child is 07387336817. Please ring this number and a member of staff will come to the gate. The main office will be closed after 4pm so please ensure you have this contact number to communicate with the wrap around care staff.

All late collections are recorded; any more than 3 late collections may result in your child being removed from the club.

Eager Beavers Contact Number: 07387336817

Eager Beavers is committed to providing a safe and secure environment. Staff will adhere to the following guidelines;

* No child will be left unsupervised in the club at any time
* The DFE recommended staffing ratios have been implement
* Visitors are not permitted
* If staff are unsure of the person collecting the child, the child will remain at the club and parents will be informed of the decision.
* Children will be signed in and out of the club.

**Security Policy**

**Complaints and comments policy**

In the event of staff, parents or others having comments, concerns or being dissatisfied with our aims, principles and the high standard to which we are committed to provide at our wrap around care clubs, the following procedure should be adhered to:

• Parents should speak to a member of staff who should be responsive to your issues.

• If parents are unhappy with the action taken by members of staff, contact with the Eager Beaver manager should be made, or in their absence the Head teacher.

• Following this response, the Governing Body will be informed, and appropriate action will be taken. If parents wish, the Governing Body can be contacted at the initial stage of their issues. An email address can be provided through the school for the c/o Chair of Governors to the school address.

• If a complaint or concern is made by a child or parent against a member of staff, then the issues will be dealt with by the Head teacher and the Governing Body in line with school policy.

• All complaints and comments will be recorded, and a written response of actions will be kept on file and provided to the complainant.

Eager Beavers will encourage parents and carers to express their views and will value any information shared with staff members. Communication between staff and parents is vital in building a positive and trusting relationship. Staff will regularly talk to parents/carers about their child’s progress and achievements.

It is our policy to contact parents/ carers when there is a concern about a Childs progress, health or behaviour and in turn we hope, that you as parents will discuss any concerns you may have.

If you do have any queries or problems our staff or manager in charge will be happy to discuss these issues with you as they arise. General comments and feedback are also welcome.

Mrs Anderson (Eager Beavers Manager) will send out a termly questionnaire, we would be grateful for your feedback!

**Parental Involvement Policy**

**Drop off & Collection points**

For Breakfast club, parents should drop off their children to the main entrance on Barford Road. Ring 07387336817 to inform the staff you have arrived.

Children should be collected from afterschool from the main entrance on Barford Road. In the event of out of hours activities in the main building, afterschool club will take place in our nursery building, therefore will need to be collected from the nursery entrance on Ickneild Port Road. Parents will be informed in advance if the collection point changes. Please ensure you have access to the Eager Beavers contact number.

At Barford Primary, we value good behaviour in the classroom and elsewhere in order to promote the school as a learning community and to ensure that environments are safe and effective learning environments.

**Rewards & Sanctions**

Children are awarded house tokens for demonstrating the schools values and ethos.

The following sanctions are used in Eager Beavers for negative behaviours

1. Verbal warning
2. 5 minutes time out
3. No improvement – conversation with parents

All conversations with parents are recorded in the Eager Beavers behaviour book. If this occurs within 3 times within one month, this may result in your child being removed from the club.

For any unacceptable behaviours (see behaviour policy) your child may be removed immediately.

**Behaviour**

• Those responsible for the preparation of food should be fully aware of hygiene and storage regulations. All staff should hold a food hygiene certificate.

• Tables used for food and drink should be cleaned before and after use. Floors to be hoovered/mopped if any debris is on the floor.

• Children should be encouraged to wash their hands on a regular basis and before and after eating food. Hand sanitiser is available at all times.

• All utensils should be kept clean and stored correctly.

• A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned on a morning and afternoon after session. • All food and drink should be stored correctly and used within the recommended use by date.

• Staff preparing food will always adhere to personal hygiene recommendations.

**Food & Hygiene**

**Late & uncollected children**

In the event of any child(ren) being left at Eager Beavers Afterschool club due to unforeseen circumstances, Children’s Services would be contacted.

If necessary, the local police would also be contacted. To help prevent this situation arising, when children are registered for an Eager Beaver place we obtain as much information as possible from the parent/carer. We do require at least two contact numbers, being parent and other relatives who can be contacted in emergencies.

A child will not be released to anyone other than a parent, without their prior consent and suitable means of identification or recognition. It is required that a parent must inform the wrap around care staff if their child is to be collected by someone unknown to them and given relevant details.

Staff will record any late or non-collection of children. If the problem is consistent, staff will work in partnership with parents/carers to address the issue. If parents/carers are unwilling to work with staff on this issue, management will be informed, and a cost may be occurred. Please refer to our charging policy for further information in relation to late charges.

**Children’s Services on 0300 555 0050 (During office hours 9am-5pm)**

**Contact the Emergency Duty Team on 0300 555 8574 (Out of hours))**

**Application Process**

We currently have 30 places in breakfast club and 30 places in afterschool club. If we don’t have a place for your child at that time, they will be placed on our waiting list.

Parents/Carers will be contacted if we do have a place that has become available.

Places are allocated on the following basis;

**Admission Policy**

|  |  |
| --- | --- |
| **Date form completed** |  |
| **Child’s full name** |  |
| **Date of Birth** |  |
| **Home address** |  |
| **Telephone number** |  |
| **Email address** |  |
| **We will be using the medical/allergy information that the school has on their central records. Please ensure your child’s information is up to date in the school office** | |
| **Parent/Carer details 1** | |
| Full name |  |
| Relationship |  |
| Contact number |  |
| Work Number |  |
| Email address |  |
| **Parent/Carer details 2** | |
| Full name |  |
| Relationship |  |
| Contact number |  |
| Work Number |  |
| Email address |  |

**Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Persons authorised to collect from After-school club 1** | | | |
| Full name | |  | |
| Relationship | |  | |
| Contact number | |  | |
| **Persons authorised to collect from After-school club 1** | | | |
| Full name | |  | |
| Relationship | |  | |
| Contact number | |  | |
| **Persons authorised to collect from After-school club 1** | | | |
| Full name | |  | |
| Relationship | |  | |
| Contact number | |  | |
| **Days Required** | | | |
| **Breakfast Club** | | | **After-school Club** |
| Monday | | | Monday |
| Tuesday | | | Tuesday |
| Wednesday | | | Wednesday |
| Thursday | | | Thursday |
| Friday | | | Friday |
| I have read and understood the above agreement and I agree to Eager Beavers’ terms and conditions. | | | |
| **Signed** |  | | |
| **Date** |  | | |
| **Relationship to child** |  | | |
| **Method of payment / entitlements** | * MCAS (My child at school) * Pupil Premium (Free School Meals) * College/ University payments * Job centre payments * Tax free Childcare   An email with your registration code, amount paid and date of payment must be sent to [barfordeagerbeavers@gmail.com](mailto:barfordeagerbeavers@gmail.com) for every payment made.   * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Please return the completed form to Mrs Anderson by email or to the school office | | | |