

Beeches KIDS CLUB

PARENTS INFORMATION PACK

Proprietor: Marlene Nembhard-Riggon

Telephone 07710 987 543

E-Mail: marlskidsclub@yahoo.com

Website: Beecheskidsclub.co.uk

**Beeches Kids Club
PO BOX 14829
Birmingham
B21 1FA**



SITE ADDRESSES

Perry Beeches Junior School

Beeches Road
Great Barr
Birmingham
B42 2PY

Contact: 07791 630 840

Opened October 1999

Glenmead Primary School

Glenmead Road
Great Barr
Birmingham
B44 8QU

Contact: 07904 233 748

Opened September 2005

Twickenham Primary School

Twickenham Road
Kingstanding
Birmingham
B44 0NR

Contact: 07966 289 155

Opened January 2003

Cherry Orchard Primary School

Cherry Orchard Road
Handsworth Wood
Birmingham
B20 2LB

Contact: 07929 864 465

Opened November 2005

PLAYSCHEME

Great Barr Leisure Centre

Aldridge Road
Great Barr
Birmingham
B44 8NU

Contact: 07710 987 543

Opened April 2007



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** These forms will need to be printed and returned to us completed.*

WELCOME TO BEECHES KIDS CLUB

AIMS OF BEECHES KIDS CLUB

To provide qualified staff to keep children in a stimulating environment, before and after school hours. Children will be involved in a variety of indoor/outdoor activities, creating as many diverse experiences as possible.

All Beeches Kids Club sites operate term time only with a playscheme being run in some school holidays at Great Barr Leisure Centre

School holidays:

October half term

February half term

Easter (one week) week dependant on how holidays fall

Summer (1ST three weeks of school holidays)

Please take time to read the booklet, ensuring you read all sections before you sign the Parent agreement/Payment form on the final page. Failure to abide by the conditions set out in this pack could result in your child's place at the club being cancelled

INTRODUCING YOUR CHILD/REN TO BEECHES KIDS CLUB

We encourage all new parents to introduce their children to Beeches Kids Club. This is usually done by parents bringing their children to visit us prior to their child/ren starting the club.

LOCATION

Beeches Kids Club locations are stated on **page 2** of this pack.

CAR PARKING

There are **NO** designated parking spaces at Cherry Orchard, Glenmead, or Twickenham primary school. Please use the side roads, being respectful of other drivers and residents houses.

Perry Beeches do have a limited visitor car parking space, please **DO NOT** ring the buzzer to gain access through the barrier. This access is for school staff only.

Great Barr Leisure centre has a visitor car park. Please drive carefully, being aware of pedestrians.

STAFF

The proprietor Marlene Nembhard-Riggon is responsible for all matters relating to the every day running of the club with the help and support of the club staff. In the absence of the Proprietor please contact the Club Manager who will assist you with any queries.

ALLOCATION OF PLACES.

Beeches Kids Club offers places to children at the school they attend.

- Places are allocated on a “First come, first Served” basis (with the exception of siblings and the new reception intake at the beginning of the September term)
- A place will only be offered to your child/ren when:
 - Child’s record card is fully completed and signed
 - Parent’s agreement/Payment form is completed and signed
 - First week’s payment and £25.00 refundable deposit has been paid.

PLAYSCHEME

We accommodate anyone who requires a place, however priority will be given to children who attend one of the four out of school club sites

THE AGREEMENT

BEECHES KIDS CLUB AGREES TO:

- ◆ Collect your Infant child/ren from their classroom and escort them safely to the allocated childcare environment. Junior children unless requested will make their way to the room provided with the exception of Cherry Orchard Juniors who will be escorted across the road to the room provided. (Once your child/ren has entered the club environment, they are **NOT** allowed to go back to classrooms to collect any items)
- ◆ Provide a safe and stimulating environment for your children
- ◆ Provide a range of creative and stimulating play, recreational and educational opportunities.
- ◆ Provide breakfast and an evening snack for your children (children requiring breakfast must be on site before 8:25am).
- ◆ Ensure equality of opportunity in all activities.

Beeches Kids Club

- ◆ Ensure confidentiality at all times.
- ◆ Provide appropriate insurance cover.
- ◆ Have regular meetings with the Head Teacher or relevant staffs. We will also send copies of relevant correspondence regarding your child to the Head Teacher. All correspondence will be treated with confidentiality.
- ◆ All sites are registered by Ofsted.

PARENTS/CARERS AGREE TO:

- ◆ Inform “Out of School Club” (separately to School) if your child will not be attending the club for the morning/afternoon session (**Full fees will be charged for cancelled sessions**). **This includes your child being on a school trip or a parent deciding to bring or collect their child from school.**

The club phones are only on during club hours If you need to contact us out of club hours please leave a text or answer message, where we will get back to you when the club is next open.

- ◆ Only named adults as per your child/rens record card will be allowed to collect your child/ren . Any unnamed adult arriving to collect child/ren **will not** be allowed to collect child/ren.

(Please note that children cannot be collected by anyone under the age of 14)

- ◆ Make sure payments are made in **ADVANCE on the first day of attendance for the week**. A full week’s payment must be made, except when the club does not offer a service.
- ◆ Ensure Beeches Kids Club is informed of any changes relating to the registration form. e.g. address, home telephone number, works number and address and health needs etc.,
- ◆ Complete and sign the Parent agreement/Payment form and child/ren record card.
- ◆ Discuss all matters concerning your child/ren on Out of School procedures with Staff, in a constructive manner.

PUPILS AGREE TO:

- Treat others kindly.
- Be polite and truthful.
- Be responsible for all equipment.
- Play with each other nicely.
- HAVE FUN.

Should you need to contact the club at any time, please use the club numbers noted on page 2 of this pack. DO NOT contact the school. Beeches Kids Club is separate to the schools where we provide the service.

PLEASE NOTE BEECHES KIDS CLUB CANNOT STOP ANY PARENT FROM COLLECTING THEIR CHILD/REN FROM THE CLUB. IF ANY PARENT IS NOT ALLOWED TO COLLECT A CHILD, PROOF OF THE INJUNCTION MUST BE SEEN BY BEECHES KIDS CLUB

SAFETY AND DISCIPLINE

The Beeches Kids Club aims to continue promoting and reinforcing the high profile of good behaviour that is already given in all the schools where we provide a service. A good standard of behaviour is expected from the children, the staff, parents and carers. Any bullying, sexist, racist or other discriminatory language or behaviour of any kind will not be tolerated under any circumstances.

A set of basic rules (please see “The Code of Conduct” and “Behaviour Management”) is continually discussed with children and staff, and must be followed at all times. These rules aim to positively encourage courtesy and a caring attitude towards others.

Parents will be consulted at the earliest opportunity if the staff are experiencing any difficulty with their child/ren’s behaviour.

The club has the right to exclude a child if he or she is a disrupting influence on others. However, warning will be given in advance to parents

REGISTRATION

- All details and bookings for Beeches Kids Club must come directly to the club and not through the school your child attends.
- A registration form must be completed when the child first joins the club.
- Should a payment by cheque be returned due to insufficient fund, a £5.00 administration fee will be enforced. Should a second cheque be returned all further payments would only be accepted in cash.
- Should there be a change in any details relating to emergency contact names, numbers medical conditions, the manager must be notified immediately.
- A child cannot be admitted until a registration form is completed and the parent agreement/payment form signed.
- A **£25.00 deposit** is payable before your child starts. This is refundable when your child leaves if all fees have been paid in full. Failure to apply by the terms and conditions of your agreement could result in your child's place being cancelled and your deposit **not** being refunded.
- Once sessions have been booked, they are chargeable and **NO CREDIT** will be given for absence.
- Should you wish to arrange new times and days, this **MUST** be agreed with the manager and two weeks written notice must be given.

FEES ARE PAYABLE ON THE FIRST DAY OF ATTENDANCE

- If your child/ren is sick for part of one week, the full fee is payable. A second week and thereafter, half fee will be charged to keep your child/rens place.
- If your child/ren are in school, full fees will be charged even if you bring/collect your child from school.
- Should you no longer require the service of Beeches Kids Club, **two weeks written notice must be given**. Fees will continue to be charged until we receive the required notice.
- If your are late collecting your child you will be charged additional fees as follows:

£10.00 for each 15 minutes entered after the agreed time paid for

COLLEGE/UNIVERSITY

If your fees are to be paid via a third party agency, or you are awaiting a bursary, please ensure these arrangements are confirmed before you start. (Fees are charge at a higher rate, to compensate for payment in arrears and the additional administration required.

THE CLUB IS NOT INSURED AFTER 6.00PM (Twickenham Primary School 5:45pm)

IF YOUR CHILD IS NOT COLLECTED 10 MINUTES AFTER CLOSING TIME (6.00PM) WE ARE REQUESTED TO REPORT THEM TO THE DUTY OFFICER (CHILD PROTECTION UNIT) OR NEAREST POLICE STATION.

COMPLAINTS PROCEDURE

SHOULD AT ANYTIME YOU FIND YOU ARE NOT HAPPY WITH THE CARE OF YOUR CHILD, THE FACILITIES AT THE CLUB OR A MEMBER OF STAFF, WE HOPE THAT YOU CAN SPEAK TO A MEMBER OF STAFF OR THE CLUB MANAGER

HOWEVER, IF YOU FEEL THAT THIS IS NOT APPROPRIATE, THE PROPRIETOR WILL ALWAYS MAKE HERSELF AVAILABLE TO DISCUSS ANY ISSUES ALONG WITH THE SCHOOL HEADTEACHER.

ON THOSE RARE OCCASIONS THAT REFERRING SUGGESTIONS OR COMPLAINTS TO ANY OF THESE PEOPLE WOULD MAKE YOU FEEL UNCOMFORTABLE, PLEASE CONTACT OFSTED WHO WILL TREAT EVERY CONCERN SYMPATHETICALLY AND CONFIDENTIALLY.

**OFSTED
BUSINESS UNIT
ROYAL EXCHANGE BUILDING
ST ANN'S SQUARE
MANCHESTER
M2 7LA**

**TELEPHONE: 0300 123 4666
WEBSITE: www.ofsted.gov.uk
EMAIL: enquiries@ofsted.gov.uk**

PAYMENT AGREEMENT/PAYMENT FORM

(Parent Copy)



I agree to abide by the rules listed in this pack. I understand that should my child/ren or myself not comply with the rules listed in the pack, then the Proprietor or Club Manager has the right to exclude my child from the club on condition that I have verbal and written warning.

I understand that it is necessary to complete an up to date child’s record card and will complete the enclosed form and return it by the due date. I understand that the club has the right to refuse my child/ren admission if I do not complete a child’s record card with all the relevant information and payments.

I also understand that the club has the right to refuse my child admission if I do not agree to sign the parent’s agreement form. However, if I do not agree to certain rules, I will have the right to discuss them with the Proprietor or Club Manager before my child/ren is refused admission.

FEES ARE PAYABLE ON THE FIRST DAY OF ATTENDANCE FOR THAT WEEK. PARENTS WISHING TO PAY MONTHLY MUST PAY A MONTH IN ADVANCE

PLEASE DO NOT SIGN THE AGREEMENT UNTIL YOU HAVE READ AND UNDERSTOOD IT.

I have read the Agreement. Page 4-6 **(Please tick box)**

I have read the registration details. Page 7-8 **(Please tick box)**

I agree to view all policies and procedures on site **(Please tick box)**

I am aware of the fees and agree to pay in line with the terms **(please tick box)**

Name of Parent/Carer (please print)

Name of Child

Signature of Parent

Date completed

We are required by law to adhere to “Appendix H Good Practice in Child Protection – A Framework for Private and Voluntary Organisations” to report any child who is suspect of child abuse, neglect, or has any unexplained marks.

Signed

Date

PAYMENT AGREEMENT/PAYMENT FORM

(Club Copy)



I agree to abide by the rules listed in this pack. I understand that should my child/ren or myself not comply with the rules listed in the pack, then the Proprietor or Club Manager has the right to exclude my child from the club on condition that I have verbal and written warning.

I understand that it is necessary to complete an up to date child’s record card and will complete the enclosed form and return it by the due date. I understand that the club has the right to refuse my child/ren admission if I do not complete a child’s record card with all the relevant information and payments.

I also understand that the club has the right to refuse my child admission if I do not agree to sign the parent’s agreement form. However, if I do not agree to certain rules, I will have the right to discuss them with the Proprietor or Club Manager before my child/ren is refused admission.

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PLEASE DO NOT SIGN THE AGREEMENT UNTIL YOU HAVE READ AND UNDERSTOOD IT.

I have read the Agreement. Page 4-6 (Please tick box)

I have read the registration details. Page 7-8 (Please tick box)

I agree to view all policies and procedures on site (Please tick box)

I am aware of the fees and agree to pay in line with the terms (please tick box)

Name of Parent/Carer (please print)

Name of Child

Signature of Parent

Date completed

We are required by law to adhere to “Appendix H Good Practice in Child Protection – A Framework for Private and Voluntary Organisations” to report any child who is suspect of child abuse, neglect, or has any unexplained marks.

Signed

Date



PLAYSCHEME TRIPS

We will occasionally make short trips off site to the local swimming baths or Local Park; Parents/carers will always be informed prior to these events taking place.

Please complete the consent form below.

I agree/do not agree for.

(Child's name)

To attend any of the above supervised activities.

SIGNING THIS FORM DOES NOT MEAN YOUR CHILD MUST TAKE PART IN THE ACTIVITIES. IT IS THEIR CHOICE)

SIGNED: PRINT:

DATE:

Should the club take trips off site other than the two mentioned above, a separate consent form **MUST** be completed.

PHOTO/WEBSITE/VIDEO CONSENT

At times we will take photos of the children whilst they are playing and or involved in activities. These pictures could be displayed on the clubs notice board, the clubs photo album, the clubs website or at times used in a magazine produced by Birmingham Playcare Network, or the Family Information Services.

We also occasionally video children when they are taking part in activities, or at times when they are involved in dance and drama performances for the club.

Again these videos are only for viewing by the club, or organizations relating to the club.

Please could you complete the consent form below.

CHILDS NAME:

I agree/do not agree for the above named child to be videoed or have their photo taken during activities arranged by or in conjunction with Beeches Kids Club

Parent/Carer Name:

Signature: Date:

Should you need to discuss any of the above, or require further clarity, please do not hesitate to contact me.



CHILD'S RECORD CARD

CHILD'S INFORMATION:

Name of child (and any other name by which child is known)

Date of birth

Gender

Ethnic Origin

Religion

Child's first language

Disabled (Y/N)

Access Requirements

Address and telephone number

MEDICAL INFORMATION:

Important medical information. E.g. allergies

Dietary Requirements

Special Requirements

I give my consent to my child receiving any medical treatment which is urgently required unless

CONTACT INFORMATION:

Name and contact number of person holding parental responsibility

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In an emergency, please contact

Name	Relationship to child	Telephone/Mobile

Persons authorised to pick up child

Name	Relationship to child	Telephone/Mobile

Signed (parent or Carer)

Date

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I understand that should any carer who suspects that a child in his/her care may have been abused or neglected, has a duty to report this to the Area Social Services Department.

Signed (Parent or Carer)

Date

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**BEFORE AND AFTER SCHOOL CLUB
BOOKING FORM**

CHILD'S NAME:		SCHOOL:				
START DATE:		CLASS:				
DAYS/TIMES REQUIRED						
	MON	TUE	WED	THU	FRI	Twickenham only
	AM	AM	AM	AM	AM	
	PM	PM	PM	PM	PM	
05.15						
05:45						
06:00						
PLEASE TICK RELEVANT BOXES.						

PLAYSCHEM REQUESTS ONLY



PLAYSCHEME REQUEST					
CHILD'S NAME:					
	MON	TUE	WED	THU	FRI
AM					
PM					

PLAYSCHEME REQUEST					
CHILD'S NAME:					
	MON	TUE	WED	THU	FRI
AM					
PM					

PLAYSCHEME REQUEST					
CHILD'S NAME:					
	MON	TUE	WED	THU	FRI
AM					
PM					

Please tick relevant boxes.

BEECHES KIDS CLUB

FEES

PERRY BEECHES SITE

Please make all cheques payable to “**BEECHES KIDS CLUB**”

➤ **MORNING SESSIONS:**

7:30am - beginning of school £2.90 including breakfast
(Anyone requiring breakfast must be on site before 8:25am)

➤ **EVENING SESSION:**

End of school – 5:15pm £6.25

End of school – 6:00pm £6.75

➤ **HOLIDAY/PLAYSCHEMES**

8:00am - 6:00pm £16.00 per day

8:00am -1:00pm or 1:00pm – 6:00pm £8.50 per session

COLLEGE/UNIVERSITY

MORNING SESSIONS £ 3.50

EVENING SESSION £ 9.00

MORNING/EVENING SESSIONS £12.50

BEECHES KIDS CLUB

FEES

TWICKENHAM SITE

Please make all cheques payable to “**BEECHES KIDS CLUB**”

➤ **MORNING SESSIONS:**

7:30am - beginning of school £2.85 including breakfast
(Anyone requiring breakfast must be on site before 8:25am)

➤ **EVENING SESSION:**

End of school – 5:15pm £5.75

End of school – 6:00pm £6.25

➤ **HOLIDAY/PLAYSCHEMES**

8:00am - 6:00pm £16.00 per day

8:00am -1:00pm or 1:00pm – 6:00pm £8.50 per session

COLLEGE/UNIVERSITY

MORNING SESSIONS £ 3.50

EVENING SESSION £ 9.00

MORNING/EVENING SESSIONS £12.50

BEECHES KIDS CLUB

FEES

GLENMEAD SITE

Please make all cheques payable to “BEECHES KIDS CLUB”

➤ **MORNING SESSIONS:**

7:30am - beginning of school £2.80 including breakfast
(Anyone requiring breakfast must be on site before 8:25am)

➤ **EVENING SESSION:**

End of school – 5:15pm £5.75

End of school – 6:00pm £6:50

➤ **HOLIDAY/PLAYSCHEMES**

8:00am - 6:00pm £16.00 per day

8:00am -1:00pm or 1:00pm – 6:00pm £8.50 per session

COLLEGE/UNIVERSITY

MORNING SESSIONS £ 3.50

EVENING SESSION £ 9.00

MORNING/EVENING SESSIONS £12.50

BEECHES KIDS CLUB

FEES

CHERRY ORCHARD SITE

Please make all cheques payable to “**BEECHES KIDS CLUB**”

➤ **MORNING SESSIONS:**

7:30am - beginning of school £2.90 including breakfast
(Anyone requiring breakfast must be on site before 8:25am)

➤ **EVENING SESSION:**

End of school – 6:00pm £6:50

➤ **HOLIDAY/PLAYSCHEMES**

8:00am - 6:00pm £16.00 per day

8:00am - 1:00pm or 1:00pm – 6:00pm £8.50 per session

COLLEGE/UNIVERSITY

MORNING SESSIONS	£ 3.50
EVENING SESSION	£ 9.00
MORNING/EVENING SESSIONS	£12.50

