

Welcome Pack – Extended Services



Holiday Club at The Hive

The Hive
Bye Street
Ledbury
Herefordshire
HR8 2AG

www.busybeespreschool-lps.co.uk

admin@busybeesledbury.com

holidayclub@busybeesledbury.com

01531 634556 or 07584 514 147

Ofsted: RP911245 Registered Charity Number: 1139070



Welcome letter from Staff and Committee

We would like to take this opportunity to wish you a very warm welcome to Busy Bees Ledbury.

As a new parent, we would like to inform you about our structure in order for you to understand a little bit about how we run. We are parent committee run and all of the parents on the committee are volunteers. As Busy Bees is a charity, we have to rely on the support of parents for its continued survival. The funds we receive each term cover staffing costs and other essential running costs such as rent, snack and insurance but there is also the need to keep all of our resources including toys and educational supplies updated.

We would very much appreciate any help you are able to offer. You will receive short weekly newsletters which will detail what we are doing and the help we require. If you would be interested in joining the Committee, please speak to a member of staff who will give you more information. We are always looking for new members with fresh ideas for fundraising events.

If you have any questions please ask a member of staff. Staff can put you in touch with committee members should you require more information.

We look forward to your support and hope that your child's time at Busy Bees are a happy one for you and your child.

Busy Bees Committee and Staff



Busy Bees Ledbury Terms & Conditions

Booking In:

Please speak to a member of staff about the sessions you require.

Children at Breakfast Club can have their breakfast with us if you prefer then they have opportunities for free play before being taken to school for 8:40am or staying at Busy Bees for a preschool session. If your child is booked in for After School Club and they attend Ledbury Primary School or Nursery, they will be collected from there at the end of the school day. Children will be walked the short distance to The Hive with our fully qualified staff. When we arrive, children will have the option of a healthy, nutritious snack and have opportunities to play indoors and outdoors as well as taking part in a more structured activity.

Whilst at Busy Bees, children are not permitted to use technology from home which includes a camera such as a mobile phone or ipod.

Session Times and Fees:

| | Breakfast Club | After School Club | | |
|---|--|--------------------------------------|-----------------------------------|-----------------------------------|
| Monday – Friday Term time only | 7:30-9am £3.50 (Breakfast included) | Collection between 3pm & 4pm = £4.50 | Collection between 4pm & 5pm = £6 | Collection between 5pm & 6pm = £9 |

Fees are invoiced in arrears and parents will receive an invoice at the end of the month in arrears. Payments are made through BACS within 7 days of receipt of invoice – we do not accept cash or cheques. We advise you to read our Late Payment policy to ensure you understand procedures should payment not have been received within 7 days of receipt of invoice. If sessions are cancelled with less than 24 hours notice, parents/carers will incur the full cost of that session (£3.50 Breakfast Club and £9 After School Club) Please note that if children attend clubs at LPS, parents/carers will still be charged according to the time their child is collected rather than how long they have been at Busy Bees.

Session Times and Fees: Holiday Club

| | Breakfast session | Day time session | Late afternoon session | All Day session |
|--|---|--|----------------------------|--------------------------|
| Monday-Friday School Holidays (excluding bank holidays) | 7:45am-10:00am £5.00 (Breakfast included) | 10:00am-4:00pm £17.00 (Morning and afternoon snack included) | 4:00pm-6:00pm £5.00 | 7:45am-6:00pm £25 |

All fees for holiday club must be made in advance in order to secure your booking on a first come first served basis. Please make your payments via Parent Pay as we do not accept cash or cheques. If you wish to cancel your confirmed holiday club session, we require 24 hours notice prior to the session. If 24 hours notice is not given, we are unable to offer a refund.

Outside Activities:

At Busy Bees, the children can access the outdoor areas in all weathers and are therefore encouraged to bring appropriate clothing including a waterproof coat in the Winter and sun cream and sun hat in the warmer weather. They are welcome to bring a change of clothes if they wish. Part of our outdoor area is chipped bark which gets wet and muddy in the rain. If children wish to play in this area, they will need wellies or other appropriate outdoor footwear.

Collection:

We expect all children to have been collected by 6pm. However, we do understand that on occasion, a parent may be unavoidably late collecting their child. In this case, we would like you to contact us on 01531 634556 or 07584 514 147. Please note that staff have to be paid additional hours resulting from late collection of children. Our late payment charge is £5 per 15 minutes, beginning at 6pm. These charges also apply to our holiday club.

Behaviour:

At Busy Bees, all children are free to play and learn without fear of being hurt or hindered. Our staff praise and encourage good behaviour and, where there is unacceptable behaviour, offer children one-to-one adult support to help them see what is wrong and how to cope more appropriately in the future. It is our aim to work with the children so they can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. Behaviour is managed in accordance with our Behaviour policy.

Illness:

We will refuse to accept children at a session who present symptoms for any contagious illness. If your child has had sickness and/or diarrhoea, they will not be accepted back at Busy Bees until 48 hours have passed since the last episode of diarrhoea or vomiting. This is to prevent the illness passing to other children and/or staff. We also consider children to be too unwell to attend if they have had Calpol or Nurofen for Children prior to a session. Please note that we are unable to give Calpol or Nurofen to a child during a session.

Accidents:

In the event of a serious accident, staff will attempt to telephone parents or the emergency contacts provided. The child's own Doctor may also be contacted. Should a child need to receive emergency treatment away from Busy Bees, a member of staff will accompany the child to either a surgery or hospital until a parent/carer arrived. All major and minor accidents are recorded in the 'Accident File'. We are required to keep a record of all accidents and if you are approached by a member of staff to complete an accident record, we would appreciate your co-operation.

Medicines:

Busy Bees must be advised of any medication that your child may take on a regular basis. We are unable to give any medicines unless they have been prescribed by a Doctor so we are unable to administer medicines such as Calpol. If your child requires prescribed medication during a session, we will require you to fill out a page in our 'Medication Record' detailing the medication, dosage and times of dosages. We will also require you to provide a signature of consent. Staff will complete a record detailing the times and dosages when the medication has been administered.

The role of Parents/Guardians:

Busy Bees is run under a constitution set out by the Preschool Learning Alliance. The PLA recognises parents as the first and most important educators of their children and Busy Bees aims to support parents. Parents are welcomed:

- To work in the group with the children
- To assist with fund-raising
- To take part in the management of Busy Bees
- Join us on short outings such as trips to the library and the park

Child Observations:

We occasionally have staff and/or students at Busy Bees completing course work. If the staff member or student would like to observe your child as part of their studies, they will be required to write to you to request permission. You are not obliged to give permission and you have the right to withdraw permission at any times. Please speak to the Manager or Deputy Manager should you have concerns.

Change to Family circumstances:

Changes in your family environment, however subtle, can have a very unsettling effect on your child. Please help us to understand any changes in their behaviour by advising us of recent or imminent events that may be on your child's mind (e.g. a new baby or moving house.)

Learning Journeys:

All children who are in the Early Years Foundation Stage (Nursery or Reception) and attend on a regular basis will have an online Learning Journey. This will be used in partnership between Busy Bees and home detailing information about your child's needs, activities, interests and achievements. Observations are carried out by your child's key person to identify your child's interests and to plan enjoyable and motivating activities. We ask you to use the Learning Journey to add your own comments and observations which we can share with your child and they can also share with their friends. We display children's work around the room and photographs of the children at play this will hopefully help with your understanding and involvement of their learning process.

Safeguarding:

Safeguarding means protecting children from maltreatment and preventing the impairment of children's health or development. Safeguarding procedures ensure children are growing up in circumstances consistent with the provision of safe and effective care. At Busy Bees, we take our responsibility very seriously and have an effective Safeguarding policy in place as well as a Whistleblowing policy. We ensure all staff members are suitable to look after your children as we interview, insist on references, question any gaps in employment history and all staff hold a current Enhanced DBS. No one without a DBS check will ever have unsupervised access to the children. We have risk assessment procedures in place to ensure the environment is safe and secure. We always have at least one member of staff with Paediatric First Aid should children require treatment. If at any time you have any concerns about the welfare of any children within the setting, you should speak to the Manager in the first instance.

Social Networking:

We ask you to respect the privacy of the setting including children, parents, staff and committee when using social networking sites. Children, parents, staff and committee members must not be identified when discussing the setting in order to maintain confidentiality and privacy.



Staff at Busy Bees:

| Name | Position | Main Qualifications |
|------------------|---|---|
| Emma Davis | Manager – term time Designated Safeguarding Officer | Working towards a Masters in Education: Early Years Teacher (University of Worcester - 2016); Postgraduate Certificate in Early Years (University of Worcester - 2016); BA Hons Integrated Working with Children & Families; Foundation Degree in Early Years; Forest School Leader (Level 3) |
| Bev Hughes | Deputy Manager & SENCO | NVQ3; Level 3 Leadership & Management |
| Vicki Steventon | Supervisor – Breakfast/After School Club Holiday Club Supervisor | Level 2 Playwork, Level 3 EY Care & Education |
| Jodie Smith | Preschool Supervisor | NVQ3; Level 2 Team Leading. |
| Michelle Bullock | Preschool Assistant | Level 3 Diploma in Home-Based Childcare |
| Fay Pilliner | Preschool Assistant | NVQ3, Level 2 Playwork, Forest School Leader (Level 3) |
| Julie Winters | Preschool/After School Club Assistant | Level 3 Children & Young People’s Workforce |
| Hollie Robson | Holiday Club Manager Preschool/Extended Services Assistant | Level 3 Children & Young People’s Workforce |

Extended Services Registration Form

Child's Details:

Child's Full Name.....

Child's known name (if different to above).....

Child's Date of Birth..... Child's Gender.....

Child's First Language..... Child's Religion.....

Name(s) of Parent(s)/Carer(s) with whom the child normally lives.....

.....

Names of those with parental responsibility.....

Name & Address of Previous Preschool or Nursery (if applicable).....

.....

Name of School (if applicable)..... Class.....

Parents/Carers Information:

Mother's Name.....

Address.....

.....

..... Postcode.....

Home Phone number..... Mobile number.....

Work Place.....

Work Phone number.....

Email address.....

Father's Name.....

Address (if different from above).....

.....

..... Postcode.....

Home Phone..... Mobile number.....

Work Place.....

Work Phone number.....

Emergency Contacts:

First Contact

Name..... Relationship.....

Day Time number..... Mobile.....

Second Contact

Name..... Relationship.....

Day Time number..... Mobile.....

Third Contact

Name..... Relationship.....

Day Time number..... Mobile.....

**** Children will only be released in to the care of an adult. Our responsibility ends when children are collected. ****

In the event that no one can be contacted in an emergency, the Manager will allow other trained professionals to make decisions in the best interests of your child (e.g. Medical Staff)

Alternative Adults Authorised to pick up Child:

It is assumed that any of the above named adults will be allowed to collect your child unless stated. Names of any other adults authorised to collect your child from Busy Bees are:

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.....
.....

If someone else other than you will be collecting your child, please inform us so we are aware.

Medical Information:

Child's Doctor:.....

Surgery Name and Address.....

.....

..... Postcode.....

Phone Number.....

Child's Health Visitor..... Phone Number.....

Medical Information:

Has your child had any of the following childhood illnesses? (Please tick as appropriate)

| Chickenpox | Measles | Mumps | Rubella | Whooping Cough | Convulsions/ Fits | Scarlet Fever |
|------------|---------|-------|---------|----------------|----------------------|------------------|
| | | | | | | |

Has your child had any of the following immunisations? (Please tick as appropriate)

| Measles | Mumps | Rubella | MMR | HIB | Polio | Tetanus | Diphtheria | Men C | Whooping Cough |
|---------|-------|---------|-----|-----|-------|---------|------------|-------|-------------------|
| | | | | | | | | | |

Does your child have any known medical problems that we should know about? (E.g. Asthma, Eczema) If so, we will ask you to fill out a form in our 'Medication Record'

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.....

Does your child have any allergies, food intolerances etc?

.....
.....

If yes, how does your child react to these? (So that we know symptoms to look for in cases of emergency.)

.....
.....

Are there any special dietary needs or preferences?.....

.....
.....

Does your child have any additional needs and/or require any additional support?.....

.....
.....

Are there any other professionals involved with your child? (e.g. Social Services, Speech Therapy etc.)
Please name any other agencies and include any additional information

.....
.....

Have Social Services previously been involved with your family?

Permissions:

| | |
|-----|----|
| Yes | No |
|-----|----|

| | | |
|---|--|--|
| Do you give permission for First Aid (including plasters) to be administered to your child in case of an accident or emergency? | | |
| Do you give permission for medical treatment to be sought and administered in case of an accident or emergency? | | |
| Do you give permission for your child to be taken on outings and walks to the park, library etc? | | |
| Do you agree to be responsible for informing Busy Bees of changes to contact names, addresses, phone numbers etc? | | |
| Do you give permission for Busy Bees staff to apply sun cream to your child? | | |

| USE OF YOU/YOUR CHILD'S IMAGE AND DATA – <u>sign</u> where you <u>do</u> consent and <u>leave blank</u> where you <u>do not</u> consent | Signature |
|--|------------------|
| I consent to images of my child being used for official purposes including promoting or publicising Busy Bees Ledbury and events in accordance with our policies, such as posters, notice boards etc. | |
| I consent to images of me being used for official purposes including promoting or publicising Busy Bees Ledbury such as our Stay and Play sessions. I understand that these images may be shared on the website or the official Busy Bees social networking accounts which are publicly accessible. | |
| I consent to images of my child being used on the Busy Bees website and I understand that these images will be available publicly on the internet | |
| I consent to images being used with my child's full name in news media. | |
| I consent to my child being included in any images taken by other parents/carers who wish to photograph or record school events for their own personal use. | |
| I agree that any images I might take at events will not be used inappropriately or shared publicly without suitable consent from all others involved. NB: If you do not agree to this, the Management team reserve the right to take steps to prevent you from taking your own images or using/sharing any images that others have taken at events. | |
| I consent to images of my child being used on our public Facebook page. | |
| I consent to images of my child being used on our open Twitter account. | |
| I consent to images of my child being used for national Early Years publications which will include Teach Early Years magazine and Nursery World magazine. I understand that these images may also be used in online content accessible on the internet. | |
| Do you give permission for staff and other Agencies such as Ofsted, our Early Years Consultant and Health Visitor to carry out and record observations on your child for the purpose of developmental assessment? | |
| Do you agree to us sharing information about your child with their Health Visitor and the local Children's Centre in regard to their learning and development? (Applicable to Early Years children only) | |
| Parent's Signature | Date |

Terms & Conditions of Breakfast, After School Club and Holiday Club

Payments are due within 7 days of the date of the invoice. Should payments not be received within 7 days, the conditions set out in our Late Payment policy will apply.

Holiday Club- To secure your booking, payments for holiday club must be made in advance. We cannot confirm your booking unless we have received payment and this is on a first come first served basis.

Should Preschool children attend Extended Services, we require at least 24 hours of cancellation of a booked session. Should we not receive 24 hours notice then parents will be invoiced for the full rate of the session (£9 After School, £3.50 Breakfast Club)

Holiday Club- If you wish to cancel your confirmed holiday club session, we require 24 hours notice to be able to offer a refund.

Children will only be released in to the care of adults named on this registration form. It is your responsibility to inform us should the names of these persons change.

Children are not permitted to bring in any device which may be used for photographic purposes such as cameras, iPods, iPads etc. Mobile phones must be left in the office for the duration of the session.

Should children have been suffering from a bout of sickness and/or diarrhoea, they are unable to return to Busy Bees until they have been symptom free for 48 hours. Children who have needed Calpol/Nurofen prior to a session are deemed to be unwell and should stay at home until the need for medication has ceased. The cancellation policy above still applies.

Signed in agreement by Parent:

Print Name:

Date:

Please help us with our advertising by telling us how you heard about Busy Bees Ledbury

.....

Acceptance:

I wish to apply for the admission of the above child to use the Extended Services at Busy Bees which will include: Breakfast Club @ Busy Bees, After School Club @ Busy Bees and Holiday Club @ The Hive.

I have read the Registration Form and agree to comply with the terms and conditions above.

Name of Parent(s)/Carer(s).....

Busy Bees Ledbury - Child Personal Information

To help us understand your child's home life and interests, we would appreciate it if you could complete the form below. We use the children's interests, preferences and learning styles to inform our planning and you are the best people to help us as you are the most important person in their life.

| | |
|--|--|
| Child's name | |
| Date of Birth | |
| Names and Ages of any brothers or sisters | |
| Pets, if any, and their names | |
| Favourite toys and games | |
| Favourite story | |
| Names of friends | |
| Any particular fears or dislikes | |
| Details of any other group attended e.g. swimming, dance, playgroup | |
| Food dislikes | |
| Is there anything your child particularly enjoys e.g. painting, singing, looking at books? | |
| What do you enjoy most at school/Nursery? | |
| Is there anything else you would like us to know? | |