



Broughton Fields
Care Club
Admission Pack for Parents

September 2019

Care Club's Details:

Play Leader	Mrs Sally Cameron
Playworkers	Miss Tamsin Forsey Mrs Gill Hemmings Mrs Julie Jeffries Miss Laura Lynch Miss Jodi Surman Mrs Bev Ward
Address	Broughton Fields Care Club Broughton Fields Primary School Milton Road Broughton Milton Keynes MK10 9LS
Breakfast session	7:40am – 8:35am
After School sessions	3:00pm -5:00pm or 3:00pm – 5:45pm
School telephone	01908 235994
Care Club mobile	07512 935187

Ofsted registration number 134072

Admissions and Fees Policy

Admissions

When a parent/carer contacts the school enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy, and informed of whether there is currently a suitable place available for their child.

Parents/carers must complete, sign and return the Admissions Form (Appendix 2) and Emergency Medical Treatment Form (Appendix 1). Once the admission is secure, a date for the child's first session at BFCC will be given.

Waiting List

To ensure that admissions to BFCC are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, they will be placed on our waiting list.
- The waiting list will be kept and used on a 'first come first served' basis. When a vacancy at BFCC becomes available, the school will contact the parent/carer.
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.

Fees

- The level of fees will be set by the school and reviewed annually in the light of BFCC's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

- All sessions must be paid for in advance.

Invoices will be raised monthly approximately the 20th of each month for the following month's fees. Payments are due by the beginning of the next month. This date will be stated on the invoice. Preferred payment is through Parent Pay and we encourage parents to pay this way. Alternatively you can pay by cash or cheque. Cheques made payable to 'Broughton Fields Primary School' and need to have your child's name and invoice number written on the back. Payments should be handed into the school office. Childcare Vouchers are also accepted for payment – please use '**Broughton Fields Primary School**' voucher account. Please speak to the school office for relevant voucher account reference number, if required.

- **Parents/carers are encouraged to speak to the school if they have a query or for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity. Where payment is not received by the due date the child's place at BFCC may be rescinded.**

Partnership with Parents and Carers

Our Club recognises that parents/carers play the fundamental role in a child's development and this should be acknowledged as the basis for a partnership between BFCC and parents/carers.

The staff team is committed to working in partnership with parent/carers to provide high quality, safe and stimulating care, learning and play opportunities for children. BFCC aims to achieve this by:

- Ensuring that parents/carers are made to feel welcome and valued in all dealings with BFCC.

- Ensuring that parents'/carers' concerns are always listened to by BFCC whenever they are raised. The Leader will ensure that parents/carers receive a prompt response from BFCC.

- Making all information and records held by BFCC on a child available to their parents/carers, unless it is subject to investigation by the police or other statutory agencies.

- Ensuring that BFCC's policies and procedures are made available to parents/carers on request.

- Encouraging parents/carers to comment on BFCC's policies and procedures and consulting them on a regular basis about the activities that are planned and provided for their children.

- BFCC have an open door policy, if you wish to discuss how your child has settled in or any problems that they might be encountering, please speak to a member of staff.
- Ensuring that any complaints from parents/carers are dealt with swiftly and effectively in accordance with the provisions of the School Complaints Procedure policy.
- Providing parents/carers with formal and, if necessary, confidential means to comment on the work of BFCC. This will include an annual satisfaction survey.
- Keeping parents/carers up to date with any changes in the operation of BFCC, such as alterations to the opening times or fee levels.

EXPECTATIONS AND BOUNDARIES

Care Club follows its own behaviour and reward system. This largely mirrors that which is in place during the school day, including the 'Good To Be Green' system, ensuring consistency which is so important for children.

In Care Club, we pride ourselves on providing a laid back and relaxed environment. The vision is that this should be like home, at school. Hence, the expectations for children's involvement are more relaxed than during the school day. However, in order to ensure that is a fun, functioning, and safe place for everyone, expectations of manners, behaviour, respect and courtesy remain exactly the same as during the school day. The following guidelines will be in place when enforcing these expectations:

- All children will be given 2 verbal warnings before an amber card is given.
- When a child receives an amber card, they will lose 15 minutes of privileges. This means the privilege to choose their own activity, so the child will have to stay with one of the Care Club leaders, doing whatever activity they are leading at that time.
- If the bad behaviour then continues, the child will receive a red card. At this point, they will be removed from care club for 15 minutes and will be sent to a senior member of school staff.
- Red and yellow cards will be recorded, but only within Care Club. This is completely separate to the school recording system, and the two systems do not feed into each other.
- If 5 or more cards are received during any half term, the child will be withdrawn from the End of Term Reward (see below). In this instance, they will be supervised by a member of care club or school staff in another area, and quiet activities will be provided for them.
- If a child's behaviour continues to be a concern, and they persist in ignoring boundaries and expectations, we reserve the right to withdraw their place at Care Club. Mrs. Cameron and Mr. Hearn will meet with parents beforehand if it looks likely that this could happen in order to draw up a behaviour contract. Failure to adhere to this will result in the place at Care Club being withdrawn with immediate effect.

END OF TERM REWARD

Care Club staff will organise an event or treat at the end of term as a reward for continued good behaviour and adherence to Care Club expectations. We hope that all children will be able to take part in this. We do recognise that not all children attend all days. Therefore, where possible, a treat activity will be provided during the final week of any term for those children who will not be attending on the day of the actual event. However, due to logistics of staffing and when the end of term falls, this may not always be possible.

Breakfast and Afterschool Snack

Breakfast - a mixture of cereal, toast, yogurt and fruit is served from 7:40- 8:15am. To enable the hall to be ready for the school day there will only be limited breakfast options available for children arriving after 8:15am.

During afterschool sessions the children sit together to have snack. This is to mirror, something they might have when they get home from school if they were not attending Care Club to bridge the gap until their evening meal. Fruit and vegetables are always offered, these would be accompanied for example by either, Toast, Wraps, Pasta or Crackers. It is a snack and not a meal.

Uncollected Children

Our Club has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

At the end of every session, BFCC will ensure that all children are collected by a parent, carer or designated adult. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Leader will be informed.
- The Leader will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Leader will call the local social services department for advice.
- In the event of the social services being called and responsibility for the child being passed to a child protection agency, the Leader will attempt to leave a further telephone message with the parent/carers or designated adults' answerphone. Furthermore, a note will be left on the door of BFCC's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local social services department.
- Under no circumstances will a child be taken to the home of a member of staff, or away from BFCC's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session.

- The child will remain in the care of BFCC until they are collected by the parent, carer or designated adult, or alternatively placed in the care of social services.
- Incidents of late collection will be recorded by the Leader and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection will result in the loss of their child's place at BFCC.
- Late charges will apply if a child is collected late at the following rate:
£5.00 for all late collections, beyond paid for session times (ie after 5pm or after 5:45pm) up to 6pm. Collection after 6pm will incur the £5 initial charge then will be charged at £10 per 15 minutes or part of 15 minute intervals.

Charging Policy and Fees

Session Rates for child care from 1st September 2019:

Daily rates:

Morning session only: £4.00

Evening session until 5.00pm: £8.00

Full Evening session: £9.75

Weekly rates:

5 mornings: £20.00

5 evenings until 5.00pm: £40.00

5 full evenings: £48.75

5 full days (i.e. 5 mornings and 5 full evenings per week): £66.25
(inc £2.50 discount)

There is a FOUR SCHOOL WEEKS NOTICE PERIOD of any change to sessions or cancellation of a place. Changes or cancellations must be put in writing to the school office.

In order to maintain staffing levels and places available; changes or refunds are not permitted for sessions not attended due to school day trips and holidays booked during term time. The exception to this is when a child attends a school residential trip, when no charge will be made. Once a change or cancellation has been received, there is no guarantee of the original sessions or place being available, the child may be placed on the waiting list. Fees are still payable in full for all booked sessions whether attended or not, or collected early.

Not attending

If your child is not attending their booked session, please let the school office know during school hours or the Playleader during Care Club session times, so staff are aware.

Extra sessions

Spaces permitting ad hoc sessions can be booked through the school office. As with all sessions these must be paid for in advance, preferably through Parentpay. An admission form with emergency contact details, if not already held on file, must be completed and returned, prior to the session.

Appendix 1
Emergency Medical Treatment Form (Complete for new applications only)

Child's Name:

Date of Birth:

Doctor's Name:

Doctor's Address: _____

Doctor's Telephone Number: _____

Any other relevant medical information (ie: Allergies, family medical history etc):

Parents/Carers Name:

Address:

Emergency Contact Number:

Child's Medical Number:

In the event that, my child is involved in a serious incident, while at BFCC, I expect the Leader, or delegated member of staff, to contact me immediately, on the above emergency contact number.

In the event that my child requires immediate medical treatment, before I will be able to get to the Hospital, I hereby authorise the Leader, or delegated member of staff, to consent to emergency medical treatment on my behalf.

I understand that this authorisation will remain valid unless I contact the Leader to withdraw it.

Signature of Parent/Carer: _____ Date: _____

Appendix 2

Broughton Fields Care Club Admissions Form 2019/2020

Child's Full Name: _____

Date of Birth: _____

Preferred name to be used at BFCC: _____

Home Address: _____

Postcode: _____ Home number: _____

Year group and class: _____ Gender: _____

Religion: _____ Languages Spoken: _____

Names of Parents/Carers: (Please indicate who has Parental Responsibility)

Contact 1; _____ (Parental Responsibility) Y/N

Relationship to child: _____

Home Address: _____
(If different from above.)

Telephone Number: _____ Work number: _____

Mobile Number: _____ Email: _____

Contact 2; _____ (Parental Responsibility) Y/N

Relationship to child: _____

Home Address: _____
(If different from above.)

Telephone Number: _____ Work number: _____

Mobile Number: _____ Email: _____

Contact 3; _____ (Parental Responsibility) Y/N

Relationship to child: _____

Home Address: _____

(If different from above.)

Telephone Number: _____ Work number: _____

Mobile Number: _____

Names of extra persons authorised to collect your child (excluding any previous names already in the contact details), this could include siblings aged 12-15 years old (of which the parents are responsible of the child collecting the sibling).

Name: _____ Relationship to child: _____

Number: _____ DOB: (If under 15) _____

Parent Signature: _____

Name: _____ Relationship to child: _____

Number: _____ DOB: (If under 15) _____

Parent Signature: _____

Doctor's Name: _____

Doctor's Address/Telephone Number: _____

Details of any Significant Health Issues (including a special educational needs and/or physical disabilities statement):

Details of any Special Dietary Requirements, Allergies and Significant Food and Drink Preferences:

I give permission for my child to receive first aid and treatment, if required, by a designated first aider at Care Club. Yes/No

I understand that if my child requires sun cream in sunny conditions that I must provide this for my child and they will administer it for themselves during the session. Yes/No

I give permission for my child to have their face painted during an appropriate activity at Care Club. (Suitable face paints will be used). Yes/No

Any Other Relevant Information:

Sessions required:
Please indicate (tick) in the table below:

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Eve to 5pm					
Full Eve to 5:45pm					

When do you need these sessions from: _____

I hereby consent for my child to take up a place at this Club, according to the terms and conditions set out in its policies and procedures. I have understood the expectations and obligations relating to both myself and BFCC, and agree to abide by them.

I understand that persistent late or non-payment of fees will jeopardise my child's continued attendance at BFCC.

I confirm that the information given above is correct, and I promise to contact the Leader as soon as any of the details change.

Signature of Parent/Carer: _____ Date: _____

If you have any questions or comments please get in touch with the Leader.

Broughton Fields Care Club Admission pack - renewal September 2019

Please complete as applicable, sign, date, and return, thank you.

Child's Full Name: _____

- I confirm that I have read the September 2019 Admission pack and agree to the terms and conditions.
- I can confirm that there are no changes in contact details or pupil information, such as allergies or dietary requirements.
- I confirm that I wish to continue with my current booked sessions.
- I have completed an application for a sibling to start in September.
- I would like to make changes to the booked sessions as per below.

Sessions required:
Please indicate (tick) in the table below:

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Eve to 5pm					
Full Eve to 5:45pm					

When would you like this change to start from: _____

Any other changes _____

Signature of Parent/Carer: _____ Date: _____