



### **Parents Pack**

Bishop Wood Kids breakfast & supper club provides a professional breakfast and after school club with planned activities led by friendly, qualified staff and is run from the school hall every day during school term time.

### **Breakfast Club**

Breakfast club starts at 7.35am and all children will be provided with a healthy breakfast to start the day.

All children must be signed in on arrival to the breakfast club.

Breakfast consists of cereals, toast, yogurts and fruit as well as juice and milk.

After breakfast the children will be offered a range of activities from games and puzzles to outside sports (weather permitting).

At 8.55am children will be allowed to walk to class from the dining room

### **Fees for Parents**

Breakfast Club 7.35am until 8.55am

£5.00 inclusive of breakfast

£4.00 for each additional sibling



### **Supper Club**

The supper club will be open until 6.00pm with flexible bookings to meet with parent's needs.

The supper club starts at 3.30pm.

Children can go directly to the dining room where they will be met by the breakfast and supper club team.

The afternoon session starts with a brief registration and then a snack and drink.

The children will be offered a range of activities, area for homework and a chance to just relax and play.

Each day we will provide different activities and sports as well as different toys and games.

We will collaborate with the children to make sure the supper club is everything they want it to be including what sports and games they would like to see.

At 4.30pm we will offer a lite bite such as sandwiches, wraps, beans on toast, etc. Additionally fruit, juice and milk will be readily available for children to have at any time.

The supper club is available for the full afternoon but children are welcome to join any of the schools fantastic after school clubs e.g. Football fever, Choir, Martial arts & Dance and we will of course collect them from their chosen school based club for you and look after them until your arrival.

This approach will give children the option to attend the great after school options Bishop Wood currently offers so please let us know if you would like to do this.

You are welcome to collect your child / children at any time during the session and you will then sign your child / children out of the register upon leaving,

### **Fees**

Full Afternoon	£12.00	3.30pm - 6.00pm includes snack & lite bite
Sibling discount	£10.50	



### Getting started...

Please find below the link to the on-line registration form. We require all children to be fully registered with us prior to attending any sessions.

This form will make us aware of all personal / emergency contact details and any health / allergy issues your child / children may have as well as consent and collection forms.

There is an option to add more than one child's details to the same form for siblings.

<http://goo.gl/forms/k9bYyX872E>

Once this is complete you are welcome to book on any sessions by completing the booking form at the back of this pack and returning it to us directly at the club or alternatively just e-mail us with what sessions you need directly at: [bishopwood@kids-bsc.co.uk](mailto:bishopwood@kids-bsc.co.uk)

We will respond to your request and you will be e-mailed confirmation and invoice details. Payment for all sessions is made in advance and for term bookings these are invoiced monthly.

We accept Bank transfer (internet banking) or Childcare vouchers as payment. We are registered with many childcare voucher providers so let us know who your provider is and if we are not currently registered we will try to arrange this for you.

All bookings are subject to availability and are done on a first come first served basis.



## Parents Terms and conditions.

### Registration

Each child needs to be registered with us prior to attending the club; this helps to ensure your child / children's safety and allows us to plan accordingly. The registration will include all emergency contact details as well as any health issues or allergies

### Bookings

Bookings can be made for the full term or ad-hoc when needed pending availability. You can complete the booking form and return it directly to us at the club or you can email your request to us at: [bishopwood@kids-bsc.co.uk](mailto:bishopwood@kids-bsc.co.uk).

### Club Opening times and fees

<b>Session</b>	<b>Times</b>	<b>Fee</b>	<b>Includes</b>
Breakfast Club	7.35am- 8.55am	£5.00 (£4 for siblings)	Full Breakfast
After school Club	3.30pm- 6.00pm	£12.00 (£10.50 for siblings)	Snack and lite-bite

### Staff & Security

All the Kids breakfast and supper club staff are DBS checked and interviewed with full referencing. Our staff all have first aid, food hygiene and Safeguarding training.

The ratio of staff to children at the Kids breakfast and supper club is 1:10 minimum. Any accidents will be aided by a qualified first aider and a written report given to the parents.

For security all children must be signed in to the breakfast club and out of the supper club. Children may only be collected by a nominated person and if this changes for any reason then a password will be agreed prior, for us to allow the child leave.



### Behaviour

At Kids breakfast and supper club we strive to achieve a fun and safe environment for the children in attendance. At the club we promote the Bishop Wood behaviours and also get the children to collectively devise behaviours and rules for the club they would like to follow. We work in partnership with parents and Bishop Wood School to manage behaviour using clear, consistent, and positive strategies and any incidents will be discussed directly with parents.

For further information, please see our behaviour and exclusion policies.

### Payments

After a booking has been made you will be e-mailed an invoice.

All payments are in advance and payment confirms your acceptance of the booking and the terms associated. A link to the terms and conditions can be found at the bottom of each invoice e-mail.

Invoices must be paid in full on receipt and if the booking is for the full term, you will be invoiced monthly.

The invoice amount and due dates are detailed on the invoice.

Payment can be made by bank transfer or childcare vouchers - please find more details on your invoice.

### Cancellations

We do accept people will need to cancel and with two weeks' notice all cancellations can be refunded or credited. Please e-mail us at [bishopwood@kids-bsc.co.uk](mailto:bishopwood@kids-bsc.co.uk).

Unfortunately, we cannot refund sessions a child has missed due to illness. When a session is booked it is held open for that child whether or not they then attend.

### Attendance

If your child is booked in for a supper club session and your arrangements change (Play dates, holidays, sickness) you must let us know. This will help us avoid unnecessary concern as we ensure your child is safe. We take the safety and safeguarding of your children very seriously and when a child that is expected does not appear, it triggers our missing child policy. You can contact us anytime to let us know on [bishopwood@kids-bsc.co.uk](mailto:bishopwood@kids-bsc.co.uk) or you can call during a session on the club mobile or contact the school or of course, feel free to pop in.



### Late collection

We understand that on occasion parents and guardians may be late on collection due to unforeseen circumstances. We ask you to contact us at your earliest convenience to advise us that you are running late and we will ensure we accommodate this.

Unfortunately, if a child is collected late there is a charge of £5.00 per child every 15 minutes (or part thereof) after the booked session has ended. The fee will need to be paid in full before the child attends the next session.

### Insurance and safeguarding

Safety is our number one priority and if we suspect a child may be suffering in anyway or if a child makes a disclosure the safeguarding policy will be followed.

Kids breakfast and supper club hold both public liability and employers liability insurance and your children are covered by this when in our care.

### Enforced Venue Closure

If Kids breakfast and supper club is forced to close due to the compulsory closure of its premises by order of a competent authority (e.g. School, Local Authority, Environmental Health etc), due to bad weather (e.g. Snow, Ice, Flood etc), outbreak of a human infectious or contagious condition (e.g. Influenza, Meningitis), Industrial Action (teaching strike etc) or for any other reason, parents will still be liable for any fees due/paid, during the entire period of closure.

### Data Protection

The company is required to process relevant personal data as part of its operation and shall take all reasonable steps to do so in accordance with this policy. The Company will endeavour to ensure that all personal data is processed in compliance with this policy and the principles of the Data Protection Act 1998.

### Policies and Procedures

Kids breakfast and supper club follow set policies and procures to ensure children's safety and wellbeing. If you would like to see a copy of any of our policies please ask at the club as we have a folder their or alternatively contact us.



Breakfast & Supper Club

Complaints

All concerns should be made to the Club staff or directly to the Manager of Kids breakfast and supper club. If you wish to take matters further, complaints can be made directly to Ofsted and there is a complaints poster on the notice board.

Our Ofsted registration number is EY494460,

Ofsted tel no: 0300 1234 234 / email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk).

Contact us:

Ofsted registration number: EY494460

Manager: Natalie Mitchell

E-mail: [natalie@kids-bsc.co.uk](mailto:natalie@kids-bsc.co.uk)

Phone: 07856 313420

Company registration number: 9676999

Address:

Kids breakfast and supper club Ltd.

15 Lancaster Way

Pitstone

LU7 9RH



**Booking Form for Kids Breakfast and supper club**

Name of child/children .....

Year and class they are in.....

Session	Times	Fee	Includes
Breakfast Club - AM	7.35am-8.55am	£5.00 (£4 for siblings)	Full Breakfast
After school Club - PM	3.30pm-6.00pm	£12.00 (£10.50 for siblings)	Snack and lite-bite

Please complete the boxes below to indicate which sessions and days you require.

Monday		Tuesday		Wednesday		Thursday		Friday	
AM		AM		AM		AM		AM	
PM		PM		PM		PM		PM	

When would you like the booking to start from?.....

Please confirm if this is an ad-hoc booking or for the full term?.....

If we are collecting your child/children from one of Bishop Wood's after school clubs, please let us know which one and on which day of the week.

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**Next Steps:** You now need to register your child /children with us on the on-line registration form. This is very important and will need to be completed prior to them attending the club. <http://goo.gl/forms/k9bYyX872E>

Parent Name:

Parent e-mail address:

Signed ..... Date .....

Please return this form to [bishopwood@kids-bsc.co.uk](mailto:bishopwood@kids-bsc.co.uk) or to us directly at the club.