



# Bidbury Bears Wraparound Care



## Breakfast Club: 7:40am – 8:45am

Cost: £3.00

**Please note: from January 2023 we no longer offer ad hoc spaces due to child to staffing ratio requirements and the club's popularity.**

Children will be offered a choice of cereal or toast and water or milk up to 8:35am.

**Where:** Please enter through the Bidbury Pre-school gates, adjacent to the Hook's Lane Rugby field.

**Parking:** Located at the Havant Rugby Club. The school car park is for staff only.

Payment is required in advance, using your SCOPAY account to book your child in. You will need to do this 24 hours before you want your child to attend Breakfast Club or the session will be locked and you will not be able to book in.

If you are using Childcare vouchers/Tax Free Childcare payments, you will need to inform the School Office providing details of your required care dates and child's account information so we can claim the money to cover your booking.

*Terms and Conditions:*

**Behaviour:** It is expected that your child will behave in line with the Bidbury Infant School Behaviour Policy while attending the Bidbury Bears Breakfast Club. You can find this policy at our school website by following the link and selecting 'Behaviour' from the policy list: <https://bidbury-inf.hants.sch.uk/key-info/policies/> The Breakfast Club Assistants will advise you of any concerns relating to your child's behaviour.

**Consent for use of personal information:** The Bidbury Bears wraparound care clubs will use personal information as provided by the parent when enrolling with Bidbury Infant School. This will cover medical details, emergency contacts, any allergies or medications, disabilities or language needs, and these will not be shared outside of the school or for marketing purposes.

**Payment:** Payments must be made via SCOPAY in advance of booking. Please speak to the School Office if you require assistance

**Childcare Vouchers:** We do accept Childcare Vouchers and tax-free childcare vouchers. See additional information leaflet.

**Refunds:** If your child is off sick on a day you have booked we will not provide a refund, but instead deduct the amount as credit towards future bookings. If your child has an unauthorised absence you will not be due a refund for any sessions booked.

**Safeguarding:** Child Protection concerns will be reported to the Designated Safeguarding Leads; Sarah Thumwood, Julie Cook, Caroline O'Halloran and Julia Quehan.

**Medical/Allergies:** Any medical needs or allergies that you have informed the school about will be passed on to the Breakfast Club Assistants. Inhalers normally kept in school will be available at all times.

**Breakfast Club Staff:** All Bidbury Bears Breakfast Club Assistants have an enhanced DBS check and will hold relevant childcare, first aid and food hygiene qualifications.

**By using the Bidbury Bears Breakfast Club you are agreeing to the Terms and Conditions above.**





# Bidbury Bears Wraparound Care



## After School Club: 3:05pm – 6pm

We offer two After School Club care options:

**Short Session:** collection by 4:30pm

Cost: £5.00

**Long session:** collection by 6:00pm.

Cost: £7.00

For both sessions children will be taken to After School Club when the school day ends.

Payment is required in advance, using your SCOPAY account to book your child in. You will need to do this 24 hours before you want your child to attend Breakfast Club or the session will be locked and you will not be able to book in.

If you are using Childcare vouchers/Tax Free Childcare payments, you will need to inform the School Office providing details of your required care dates and child's account information so we can claim the money to cover your booking.

**Collection:** Through the Bidbury Pre-school gates, adjacent to the Hook's Lane Rugby field.

**Parking:** Located at the Havant Rugby Club. The school car park is for staff only

*Terms and Conditions:*

**Emergency booking:** If you require same day care please call the School Office who will be able to book you in as an emergency. You must be in credit on SCOPAY to book the sessions required and you will not be able to book sessions if your account is in arrears by more than £20.00.

**Childcare Vouchers:** We do accept Childcare Vouchers and tax-free childcare vouchers. See additional information leaflet.

**Behaviour:** It is expected that your child will behave in line with the Bidbury Infant School Behaviour Policy while attending the Bidbury Bears After School Club. This policy is available at our school website, please follow the below link and select 'Behaviour' from the policy list: <https://bidbury-inf.hants.sch.uk/key-info/policies/> The After School Club Assistants will advise you of any concerns relating to your child's behaviour.

**Consent for use of personal information:** The Bidbury Bears wraparound care clubs will use personal information as provided by the parent when enrolling with Bidbury Infant School. This will cover medical details, emergency contacts, any allergies or medications, disabilities or language needs, and these will not be shared outside of the school or for marketing purposes.

**Payment:** Payments must be made via SCOPAY in advance of booking. Please speak to the School Office if you require assistance.

**Refunds:** If your child is off sick on a day you have booked we will not provide a refund, but instead deduct the amount as credit towards future bookings. If your child has an unauthorised absence you will not be due a refund for any sessions booked.

**Safeguarding:** Child Protection concerns will be reported to the Designated Safeguarding Leads; Sarah Thumwood, Julie Cook, Caroline O'Halloran and Julia Quehan.

**Collection responsibility:** In line with the above Safeguarding requirements, parents will be required to sign their child out at the end of their session. Children will only be released to an adult with parental responsibility, or a nominated

person. If another adult will be collecting your child then you will need to make the School Office aware, just as you would for the end of school day.

**Medical/Allergies:** Any medical needs/allergies that you have informed the school about will be passed on to the After School Club Assistant(s). Inhalers normally kept in school will be available at all times.

**After School Club Food:**

Short Sessions: For those children being collected at 4:30pm there will be a light snack of fruit as well as water – served at approximately 4:00pm.

Long Sessions: For those children being collected at 6:00pm there will be a light snack served after 4:30pm. The menu for snacks for long sessions can be found on the noticeboard outside the School Office.

**Children not booked in:** Parents will be contacted by the School Office soon after the school day ends if they are not registered to attend After School Club for that day. The parent will be responsible for collecting their child(ren) if they have not booked in advance.

**Late Collection Fees:** If your child is collected later than the session time you have booked for then you will be charged at the rate for the later session. Please note: 6:00pm is the time the After School Club Assistant(s) lock up – **please collect your child by 6pm**. If you collect your child after 6pm an additional charge of **£15.00 per half hour of extended care** will be made to cover the cost of staff remaining on site.

**Emergency Contact:** If you need to contact the After School Club due to an emergency please telephone: 07563304504 Please note: this line is for emergencies only, and not for bookings or payment queries.

**After School Club Staff:** All Bidbury Bears After School Club Assistant(s) have an enhanced DBS check and will hold relevant childcare, first aid and food hygiene qualifications.

**By using the Bidbury Bears After School Club you are agreeing to the Terms and Conditions above.**