



CASTLE EARLY BIRDS

Wraparound Care

Dear Parents/Guardians,

My name is Mandy Brittan, and I am the owner of Castle Early Birds, an independent wraparound childcare provider based at Castle Primary School. We provide a safe, caring and fun environment where children feel happy, settled and valued.

Affordable Childcare

We are registered with the Government's **Tax-Free Childcare Scheme**, where for every **£8** you pay in, the Government adds **£2**. We also accept **Childcare Vouchers** and card payments.

To be eligible, for Tax-Free Childcare Scheme you must:

- Be working at least 16 hours per week.
- Apply online at www.gov.uk/apply-for-tax-free-childcare

Easy Online Bookings

Bookings are managed through our **Pebble** system. Parents can book ad hoc sessions, block book regular sessions or request a **half-termly invoice** - *if you require this method, please completed the registration form below..*

Breakfast Club: <https://pbbl.uk/43j56O4>



After School Club <https://pbbl.uk/3SmXij7>



For more information, visit www.castleearlybirds.com

Breakfast Club (7.30am – School Start)

£6.90 per child (£6.40 siblings)

Breakfast includes, varies cereals, and toast with jam or chocolate spread, with squash, juice, milk and water available. *Specific dietary requirements can be catered for.*

After School Club

- **3.30pm–4.30pm** – £5.90 (£5.40 siblings)
- **3.30pm–5.00pm**– £7.70 (£7.40 siblings) light tea provided
- **3.30pm–5.30pm**– £9.90 (£9.40 siblings) light tea provided
- **4.30pm–5.30pm**– £6.90 (£6.40 siblings) light Tea provide

(Children attending our light tea sessions may enjoy hot dogs, beans on toast, wraps, or sandwiches, alongside salad, fresh fruit, and crisps).

Holiday Club

We also run a popular Holiday Club at **Portchester Community School** during school holidays.

Follow us on **Facebook:** **Castle Early Birds Holiday Club.**

We look forward to welcoming your family to Castle Early Birds Wraparound Care.

Kind regards,

Mandy Brittan

Castle Early Birds

www.castleearlybirds.com, 07855632215 castleearlybirds@outlook.com Ofsted No: 2848757

Staff

All staff involved in our wraparound care, are DBS Clearance checked. The Club will have appropriate Public and Employer's Liability Insurance.

Location and facilities

The wraparound care is located in the Dining Hall. Access can be gained via the main school entrance. The premises have fully equipped male and female toilets. Castle Early Birds will provide a variety of resources to entertain your child/ren..

Registration of children

All children must be registered and have a place paid for in order to stay at the Club. The registration form must be completed and submitted by a parent / guardian, together with payment.

Unfortunately, any children with more than 1 Week in arrears will not be allowed to attend the Breakfast Club, but if you

Medication

Medication can only be given with full written and signed authorisation from a parent or guardian.

Activities

We have various table top activities such as arts and crafts, puzzles, table football..

Data protection GDPR

We collect personal information from you for your child's care with us. This information is kept as a paper copy on site and is entered onto our database. This information is kept securer. We also take photos of the children within our settings to put on our display boards/website/advertising/Facebook page.

Please see our data protection policy for more information.

Club Contacts

If you need any further information please contact **Mandy Brittan** at: castleearlybirds@outlook.com, phone or text on **07855 632215**.

Please note this is an independent company all enquiries should be directed to the Managers at Castle Early Birds not staff at Castle Primary School.

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Personal Details

Please complete the following details:

Name:					
Address:					
Email Address:					
Home Tel:		Work Tel:		Mobile:	
Child's name:		Class:	D.O.B:		Age:
Child's name:		Class:	D.O.B:		Age:
Child's name:		Class:	D.O.B:		Age:
Breakfast Club					
Start Date: _____ Days on which childcare is required (please circle)					
Afterschool Club					
Start Date: _____ Days on which childcare is required and what time until (please circle)					
4.30pm , 5.00pm , 5.30pm					
Monday		Tuesday	Wednesday	Thursday	Friday
Occasional					
Photographic Consent					
On occasions, personal photographs may be used in art activities. Please sign below if you give your permission for your child/children's photographs to be used for displays, albums, advertising and art work.					
Parent's/Guardian's signature _____					

Please note: Siblings may be added to this form as they join the club.

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We do however require a separate Medical Information & Food/Diet form for each child.

Emergency Contacts Form

Details of people who can collect the child during the session if necessary (if your child is ill for example). **Please name at least 2 people.**

Name of Child/ren

Contact 1 (this must be a parent/guardian's work address if applicable)

Name:

Relationship to child:

Address:

Telephone number:

E-mail address:

Contact 2

Name:

Relationship to child:

Address:

Telephone number:

E-mail address:

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Medical Information

One form must be completed for each child

Name of child:

DOB:

Any **medical information** the club needs to know about:

Details and **dosage** of any medication being taken by the child (including inhalers):

My child has an **allergy** to the following: (e.g. penicillin, nuts etc...):

My child may not eat the following:

Is there anything else that you think we should be aware of (religious requirements, behaviour, family situation, communication)?

Signature:

Wrap around Club Policy

Food and Activities

Children will be offered a range of healthy food for, including fruit.

A number of activities will be on offer for the children to participate in. These will include craft activities, games, toys, pool and football tables, table tennis, iPad's..

Behaviour Policy

Behaviour will be based on a positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately exclusion from wraparound club will be the final sanction from such provision when all possible strategies have failed.

Specific Individual Needs

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child ➤ Liaison will be arranged with relevant professional support networks if applicable.
- The staffing levels can support the needs of the child.

Pricing Policy

Wraparound:- These fees are to cover cost of:-

- Staffing
- Food
- Equipment and day to day running costs.
- Letting Fees to Castle Primary School

Refunds are not given in the case of absence.

The pricing of the Wraparound care will be reviewed regularly and you will be notified on a specific date when the increase will take effect following ½ term notification.

Contingency arrangements for staff absences and emergencies

Arrangements for cover due to staff absence is organised by the wraparound club managers, who keeps a register of staff available for cover.

Fire Procedure

Children should exit the dining hall and assemble on the school field behind the building. All registers should be taken and the children checked.

First Aid

If First Aid is administered, the treatment given will be recorded in the Breakfast Club First Aid record book. A note and/or telephone call will be made to inform parents of what treatment the child has received.

Medication

Inhalers are kept in the School. If a child needs an inhaler it will be given by a member of staff.

Risk Assessment

A risk assessment has been carried out for the wraparound club.
This policy will be reviewed by the wraparound Club as and when it is deemed necessary.

Data protection GPDR

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