

Contact Mandy Brittan 07855632215,
Email: castleearlybirds@outlook.com
Website: castleearlybirds.com Ofsted EY418808



Castle Early Birds Breakfast Club

(At Castle Primary School)

We aim to provide high quality, affordable and accessible childcare for children, in a safe and supportive environment.

Our Breakfast Club is a great way to start the day! Children at "Castle Early Birds" are provided with a healthy breakfast in a relaxed atmosphere, with an opportunity to meet friends and play games under supervision from qualified staff.

All staff involved in the Breakfast Club will be DBS Clearance checked. The Club will have appropriate Public and Employer's Liability Insurance.

Location and facilities

The Breakfast Club will be 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 at the beginning of the day.

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.

Start of the Day Arrivals

Children will need to be taken to Castle Primary School Dining Hall and signed in for each session by their carer/parent. Children should not arrive before 7.30am.

Castle Early Birds

Payments

The fee for each morning session is £5.40 per child. If you have more than one child attending, a concession of £4.90 will be charged for each child.

This can be paid, weekly, monthly or half termly in advance.

We accept Cash, or Cheques and Child Care Vouchers.

Cheques should be made payable to "Castle Early Birds".

Alternatively, pay via Internet Banking using the following Bank Account details:-

Sort Code: 30-96-11 **Account No:** 24457068 **Account Name:** Castle Early Birds
(Please enter your Childs name in the reference box).

Unfortunately, any children with more than 1 Week in arrears will not be allowed to attend the Breakfast Club, but if you are experiencing problems please talk to a member of staff.

TERMS AND CONDITIONS

- All payments must be made in advance.
- Contract is for term time only.
- Fees still remain due for periods of absence through sickness and holiday absence.
- Two weeks' notice is required to change or cancel a contract.

EXCEPTIONS

- No charge for bank holiday's and inset days.

Breakfast

We provide fresh fruit, cereals, toast, jam etc... There is also Orange, Blackcurrant and Apple squash, milk or water to drink. Specific dietary needs will be catered for where necessary (there is a section on the application form covering this).

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, PlayStation and a television for the children to watch DVDs.

Data protection *GPDR*

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 secure. 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.

We look forward to seeing you and your child/children.!

Castle Early Birds

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)					
Monday	Tuesday	Wednesday	Thursday	Friday	Occasional
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 _____					

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Please note: Siblings may be added to this form as they join the club.
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 tables, table tennis, Wii, Nintendo, laptops and children's television.

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 fee 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 $\frac{1}{2}$ 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.

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