



**Beekeepers After-school Club**

**And**

**Holiday Play Scheme**

**Admissions Book**

## History

Beekeepers was established in May 1999 through a start up fund from the City of York Council and Leisure Services Department with help, advice and support from York Childcare. In 2000, the Club received a grant from the New Opportunities Fund, which allowed it to open during School Holidays and Teacher Training days.

The Club is registered with Social Services under 8's Office to ensure it is a safe and a suitable venue. The government-registered inspectors, Ofsted, also inspect the club and its activities. Full reports can be viewed on the Ofsted Website, [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

The Club is a **non-profit** voluntary organisation managed by a **voluntary** management committee made up of parents whose children attend the club. Parents/guardians are always welcome to attend the meetings and/or join the committee, so please look out for the notices within the Club, on the newsletter printed on our monthly invoices and on the BK website News Page - <http://www.beekeepers.co.uk/news.html>

## Opening Times

The Club is open from Monday to Friday from 3:00 pm to 6:00 pm in term time.

The Holiday Play Scheme runs from 8:00 am to 6:00 pm during holidays and training days.

## Services

Beekeepers Club is registered with the City of York Council and provides places for 24 children from reception class up to the age of thirteen.

The Club can accept up to 20 children under the age of 8.

The Staff/Child ratio is 1:8 and there is a 1:6 ratio when walking from St. Oswald's School to Fulford Scout Hut within the walking bus system.

Different activities are organised for the children each day based around a theme. These activities are advertised on the notice board at the entrance to the building.

Activities include:

- Painting,
- Junk modelling and gluing,
- Board games,
- Drawing,

- Colouring,
- Pool
- Computer and play station games.
- Space is also available for children to do homework

When the weather is fine the children can play outside in the garden area.

The children receive a drink and a healthy snack during their time at the club during term time.

## **The Walking Bus**

Children are collected from designated points in the school playground. BK staff will check the children's names against a register and if anyone is missing, a BK staff member will go to the relevant teacher to discover the child's whereabouts. Children and Staff wear bright tabards for high visibility while walking from the school to the scout hut. The staff/child ratio during the walking bus system is 1:6.

## **Beekeepers' Mission**

To provide safe, high quality childcare and play opportunities for children aged 4-13 attending St Oswald's School and/or living in the Fulford area.

## **Disability Policy<sup>1</sup>**

- To provide equality of access to the full range of opportunities/facilities
- To minimize discrimination against disabled people and promote social inclusion
- To ensure, as far as practicable, equality of safe and effective access to, and within the building and its facilities
- To support disabled children and employees within the care environment/workplace
- To comply with relevant legislation

### Statement of intent

"We acknowledge that individuals and groups of people are excluded from the society in which we live. Such exclusion can take many forms and more commonly is associated with barriers to, or inaccessibility of, services provided by organisations such as ours. We are committed to taking whatever steps are necessary to ensure that our policies, plans and practices are inclusive to all."

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<sup>1</sup> Summary: full policy available on request

## Booking Policy

Places are currently limited to 24. It is BK policy to give priority to children attending St Oswald's School and then to those living within the parish of Fulford.

BK operates a waiting list. When the club is fully booked on a particular night, names will be added to the waiting list. When a place becomes available parents/carers will be contacted according to their position on the list and offered a place for their child.

## Fees

Fees are reviewed on an annual basis, generally taking effect from April of the current year to coincide with the club's financial year.

The fee for the after school club is based on attendance per session, with a session being defined as 3pm to 6pm. A sibling discount is offered. During the holiday club, rates are based on either a full or half-day attendance, half days being defined as 8am to 1pm, or 1pm to 6pm. Again, sibling discount is available.

Please speak to the Manager for details of the current rates.

There is a late collection fee (after 6:00 pm) of £5 for the first 15 minutes and £5 for each 15 minutes thereafter. The Manager will operate this policy at their discretion.

## Payment

Fees are payable monthly in advance. The Manager will issue bills for payment during the first week of each month and payment is required within 10 days in the form of a cheque.<sup>2</sup> We also accept vouchers from many employer childcare voucher schemes. Please ask the Manager for further details. We cannot accept cash payment.

## Cancellations

Please inform the Manager as soon as possible if your child will not be attending the BK sessions that you have booked for them. *There is no refund for cancellations.* If however, your child is ill and absent for more than one week BK will only retain payments for the first week and will refund absence after that.

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<sup>2</sup> BK is a voluntary **non-profit** organization that operates at close to breakeven point. As such, BK has had to adopt a zero tolerance policy against non-payment and we will pursue non-payment through the courts if necessary. If at anytime you are having difficulty with payment, please inform the Manager immediately and we can establish a payment scheme suited to your financial requirements.

## **Joining the Club**

When a place has been offered and accepted at Beekeepers, there is a “retainer” of £30 for the first child and a reduced rate of £15 for siblings. The retainer fee is fully refundable once your child leaves BK, if all fees are paid up to date. One month’s written notice is required when a child leaves.

There is also a £2:00, non-refundable, one-off membership fee for each child. On booking a registration form must be completed for each child that attends.

## **Emergency Situations**

In an emergency, the Manager will make every effort to contact the parent(s)/guardian(s) using the contact details provided on the booking form, so it essential that you keep the Manager up-to-date with any changes in your contact details.

Children that fall ill or are involved in an accident will be cared for in a sympathetic and understanding manner until the parent/guardian arrives.

The Manager reserves the right to call the emergency services and/or take the child to hospital if they deem it necessary.

If the Manager is unsuccessful in contacting the parent/guardian, they will act in a manner that best serves the child’s interest/health/safety.

The Manager reserves the right to notify York Social Services in any case of non-collection.

The above represents a summary of our Accidents, Illness and Emergency Policy. Please ask the Manager for a full copy of the policy if required.

## **Behaviour Policy**

BK staff expect all children to be kind, caring and considerate to all other children, staff and other people in the club. It is expected that all children will treat the building, equipment, toys and furniture properly at all times. We also expect children to observe rules and to keep out of areas that they are not allowed in for their own safety.

All children **must** follow the behaviour policy. If any child causes continuous concern, BK staff have the authority to inform the committee who will arrange a meeting with the Parent/guardian to agree appropriate action.

BK reserves the right to exclude any child that causes continuous disruption and is considered to be in breach of the behaviour policy.

The above represents a summary of our Behaviour Policy. Please ask the Manager for a full copy of the policy if required.

## **Food and Drink**

BK will provide a healthy snack and juice during the after-school sessions and during the morning and afternoon sessions of the holiday play scheme. Children attending a full day session of the holiday scheme must provide their own packed lunch.

Parents/guardians are asked to ensure that any products containing nuts are excluded from packed lunches as they can pose a serious allergy risk to other children in our care. Parents should be aware that fridge space at the club is limited, and that packed lunches should be brought in cool bags as appropriate.

## **Medicines**

Staff trained as First Aiders may administer medication to a child if it is prescribed by a doctor, nurse, dentist or pharmacist and if the request to do so is from the child's parent or carer and is given in writing, stating frequency and dosage.

Staff may also administer non-prescription pain and fever relieving medication if there is a medical reason for doing so and if the request to do so is from the child's parent or carer and is given in writing, stating frequency and dosage.

Parents/carers can make such requests by completing and signing the Medication Log Authorisation Form.

Staff will ensure that the medication is properly labelled and safely stored during the session. The medication must have the child's full name on the bottle or box, whether prescribed or not.

The above represents a summary of our Medication Policy. Please ask the Manager for a full copy of the policy if required.

## **Complaints**

Our Club is committed to providing a safe, stimulating, consistent and accessible service to children and their parents/carers. We always aim to provide high quality services for everyone, but accept that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put them right and learn from our mistakes.

We operate a two stage complaints procedure. Stage one would involve speaking informally to the Manager to try to resolve the issue. If this does not

result in a successful outcome, or if the parent/carer prefers, Stage two would involve submitting a Notification of Complaint Form to the Voluntary Management Committee (VMC). These forms are readily available for collection, or can be downloaded from the club's website. The VMC would fully investigate the complaint and respond with a full report within 28 days.

Alternatively, any parent/carer can, at any time, submit a complaint to Ofsted about any aspect of registered childcare provision. Ofsted will consider and investigate all complaints received. The contact address for Ofsted is:

Royal Exchange Buildings  
St Ann's Square  
Manchester  
M2 7LA

08456 40 40 40

The above represents a summary of our Complaints Policy. Please ask the Manager for a full copy of the policy if required.

## **Safeguarding Children Policy**

Our Club believes that children have the right to be completely safe from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm.

The Club's Manager will have suitable training and expertise, and will be responsible for liaising with social services, the CYSCB (City of York's Safeguarding Children Board) and Ofsted in any child protection matter.

The Club's Safeguarding Children procedures comply with all relevant legislation and other guidance or advice from the CYSCB.

The Club is committed to reviewing its Safeguarding Children policy and procedures at regular intervals. The policy is available to parents/ carers on request.

A full copy of our Safeguarding Children Policy is available on request. Please ask the Manager for a full copy of the policy if required.

### **The protection of a child is always paramount.**

Any information regarding a child attending the facility will be kept confidentially.

## **Having Your Say**

The BK Manager runs the day-to-day activities, but the Voluntary Management Committee, which meets each month, is responsible for overall management and policy-making. The management committee runs an open-door policy in that you may attend any of these meetings and contribute to how the club operates.

You may of course raise any concerns, queries and/or suggestions with the Manager or any committee member at any time.

Parents/guardians may also view BK documentation on request.