

BEEKEEPERS

Admissions Book



Beekeepers After-school Club And Holiday Play-scheme

The Scout Hut
School Lane
Fulford,
York

07930 245216

www.beekeepers.co.uk

History

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

The Club is registered with Social Services under 8's Office to ensure it is a safe and suitable venue. The government-registered inspectors, OFSTED also inspect the club and its activities: Report at <http://www.ofsted.gov.uk/reports/>

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

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.

Services

Beekeepers Club is registered with the City of York Council and provides places for 24 children from reception class up to Year 6 of which 20 can be under the age of 8.

The Staff/Child ratio is 1:8

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,
- Board games,
- Drawing,
- Colouring,
- Table football,
- Snooker
- Video games.
- Space is also available for children to do homework

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

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.

Food and Drink

BK will provide biscuits 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 pack 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.

Booking a Place

Places are currently limited, though plans are in place to increase numbers in the near future (conditional on OFSTED approval). 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 also operates a waiting list.

Fees

After-school club

First child to 5.30 pm - £5.60 per session

Siblings to 5.30 pm - £5.10 per session

First child to 6.00 pm - £6.30 per session

Siblings to 6.00 pm - £5.80 per session

Holiday play-scheme

Full day

First child - £16

Siblings - £14

Half day

First child - £9

Siblings - £7

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.

Cancellations

Please inform the manager as soon as possible if your child will not be attending any 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.

There is a retainer fee of £30 for the first child and a reduced rate of £15 for siblings. The retainer fee is fully refundable once your child (children) 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 membership fee for each child and a booking registration form must be completed for each child that attends.

Payment

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. The child's place will be at risk if some form of payment is not received by the end of each month.

If you are having difficulty with payment, please inform the manager immediately, so that we can establish a payment scheme more suited to your financial situation.

Please note, 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.

Our mission is to provide safe, high quality child care and play opportunities to children aged 4-11 and to ensure that their time at Beekeepers is both happy and stimulating

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Website www.beekeepers.co.uk



Emergencies

In an emergency, the manager will make every effort to contact the parents/guardian using the contact details provided on the booking form, so it is 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, but 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.

Medicines

BK staff can only administer medicines if the parent/guardian agrees to our medicines policy and signs a consent form, detailing the exact dosage and times needed. Medicines must also be in the original bottle with child's full name on the label.

BK staff retain the right to refuse to administer any medication.

Child Protection

Staff at the Beekeepers Club will use a procedure of reporting any concerns of child abuse to the Manager. If BK staff suspect abuse, the Manager will share those concerns with the parent/guardian immediately and will inform the Chair of the Voluntary Management Committee.

There is also a statutory obligation on BK staff to inform the Social Services if abuse is suspected. It is possible that the Manager could make a decision to inform Social Services before informing Parent/guardians. This would be done if the Manager felt that a child's well being was in jeopardy by informing the Parent/guardians first.

The protection of a child is always paramount.

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

Behaviour Policy

BK staff expects 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 equipment 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 has 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

Equal Opportunities

"We acknowledge that many individuals and groups of people are excluded from the society in which we live. Such exclusion can take many forms and are commonly 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."