

The Badger Club Long Furlong After-School Club

Long Furlong School
Boulter Drive
Abingdon
Oxon
OX14 1XP

Mobile: 07762385760

Email: badgerclub@long-furlong.oxon.sch.uk

INFORMATION FOR PARENTS/CARERS

What is Badger Club?

Badger Club is the after-school club for children at Long Furlong School. It was set up by parents and is still run by a Management Committee made up of parents; this enables us to keep costs down. The club is registered with Ofsted and is run from the school hall in accordance with the stringent requirements set by Ofsted. It is a very popular Club! Badger Club is an inclusive after care provision and we welcome any child with additional needs. The club will always strive to support a child with special needs so they can get the most out of their play experience. Please feel free to discuss any concerns about your child with the clubs Manager.

Aims of the Club

The main aim of the Club is to provide a childcare service within a homely, fun-filled, focused atmosphere. The Club is run in a relaxed way so that children do not see it merely as an extension of their school day, but something that they look forward to attending. We focus on Free Play choices. The children will be offered the opportunity to choose from a variety of activities. They may decide to read a book, complete some homework, take part in a craft activity, play outside, or just sit and chat with friends. Although they will be encouraged to try the variety of activities on offer, we feel it is important that each child is allowed to make his or her own choice.

Personnel

The Club's Manager holds a QCF Diploma Level 3 in Playwork, a Paediatric First Aid Certificate and is also registered to administer Epipen. All staff members also have training in Safeguarding Children. The Manager is at the club every day, supported by at least 2 qualified Playworkers.

(Manager) Mrs Angela Peat. Mon – Fri. 3 till 5.45 pm.

(Breakfast Manager) Mrs Olivia Gillbee.

All staff members have undergone police checks to ensure their suitability to work with children. There will be a staff: child ratio of 1:8 for the children who are under eight, at all times, as required by law.

Breakfast Club

The club opens at 7.45 am and staff will make sure the children are in their class by 8.55-9.00 am for the start of the school day. The club will be in the school hall. We offer a range of breakfast food like cereals, toast with jam, porridge, yogurts, and fruit; and breakfast drinks like juice, milk, and tea. The children will have a choice of games to play, books to read, craft activities or catching up with friends before the start of the day. **Each Breakfast Club session is £4.50 per child.**

After-School Club

The club runs during term time from 3:15pm to 5:45pm, Monday - Friday (Bank Holidays and INSET days excluded). Places can either be booked as regular slots each week or on an ad-hoc drop in basis (depending on availability). After a light snack the children can choose from a variety of activities: reading, space to do homework, craft or cookery, use the school's computers, play outside or just sit and chat with friends. The cost is £8.50 per child per session. **The cost is currently £8.50 per child per session.** If you are a regular user of the Club you will be invoiced monthly. Your invoice will be in an envelope in your child's school book-bag.

Discount scheme

This scheme will take effect from **September 2014** and will be only available to those parents whose children have regular places at either of the clubs.

It should be noted that the application of this scheme is at the discretion of the Management Committee and is dependent on our continued strong financial position. If for whatever reason that position changes, we may have to consider withdrawing this scheme. If this is the case, we would give at least 30 days notice before the withdrawal of the discount scheme.

Details of the scheme

We are going to offer two types of discount:

- A full week discount; and
- A sibling discount

Please note that these discounts can't be used in conjunction with each other. Where both could apply, the **full week discount will take precedence.**

Full week discount – 10%

- A discount of 10% will apply to those children who have a regular place at either club for Monday to Friday.
- For children attending both the Breakfast and After School Clubs 5 days a week, the discount will apply to both clubs
- Children who have regular places for less than 5 days a week but who choose to attend on the remaining days on an ad hoc basis will not be eligible for this discount.
- Where a child with regular 5 day place gives notice for non-attendance on any particular day(s) which results in them not being charged for that session(s), the discount will not apply to the weeks which include the planned absence.

Sibling discount – 10 %

- A discount of 10% will be applied to all siblings of any child already paying the full session rate.
- In most cases, the full session rate will be charged for the older sibling and the discounted rate will apply to any younger siblings. In the case of twins attending the club with no other siblings, only one sibling will be charged the full session rate.
- Sibling discounts will only apply on the days when all siblings attend a particular session.

Registration/Collection

Children in Reception and Infant classes (Years 1&2) will be collected by a member of staff from their classroom at 3.15 and escorted to the Club room. Juniors (Years 3, 4, 5 & 6) will be expected to make their own way to the Club room and all children will be marked in the register on arrival.

Please let us know if your child will not be attending a Badger Club session. Equally, if they attend an extra curricular club and maybe late on a day they usually attend Badger Club, please let us know at the beginning of term.

Children will **NOT** be released at the end of the session to anyone who is not their parent, or a recognised carer. Please let us know if your child is being collected by someone different (including another Badger Club parent!)

There is also a **Late Collection Policy**: you are charged £5 for every 5 minutes you are late (after 5.45) if you have not informed the Manager that you will be late (emergencies only). Frequent late collections, even when the Manager has been informed, will also incur a charge.

Snack

Each child will be offered a light snack shortly after they arrive for the session, e.g. Cereal and milk, toast with spreads, cheese and yogurt, fruit and a biscuit. We offer drinks of apple or orange juice, milk and water. Food allergies are always catered for.

Please note that the registration form gives you the opportunity to advise us of any food allergies/preferences your child might have.

Policies, Procedures and Rules

All staff and children attending the Club are expected to adhere to the Club's policies and operational practices, copies of which are available from the Club's Manager. The policies have been developed to ensure the Club fulfils its obligations for Ofsted registration as an approved provider of day-care for children under 8 years.

As we aim to run the Club in as relaxed a manner as possible, we have kept the rules to a minimum.

These rules can be summarised as follows and we would ask for your support in ensuring your children are aware of them and agree to abide by them:

- Don't hurt or annoy others
- Respect the adults and do as you are asked
- Be truthful
- Look after the Club equipment and buildings

Unacceptable and/or dangerous behaviour will not be tolerated.

Children are involved in drawing up their own code of conduct for the Club, and this is reviewed annually.

How to join and use the Club

Regular Use:

The back sheet of this information booklet is

a: Membership form

Emergency Medical Treatment

form

Initial request form

These should be completed and returned to either the Club's Manager, or the school office, with the **membership fee of £5.00**. (If you have more than one child then please fill in a separate form for each; further copies are available to download on our website).

Regular places may be booked in advance, and we also offer ad hoc places. Fill in the Initial request form to request the days you would like to use the Club. There is currently high demand for most of the days and mornings so you might have to be placed on a waiting list for the Club.

Once you are using the Club on a regular basis, any change in sessions must be notified in writing. **Any cancellation of pre-booked sessions must be made four weeks in advance**, or you will be invoiced for the session(s). If your circumstances change and you no longer need a place on a particular day, would like to change to a different day, or request an additional day (if and

when available), please fill in a 'Request/Change of Day form' and return to the Club Manager. We try in all cases to accommodate parents' requests.

Please be aware that when you accept a regular place, you are committing yourself to pay for that day for **every** school week until you inform us in writing, giving **'four weeks' notice** that you no longer need it.

We regret to say there is no option for 'holidays' from Badger Club payments, or cancelling sessions on a casual basis.

Casual Use/Ad hoc places

If you require a place at the Club for your child/children on a casual basis, you will still need to complete a Membership Form and pay the membership fee of £5.00 per child. You may book places up to two weeks in advance, and casual/ad hoc places can be booked by checking the Badger Club **Casual Booking File** (yellow folder) in the School reception area. If there are spaces available when you wish your child to attend, simply write their name and class where there is a space. Please do **NOT** add any children in the space below the register grid. The number of spaces per session is regulated.

When using the Club on a casual basis, **payment must be made in advance**. We would ask you to place a cheque (**no cash, please**) for the full amount of sessions booked in the box provided, made payable to "**The Badger Club**". If your booking is made on the same day as the session you wish to book, payment **must** be made to the Club's Manager when you collect your child. Non-payment removes the entitlement to leave your child on an ad hoc basis in future.

We regret that once a booking has been made, we cannot make refunds other than in exceptional circumstances and at the discretion of the Management Committee.

Childcare vouchers

In addition to the above discounts, we are able to accept childcare vouchers as a means of payment for both regular and ad hoc sessions. These employer voucher schemes provide parents with a tax efficient means to pay for childcare. We are already registered with a number of key providers but can easily register with others if parents request us to do so.

For parents without an employer childcare voucher scheme, you may be interested in the proposed government scheme which is being phased in from Autumn 2015 which will provide similar tax savings to parents not already in an employer scheme. Please see www.nsandi.com and other websites for further information.

Terms and Conditions

On the membership form we ask you to give your signature confirming that you have read, understood, and accept the details contained in this document, before your child attends the Club for the first time.

Queries/Problems

In the first instance, any queries or problems should be addressed to the Club's Manager, who can be reached on **07762385760** (please note this is a mobile phone). The phone will be answered between 3-6pm Monday-Friday; please leave a message on the answerphone outside this time period, or send a text.

You may also email the Club on: badgerclub@long-furlong.oxon.sch.uk

This is also the emergency contact number if, for example, you are expecting to be late collecting your child at the end of a session. If you are unable to advise us of your problem/query in this way, please contact the Management Committee via the School Office. Details for contacting Ofsted regarding any serious concerns are displayed in the club itself.

And finally:

We are always happy to receive any comments or suggestions you have about how we can improve the service we offer to you and your children. These comments are welcomed verbally, or in writing to either the Club's Manager or the Management Committee; if in writing, please place them in the Badger Club box in the School Reception Area.

WE HOPE YOUR CHILDREN WILL ENJOY THE CLUB!

Badger Club Membership Form

Child's Full Name:

Name to be used at the Club:

Date of Birth:

Gender:

Ethnicity:

Religion (if any):

Languages Spoken:

Names of Parents/Carers/Legal Guardians (delete as applicable):

(Please note the above must have legal responsibility/contact with the child)

Home Address:

Telephone Number: _____

Mobile Number: _____

Email Address: _____

Parents/Carers Place of Work: _____

Parents/Carers Daytime Telephone Number: _____

Other Emergency Contact Details:

Names of Persons Authorised to collect your child (including contact numbers):

A password system is used in the event of an unauthorised person collecting your child; please write your chosen word below:

I agree that my child's photograph may be taken during their time at the Club and used in conjunction with Badger Club.

E.g. On the Badger Club notice board, or on our page on the school website.

Signature of parent/carer: _____ Date: _____

Details of any Significant Health Issues, including special educational needs and/or physical disabilities statement (please use an additional sheet if required):

Details of any Special Dietary Requirements, Allergies and Significant Food and Drink Preferences:

Record of Immunisations (including dates):

Do you consent for members of staff at the Club to apply sun cream to your child in hot conditions?

Yes/No

Any Other Relevant Information you would like us to know:

I hereby consent for my child to take up a place at this Club, according to the terms and conditions set out in its policies and procedures. I have understood the expectations and obligations relating to both myself, and the Club, and agree to abide by them.

I understand that persistently late, or non-payment of fees will jeopardise my child's continued attendance at the Club.

I confirm that the information given above is correct, and I agree to contact the Manager as soon as any of the details change.

Signature of Parent/Carer:

Date:

If you have any questions or comments, please get in touch with the Club's Manager either via the email address: badgerclub@long-furlong.oxon.sch.uk or using the Club mobile: **07762385760**.

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Badger Club Emergency Medical Treatment Form

Child's Name:

Date of Birth:

Doctor's Name:

Doctor's Address:

Doctor's Telephone Number:

Any other relevant medical information (i.e.: Allergies, family medical history etc):

Health Visitor's Name (if applicable):

Health Visitors Surgery/Telephone Number (if applicable):

Parents/Carers Name:

Address:

Emergency Contact Number:

Child's Medical Number:

In the event that my child is involved in a serious incident while at the Club, I expect the Manager, or a delegated member of staff to contact me immediately on the above emergency contact number.

In the event that my child requires immediate medical treatment before I am able to get to the Hospital, I hereby authorise the Manager, or a delegated member of staff, to seek emergency medical advice or treatment on my behalf.

I understand that this authorisation will remain valid unless I contact the Manager to withdraw it.

Signature of Parent/Carer:

Date:

Disclosure of confidential information: I give my consent for information about my child known by Badger Club to be shared with the school when it relates to the safety and well being of my child

All information relating to your child/children will be stored in line with the Data Protection Act 1998 and our Confidentiality Policy.



BADGER CLUB

Equal Opportunities Form

Ethnic Origin:

White – British

Any other ethnic background

Irish

Traveller of Irish heritage

Gypsy/Roma

Any other white background

Mixed – White & Black Caribbean

White and Black African

White and Asian

Any other mixed background

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

Black or Black British

Caribbean

African

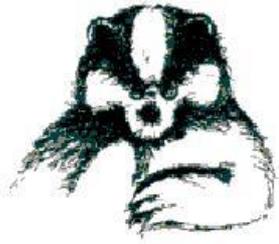
Any other Black background

Chinese

Learning Difficulties/Disabilities:

Early Years Action/School Action

Early Years Action Plus/School Action Plus



**The Badger
Club
Long Furlong After School Club**

REGULAR SESSIONS REQUEST FORM

Child's Full Name:

Child's Class/Year:

Day(s)/Regular session(s) required:

From (date):

Signature of Parent/Carer:

Date:

Please return this form to the Club Manager.

PLEASE BE ADVISED THAT WE MAY NOT BE ABLE TO OFFER YOUR PREFERRED DAYS, DUE TO AVAILABILITY; BUT WILL IN ALL INSTANCES, TRY OUR BEST TO ACCOMMODATE YOUR REQUESTS.

We would also like to remind you that your child needs to be registered with Badger Club before attending any sessions.

Please fill in a Membership form giving us your details, if you have not already done so. With thanks.