



Badger Club
Long Furlong After-School Club
Long Furlong School
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INFORMATION FOR PARENTS/CARERS

What is Badger Club?

Badger Club is a very popular Out of School club providing wrap around care for children at Long Furlong School. It was set up by parents and is still run by a Management Committee made up of parents. The club is a registered charity and is also registered with Ofsted, therefore it adheres to stringent regulations. Badger Club is an inclusive environment; we welcome any child with additional needs.

We pride in providing a homely, fun-filled, friendly 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. At both Breakfast and After-school-club, the children are offered the opportunity to choose from a variety of activities but we mainly focus on Free Play choices - we feel it is important that each child is allowed to make his or her own choice. Outdoor play (including supervised tree climbing), a huge range of craft activities, themed activities, board games are some of the many things on offer daily. Children on the Early Years register will be assigned a key worker.

Personnel

We employ dedicated and professional staff, all of whom undergo thorough DBS checks, a Paediatric First Aid qualification, Food hygiene qualification and Safeguarding Children training. The Club's Manager holds a QCF Diploma Level 4 in Playwork, whilst the Breakfast Manager is completing her Level 3. Both are trained to administer Epipen. We will always endeavour to keep a staff:child ratio of 1:8 for children under five.

(Manager) Mrs Angela Peat.

(Breakfast Manager) Mrs Olivia Gillbee.

Breakfast Club

The club opens at 7.45 am and staff will make sure the children are in their class by 8.45-8:50 am for the start of the school day. We offer a range of breakfast food like cereals, toast with jam, yogurts, and fruit; and breakfast drinks like juice, milk, and tea. Dietary requirements are, of course, catered for. **Each Breakfast Club session is currently £4.15 per child.**

After-School Club

The club runs during term time from 3:15pm to 5:45pm (Bank Holidays and INSET days excluded). We offer a vast range of cereal, toast with jam, yogurts, cheese, fruit and the occasional themed baking. Dietary requirements are, of course, catered for. Termly external activities are organised for the children: animals visits, balloon artists, magicians, end of term party etc... Each child attending the clubs will be given an art folder to keep all the work they produce whilst with us. **The cost is currently £8.00 per child per session.**

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.

We offer two types of discount:

- A full week discount
- A sibling discount

Please refer to our website for details on how these are applied.

Registration/Collection

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

If they attend an extra curricular club and may be 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.

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. A copy of all the Club's policies can also be found on our website.

Unacceptable and/or dangerous behaviour will not be tolerated.

How to join and use the Club

We ask all parents to fill in the Membership form, all attached forms and the Consent forms and return them to the Club's Manager 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 should be booked in advance; 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 with **a month notice** 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 contact the Club Manager.

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**" alternatively payments by BACs are preferred. Non-payment removes the entitlement to leave your child on an ad hoc basis in future. Places can be booked by checking the Badger Club **Casual Booking File** (yellow folder) in the School reception area.

Ad hoc places can be paid for by childcare vouchers. Please make sure that you notify the Manager or the treasurer when this is the case.

We regret that once a booking has been made, we cannot make refunds.

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, we are able to offer the new Government Tax free childcare scheme.

Terms and Conditions

On the membership form we ask you to give your signature also 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

Any queries or problems should be addressed to the Club's Managers on the mobile phone or email address found at the top of this letter. 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.

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. 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

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:

No special educational need