



Parent/Carer Induction Pack

For Brook Buddies
Breakfast and After
School Club

Welcome

As a family new to using Brook Buddies for out of school care, we would like to extend a warm welcome to you. We hope that this will be the start of a long and supportive partnership, based on trust between parent(s)/carer(s), their children and Brook Buddies

We aim to provide high quality seamless childcare for children attending Brook School and others in the locality of the school.

Background and Location

Buddies was brought under the control of Brook governing body in 2009. After many years as part of the Early Years unit we have moved to new premises in the environmental classroom in the school garden, adjacent to the staff car park.

The Early Years Foundation Stage Document (pre-school children)

At Brook Buddies we follow the Development Matters in the Early Years Foundation Stage. Children have independent access to all seven areas of learning and will also be involved in focus activities within these areas. The care as well as the education standards are important to our operating. Your child's progress will be monitored throughout their time with us and relevant information will be passed on to the pre-school/school of your choice. If your child attends Buddies before the age of three, it is statutory practice to carry out a two year old progress check if this has not already been carried out at another setting. This will be completed in short report format and will be shared with parents to discuss. An induction meeting will take place to ensure a smooth transition into the Early Years Unit. This will include details about your child's development stages, like/dislikes and relevant medical and contact details.

Management and Running of the Club

The club is run by well qualified paid staff headed by a club manager; who supervise the staff team and lead sessions. The staff team is responsible for the programming and running of activities in liaison with other early years' sectors and for ensuring that the policies and procedures adopted by the governing body are put into practice. The club managers are line managed by the Early Years' Leader and ultimately the Headteacher and accountable to the school governors.

Complaints

Any complaints should be directed to Buddies managers in the first instance. If not resolved they should be referred to the Early Years Leader and then the Headteacher if necessary. Any complaints not resolved internally should be sent to the chair of governors via school reception in writing. The final point of contact for complaints is Ofsted (please see complaints policy for full details).

Brook Buddies Staff

Club Managers:	Mrs N Humphries and Mrs L Humphries	
Assistant Manager:	Emma Hudson	NVQ 2 & 3 Childcare learning & development NVQ 2- Playwork
Club Assistant:	Tracey Butler	NVQ 2- Playwork
Club Assistant:	Elaine Brown	NVQ 2 - Teaching Assistant
Club Assistant:	Pauline Andrews	NVQ 3- Teaching Assistant

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Contacting Us

You can contact staff at the club in person, or by telephone during 8:00am-9:00am and 3:15-5:45 on **07970704158**.

Address: Brook Buddies Childcare Centre
Brook Primary School
George Street
Wordsley
Stourbridge
West Midlands
DY8 5YN

Telephone number: **07970704158**.

Session Times and Costs

Breakfast Club	8.00am-8.50am	£3.50 (including breakfast)
After School Club	3.20pm - 5.45pm	£8.00
	3.20pm - 4.45pm	£5.25 (including healthy snacks and drinks)

Costs are subject to annual review with the governing body and may increase at any point, though prior notification is given.

Brook Buddies Policies and Procedures

The school's policies and procedures are adopted by us. On occasion additional statements are required for example, with regards to admissions, medication and charging policies.

Summary of policies and procedures

Admissions Policy

Places can be booked through parent pay and payments will have to be secured against a session to ensure the place is booked. Cash payments can be taken in Buddies however places cannot be guaranteed as there are a limited number of spaces due to staffing and ratios which have to be adhered too. The admissions policy is based on a first booked, first-served basis. Prior paid bookings are honoured, though the club reserves the right to close or reduce its services in emergency circumstances.

Medication

Please do not send medicines in to Brook Buddies with children (asthma inhalers excepted). If your child needs to take medicine during the session, you are welcome to arrange to come in and administer it. Brook Buddies staff will not normally administer any medicines.

Behaviour Policy (summary from Brook Primary School policy)

Brook Buddies believes in promoting positive behaviour. We actively encourage children to show respect and consideration towards each other, the staff and the clubs equipment. Children's positive behaviour will be rewarded with praise and encouragement. We implement a 'Buddy Board'

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that the children are or will become familiar with at Brook Buddies. This operates in conjunction with classroom rewards;

- If a child behaves in a positive, kind or helpful way, their name will be moved to the 'happy side.'
- If a child behaves in a negative or uncooperative way, their name will be moved to the 'sad side.' If their behaviour does not improve, they will be given 'time out' (asked to sit down away from the other children). This will be recorded in the behaviour book.
- If the staff feel that the child needs 'time out' in another room, they will be taken to Ms Cartwright's office until their parent/carer arrives. This could result in the child being excluded from Brook Buddies. A one off or serious incident can also lead to an exclusion.
- If there are three entries in the behaviour book, then parents will be informed in writing.
- A behaviour report may be used to monitor the child and encourage them to improve. If there is no improvement the child's place at Buddies will be removed either temporarily or permanently dependent on the case.

Child Protection Policy (summary from Brook Primary School policy)

The welfare of children in the care of Brook Buddies is of utmost importance to all staff. Positive steps will be taken to develop a trusting relationship with every child, parent and carers. Incidents of suspected abuse have to be reported to Social Services, who will decide whether to investigate. All staff, students and volunteers who come into contact with children will be checked by the Disclosure and Barring Service.

Equal Opportunities (summary from Brook Primary School policy)

Our aim at Brook Buddies is to ensure that children have access to relevant and appropriate provision/activities and that their involvement and social opportunities are equal. Though equal does not have to mean the same. The Club takes account of the needs and differing values of children in the context of their gender, ethnicity, ability and social and economic backgrounds. We aim to equalise opportunity for all in terms of access and engagement in Buddies.

Charges and Payments Policy

Charges per session:

8 a.m. - 8.50 a.m.	Breakfast	£3.50
3.20 p.m. - 5.45 p.m.	After School (Whole session)	£8.00
	(Up to 1½ hrs after school)	£5.25)

Occasional Creché facilities: £2.50 per session for under 2's and £1.50 for 2 years +

- Payments for Buddies services will be processed through the ParentPay on-line payments system.
- Parents who wish to use Buddies services should try to sign up for the new week in advance of it beginning.
- Bookings end at 3pm on the day prior to the desired booking.

- Sessions are booked by payment in advance of a session only. As of September 17 no cash payments can be made on the day for that days sessions. All bookings must be made in advance. Parents who arrive at the start of a session hoping for a place without prior booking will be turned away with the child.
- There is a system for emergency bookings but with a limitation on use of once per week and not more than three times per term.
- Parents should use the automated system from home or on a mobile app as much as possible.
- Use of the system with Buddies staff within school will be limited to the beginning and end of the school day when staff are available.
- No child can be left in Buddies childcare without prior payment for the session.
- There will be no reservations system and no place is deemed as in any way reserved without payment.
- Conversations in person or by telephone do not constitute a booking or reservation unless followed by the production of the appropriate payment prior to the session beginning.
- Parents will only be able to book places at short notice if they can also provide payment prior to the session starting. No retainers will be held.
- Parents must be prepared to wait for confirmation of a place until payments are confirmed.
- Payment by Computer Share Childcare Vouchers is acceptable by prior agreement.
- Pre-booked places will not be refunded without the production of medical evidence supporting the child's illness. This is because once places are booked the appropriate level of staffing will be timetabled and have to be paid for. Notice that the child is not going to attend needs to be given as soon as possible to Buddies directly by the parent/carer themselves. Any refund is at the Manager's discretion.
- A refund will be given where the child has been sent home from school that day only.
- No refunds will be given for circumstances involving family members or events or where a place is booked in error.
- There can be **no transfer** of money for a session missed to another session except in the case of school closure.
- Where in error any debt is accrued (though this should be rare) this must be paid within one week. Any unpaid debts may be referred to the Council's debt collection service.
- Payment by cheque are not accepted.
- E receipts will be issued and disputes must be accompanied by evidence that the disputed amount has been received in school. Where no evidence can be found of an amount received it will be deemed unpaid, so parents/carers need to ensure that they have received a receipt.
- Parents should collect their child promptly at the end of a session otherwise you will be charged a fee of £10.00 to cover staff costs if they are more than 10 minutes late. If this situation arises more than three times in one term, their child's place at Brook Buddies may be forfeited.

For You to Complete

Buddies Agreement

This agreement between Brook Buddies and parents/carers will clarify what we as a club expect from you, and what you can expect from the club.

Brook Buddies aims to provide:

- ◆ A variety of activities
- ◆ A safe, caring and stimulating environment for all the children to play and learn in both structured and independent.
- ◆ A secure environment.
- ◆ High quality day care, before and after school and holiday sessions (where there is a demand).
- ◆ A high standard of qualified and experienced staff.
- ◆ A commitment to equal opportunities.
- ◆ Policies and procedures will be available for parents/carers to access via the school website and within school. Should a copy be required, please contact the Manager.
- ◆ Snacks, including fruit and milk will be provided.

Buddies requires from Parents/Carers:

- ◆ Completion of a parent contract, along with personal, medical details and consent forms. Children can not be left without emergency contact details.
- ◆ Bookings in advance with a good period of notice.
- ◆ That you become familiar with Brook Buddies rules, policies and are prepared to read notices, newsletters etc to keep up to date with developments/events.
- ◆ That you collect your child promptly at the end of a session otherwise you will be charged a fee of £10.00 to cover staff costs if you are more than 10 minutes late. If this situation arises more than three times in one term, your child's place at Brook Buddies may be forfeited.
- ◆ Your understanding that there will not be access to any belongings left in your child/children's classroom, should they require any items during or after their time in Brook Buddies.

Please Sign Below

As the parent/guardian of _____

I have read and understood the above agreement and I agree to Brook Buddies terms and conditions.

Signed: _____

Relationship to child: _____

Child Record Form

Date form filled in: _____

Child's full name: _____

Date of Birth: _____

Age: _____

Ethnic Origin: _____

Religion: _____

Home address:

Details of Parents/Carers

Name _____

Contact number (home) _____

Contact number (work) _____

Contact number (mobile) _____

Name _____

Contact number (home) _____

Contact number (work) _____

Contact number (mobile) _____

Emergency contact (other than parent/carer)

Emergency contact (1st choice)

Name _____

Address _____

Contact numbers _____

Emergency contact (2nd choice)

Name _____

Address _____

Contact numbers _____

Name of person(s) who can collect child

Password _____

Parent(s) having legal parental responsibility for children born after December 2003, this is the parents specified on the birth certificate or by subsequent legal orders (asks for guidance document if needed).

Are there any estranged parents/ step parents or other family situations that may impact on the child during their time in Buddies e.g. other people asking to collect or see them? _____

N.B. Should you wish Buddies to comply with the terms of any legal orders then a copy of the papers must be supplied. Any ambiguities may need legal clarification.

Are there any legal proceedings/court orders in relation to your child?

No/Yes

If yes please give details

Child's Medical Information

Child's GP: _____

Telephone number: _____

Health visitor _____

Immunisation: Please list all those your child has had:

Does your child have any allergies or recurring illnesses? If so, please give details:

Does your child take any regular medication?

I agree that in the event of an emergency, Brook Buddies can seek the necessary advice and/ or medical treatment needed for my child. If I am not able to be contacted I understand that they will have to agree to any necessary medical treatment with the advice of medical professionals.

Parents/ Carers

Name _____ Parent/Carer's

Signature _____

Date: _____

Display and publication of images
Parental consent form for schools – academic year 2017/18

Brook Primary School supports Dudley Safeguarding Children Board and Dudley Children’s Trust in recognising the need to ensure the welfare and safety of children and young people.

Legal requirement

In order to comply with the Data Protection Act 1998 a lawful basis is required before capturing images of a child singly or in a group. Obtaining consent from either the parent, guardian or legally appointed representative of the child or young person provides that lawful basis.

Photographs and digital film recording

Within school we use photographs and digital film of individuals or groups of children for a number of reasons. The main purpose is to celebrate the success of pupils. Photographs are used on display boards, screens and with your consent may go on the school website e.g. photographs of pupils learning, sports teams and members of the cast of school productions. Film is generally used to help with learning e.g. role plays, rehearsing, reviewing.

Please tick all relevant boxes to give or decline consent for your child:

For the purpose of:

The school website – Children will not be named alongside their image	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Use by the press and for general publicity (your child’s name and age may be quoted in an accompanying article)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Podcast – (sound recordings with first name and class) for school website	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Within the school – including displays, slide shows, posters, leaflets and school publications	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Use in my child’s learning journey(Reception children) or other school work (Years 1-6)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Included in the learning journey’s/books/work of other children in the classroom – e.g. a group shot of an activity	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you need clarification or are concerned about the use of your child’s photograph or any other personal data please contact the school.

Name of child Year Group /Class.....

Signed parent/carer..... Date

Consent is for the academic year and we will ask you to renew consent each school year. However you do have the right to withdraw consent at any time by speaking to a teacher.

September 2017

Dear Parents/Carers

Permission to Change Child's Clothes (Buddies)

The following form is a permission slip to allow school staff to change your child's clothing in the case of a toilet or other accident. We do encourage you to complete the form to give your permission otherwise it will be necessary to contact you to attend school to change your child yourself. During this time your child would need to remain in soiled clothing until your arrival.

Yours sincerely

Ms J. Baker
Head Teacher

✂.....

I _____ (parent/carer) give

permission for my child _____

DOB _____ to be changed by a member of staff, in line
with current school policy, if the need arises.

Signed _____

George Street, Wordsley, Stourbridge,
West Midlands. DY8 5YN. Tel: 01384 818835
e-mail: info@brook.dudley.sch.uk