

PARENT INFORMATION PACK



September 2020 – August 2021

Updated Aug 2020

THE BEEHIVE



KIDS CLUB

Kineton Green Primary School,
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(THIS INFORMATION PACK SHOULD BE READ IN CONJUNCTION
WITH THE SCHOOL POLICIES AND GUIDELINES)

Please note some of the information may have changed from what's in this document due to how we operate as a School during this pandemic. For more information on Bubbles, staggered start times and how this impacts Beehive please contact us and we are always more than happy to discuss and help.

Vision Statement

This statement outlines the services that children, parents/carers and the community can expect from our Club, and the values that inform our work:

At Kineton Green we create a safe, enjoyable and exciting community in which every person is valued and encouraged to explore their potential in an infinitely changing world. Underpinning this are our values of respect, safety, trust, confidence and engagement in learning.

Become the bees' knees at Kineton Green!

Be safe and healthy

Be respectful

Be confident

Be trustworthy and honest

Be a lifelong learner

The Beehive Kids Club aims to:

- provide a happy, safe, warm, enabling and stimulating environment for all children to play, learn and develop freely
- help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals
- encourage children to have a positive relationship, attitude and respect for both themselves and other people
- offer a Childcare provision that is accessible to all children in the community.
- Undergo regular monitoring and evaluation of our services, including by Ofsted, to ensure that the setting provides the best possible care, and meets the needs of children and their parents/carers.

We are committed to meeting the needs of parents and carers by:

- listening, consulting and responding to their views and concerns and valuing opinions
- keeping them informed of our opening times, fees and charges, holiday clubs and programmes of activities
- sharing and discussing their child's achievements, experiences, progress and friendships

We are committed to providing:

- a caring and stimulating environment that puts the needs and safety of children first
- a programme of activities that are interesting, educational, stimulating and fun, and that promote each child's social, emotional, health, physical, moral and intellectual development
- access to a variety of facilities and equipment under safe and supervised conditions.
- a staff team that is experienced, well trained and supported

- services that meet the conditions of the Children's Act 1989 and all other relevant childcare legislation, wherever they apply
- an environment where no child is bullied or suffers discrimination in any form

Settling In

All children are unique and the amount of time that a child takes to settle into The Beehive Kids Club can vary. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

Before & After School Club and Wraparound

We welcome and advocate that parents/carers visit the premises with their children before they are due to start, so as to familiarise themselves with the setting, with the rules and routines, the programme of activities and to meet members of staff. During this initial meeting, children can play and explore the setting. Child will be made aware of the fire evacuation procedures and the location of all fire exits, according to the provisions of the Fire Safety Policy.

The setting requires that parents/carers complete and return a sign Booking Form and registers with our booking program iPAL before their child attends and to familiarise themselves with signing in and out procedures.

Care, Learning and Play

The programme of activities and the atmosphere of the setting aims to encourage confidence, independence and enjoyment. Our work has, as its core, the aim of enabling children to develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and be creative.

The setting will provide a well-planned and organised play environment that offers children rich and stimulating experiences, opportunities to explore, experiment, play and make decisions for themselves. The programme of activities will recognise and take into account the differing ages, interests, backgrounds and abilities of the children.

Staffing arrangements will ensure that:

- staff will support, recognise and promote achievements by all children
- the setting will provide children with a range of equipment and resources appropriate to their age and interests
- children are offered access to outdoor play every day, whatever the weather conditions
- no child will ever be left unsupervised at the setting
- the theme, topics of activities will be displayed in a place that is accessible to all children and to their parents/carers

Behaviour Management

The setting abides by the school's Policy for the Development of Positive Attitudes, Values and Behaviour, which includes anti-bullying and zone boards, working towards the school's ethos, the 5 Bees and to the British Values guidelines

Partnership with Parents & Carers

Our Setting recognises that parents/carers play the fundamental role in a child's development and this should be acknowledged as the basis for a partnership between the Setting and parents/carers.

The staff team are committed to working in partnership with parent/carers to provide safe, stimulating, high quality learning/play opportunities for all children. Parents/carers will be able to observe the range of activities that are being offered through regular correspondence, our exciting display boards and photo books too.

We welcome and encourage parents/carers to comment on the setting's procedures, and we consult with them on a regular basis about the activities that are planned and provided for their children.

We value the views of parents/carers and should there be any concerns about a child, the Manager will listen and respond accordingly. Any complaints will be dealt with swiftly and effectively in accordance with the provisions of the School Complaints Procedure Policy.

Child Protection

The setting abides by the school's Child Protection Policy.

The school's Head teacher Mrs Teresa Mason is the Designated Safeguarding Lead (DSL) for Child Protection with Mrs Sarah Thomson and Mrs Jane Markham the schools assistant head teachers are deputy DSLs. For out of school hour's provision, including holiday club, the DSL is The Beehive Manager who will report any information / concerns to the Head teacher.

Arrival & Departure of Children from the Setting

Your child's safety is our main priority!

Morning arrival at club

The setting opens at 7.30am and for insurance purposes parents/carers and children will not be admitted into the building before this time. For children's safety, the door is locked. To gain entry parents/carers must ring the buzzer at the gated entrance, a staff member will buzz you through, then ring the bell located on the left hand side of the door. Staff are only permitted to allow entry to the premises to those parents/carers they know.

For Health and Safety reasons, the schools main gates for vehicles is closed at certain points of the day. You access the school between the hours of 7.30 – 8.15am and 4.15 - 6pm. For collection outside of these hours you will need a Fob. Please request a fob from the office team or the Beehive. This will require a £20 deposit and a signed agreement of the Annual School Access Agreement document.

On arrival, parents/carers are required to sign their children in on the register located at the Beehive Welcome desk in the entrance area. If you wish to leave a message for The Beehive Kids Club Staff during the day, then please email or contact the Beehive Team

Children are directed to their class lines out on the courts at 8.45am and Foundation Stage pupils will be accompanied by staff to the Foundation Stage building ready and prepared for the day ahead

This has been updated recently to the staggered start times we now have in Sept 2020. Please see your School Operations guidance pack and the 2 bubbles we have in the Beehive. Please get in touch for more details

Wraparound collection

Children booked in for their Nursery Wraparound session will be collected by the Beehive Team at the end of their Nursery session in the FS1 building. We will take them to the school hall for their school meal or packed lunch. Children will then have outdoor play and then have the rest of their session in the Beehive wraparound rooms. Children will be collected by 2:55pm. If you wish we do have an additional session and cost till 3:15pm for if you are collecting another older sibling from Kineton Green or your child is attending the Afterschool session

Afternoon arrival – After school clubs

FS1 Children staying for afterschool after wraparound will already be in the Beehive setting ready for their afterschool session.

FS2 pupils attending the afternoon session will be collected from the FS building by The Beehive Kids Club staff at the end of the school day

Years 1-6 children will be directed to the setting by the class teachers before dismissing their class, each class teacher at the start of each term will have a Beehive list of who comes to Beehive afterschool for regular bookings from their class (this does not take into account changes or adhoc bookings that week)

Children will be welcomed, greeted and registered by a member of the team; if any child has not arrived by 3.25pm the school will be searched and the class teacher will be found to ascertain if the child has been collected from school. If a child cannot be located, you will receive a phone call to confirm that your child has left school securely and safely.

It is therefore imperative that you inform staff if your child is absent, attending a school-led club, going home with a friend, or are not attending for any reason. We expect children at all booked sessions unless parent or carer has informed us otherwise

Collection from After School Club

On arrival, you will be greeted by a member of staff and asked to sign and note the time of collection.

The setting wishes to ensure that it provides a safe and secure environment for all of the children attending. Please wait by the Beehive Welcome Desk as we encourage our children to be independent and collect their own items and belongings from within the setting and school while this also limits any movement around our working school.

Please feel free to look at all our lovely displays and our photo books in our welcome area, while our welcome desk will outline activities and important Beehive info. Parents and carers must inform the setting of all persons who will be collecting their children from

the setting. Only those persons nominated by parents/carers in the child's personal detail forms, with authorisation to collect your child, will normally be allowed to leave the premises with your child

If this person is under the age of 14 years, the setting requires a signature on the Booking Form to indemnify The Beehive Kids Club of any responsibility once the child has left the setting.

If someone, not nominated on the form, who we have not met before, is going to collect your child at any time you must inform the setting in writing or by phone providing a name, address, contact number and his or her relationship to your child, at least 24 hours in advance if possible. This allows staff to quickly identify on arrival who they are. This person must give the password nominated on your contact form or provide proof of identity to the setting staff before being allowed to leave with your child. Any changes to those persons authorised to collect your child or any additions to the list should be given to the setting to the manager. This ensures a safe and secure collection of your child

Should unfavourable domestic issues arise, please resolve the matter of collecting your child as the setting cannot legally prohibit any parent from collecting their child unless there is legal documentation.

Uncollected Children

The Beehive Kids Club has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

At the end of every session, the setting will ensure that all children are collected by a parent, carer or designated adult. If a child is not collected at the end of a session, the following procedures will be activated:

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Manager will be informed.
- The Manager will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last.
- Messages will always be left on any answer phone requesting a prompt reply.
- The Beehive Kids Club will not release the child to an unauthorised person, even if the collection is late, unless the parent/carers telephones to state that, because of an emergency, a different person will be collecting. If this were to be the case, we would need the name and a physical description of the person collecting, along with identification/ password as appropriate.
- The details will be checked prior to the child being released from the setting premises.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.

If, after repeated attempts, the child has still not been collected and there has been no contact with the parents by 6.30pm, the setting will then telephone either the Duty Team Social Worker at Social Services on 0121 788 4300 or Emergency Out of Hours Team at Social Services on 0121 605 6060. If the setting cannot make contact on either number, the police will be called to handle the situation.

In the event of the social services being called and responsibility for the child being passed to a child protection agency, the Manager will attempt to leave a further telephone message with the parent/carer or designated adults' answer phone. Furthermore, a note will be left on the door of the setting's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact relevant department.

Under no circumstances will a child be taken to the home of a member of staff. The child will remain in the care of the setting until they are collected by the parent, carer or designated adult, or alternatively placed in the care of social services.

Incidents of late collection will be recorded by the Manager and discussed with parents/carers at the earliest opportunity. Parents/carers will be informed that persistent late collection may result in the imposition of a fine or the loss of their child's place at the setting.

THE SAFETY OF THE CHILDREN IS PARAMOUNT!

Return of children from school-led clubs

It is the responsibility of the child's parent/carer to inform The Beehive Kids Club of any school-led activities that their child is attending.

This must be done whether the child will be attending The Beehive Kids Club after the school-led activity or not.

We will not accept information from any other child.

- If a child on the register does not arrive at club and we have not been informed, they will be treated as a missing child and the parents/carers will be contacted immediately.
- The school-led club leaders will be provided with a list of children due to return to the before and after school club.
- Staff will receive the children from clubs on the school site at the end of their club
- You will still be charged at Beehive if your child attends a school led club during a booked session

Healthy Eating

In line with government recommendations, the setting is committed to providing high quality healthy snacks to support children, along with parents/carers, in developing

healthy eating practices that will become set for life. In order to achieve this aim we develop positive attitudes to food by providing children with healthy eating experiences, which reflect the different dietary, cultural, and religious needs of the children. We also promote the children's understanding of the social perspective in which eating takes place.

At breakfast and afterschool, children will be provided with healthy, balanced and varied snack.

Children will independently come and choose their snack from the staff at the snack table.

Parents must inform staff of any allergies or dietary needs. All staff will be aware of individuals needs and will take this into consideration when children make their food choices.

Snack times are planned as a pleasant social event, where children take turns, share and be polite. We encourage children to use common courtesies such as 'please' and 'Thank you'. As we offer a wide range of snacks throughout the week and vary it to offer variety. Fresh fruit and water are available daily too.

Due to the severe allergy to nuts suffered by some children attending the setting, The Beehive Kids Club is a 'nut free' setting. We will not deliberately provide any food which contains nuts.

Provision of drinking water

Fresh drinking water is available to children throughout the sessions, and children are encouraged to help themselves when they are thirsty. Many children do have their own water bottles that can be left and available at our Hydration Stations. Please ensure they are named and taken home at the end of their session

Cultural and Religious Diversity

The setting and its staff are committed to embracing the cultural and religious diversity of the families who use our services. The Manager and staff work with parents/carers to ensure that any particular dietary requirements are met. The setting is also keen to help introduce children to different religious and cultural festivals and events through different types of food and drink. We have a Designated member of staff to ensure Culture and Diversity are celebrated and embraced throughout the setting and children are made aware of the British Values standards

Involving and Consulting Children

The Beehive Kids Club, and all its members of staff, are committed to the principle of involving and consulting children whenever decisions are made within the setting that affects them.

The Beehive Kids Club believes that actively promoting the participation of children in decision-making processes is beneficial to children, staff and the setting as a whole. The manager and staff will work with children to draw up a list of rules that set out the expectations of the setting, the staff team, and the children in respect of behaviour. All children will be listened to and consulted actively.

Age, maturity and the type of decision being made will determine the extent and nature of children's involvement. However, the emphasis will always be strongly in favour of involving children. Consultation and involvement will be regularly monitored and acted upon so that children are able to see that their input has led to visible outcomes. We want all our children to feel special and ensure that they feel their voice and opinion is valued and listened to.

We will have a suggestion box for ideas and what they would like to see and do at The Beehive. We will also provide Beehive questionnaires to see what they enjoy, what they don't enjoy and how we can improve, as the children are the most important voice in our setting.

First Aid

The Beehive Kids Club is committed to encouraging and promoting good health and dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care. If your child becomes ill during the session, you will be contacted to pick up your child. Therefore, please keep your contact information up to date; if you cannot be reached, we will contact the next person on your authorised list. Exclusion times for childhood illness will be in line with the school policy.

First Aid Procedures

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the setting recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the setting.

The setting has a designated member of staff responsible for First Aid. This person has an up to date First Aid certificate and is responsible for administering basic First Aid when necessary and appropriate.

The First Aiders are responsible for maintaining the correct contents of all First Aid boxes. The First Aid box will be regularly checked to ensure its contents are up to date; it is in good condition and fulfils the criteria set out in the Health and Safety (First Aid) Regulations 1981. The location of the First Aid box, and the names of any other qualified first-aiders, is clearly identified on the parent's notice board. A First Aid box will be taken on all off site visits or outings.

If your child has an accident, we will administer basic first aid and comfort that child. You will receive a first aid slip and be informed of the accident.

We take Bumped heads accidents very seriously, we will inform you of incident and will monitor your child closely throughout session.

Procedures in the Event of a Major Accident, Incident or Illness

The setting requests that parents/carers complete and sign the Emergency Medical Treatment Form enabling the Manager or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the setting. In the result of such an event, the following procedures will apply.

In the first instance, a First Aider will be notified and take responsibility for deciding upon the appropriate action. The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive. If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and will consent to medical treatment being given, so long as the Emergency Medical Treatment Form has been completed and signed. If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision.

Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the setting and its staff. All such accidents or incidents will be recorded in detail and logged in the Accident Record Book. Parents/carers will be asked to sign in the relevant section to acknowledge the incident or accident and any action taken by the setting and its staff.

Medication

Wherever possible, children who are prescribed medication should receive their doses at home. Please note that staff may only administer medication to the child if it is prescribed by a GP, and if the request to do so is from the child's parent/carer. Requests should be made in writing at the start of a session, stating frequency and dosage. Parents/carers can make such a request by completing and signing the Administering Medication Form. Staff have the right to decline such a request from a parent/carer if they are in any way uncomfortable with this. The setting is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Administering Medication Form – a new form must be completed.

Inhalers/ Epipens

Please inform the Beehive team if your child requires an inhaler or an epipen. These will be kept centrally in your child's classroom for quick and easy access when and if needed. It is the parent's responsibility to keep these medications up to date.

Policies and Procedures

The Beehive abide by the schools policy and procedures which can be found on the schools website this includes the new updated GDPR and privacy policy

<https://www.kineton-green.solihull.sch.uk/policies/>

Equal Opportunities Policy

The setting abides by the school's Equality Plan. Beehive is a safe, enabling, stimulating and inclusive setting for all.

Inclusion

The setting abides by the school's policy for Inclusion and will work closely with the school's SENCO, The Head teacher, Child and Family Support Worker and other members of staff. We will help support your child's time and individual needs at The Beehive. So always feel free to discuss this with the team

Complaints

The setting is committed to open and regular dialogue with parents/carers and welcomes all comments on its services, regardless of whether they are positive or negative.

We are delighted that you have chosen to send your child to The Beehive Kids Club. We work extremely hard to provide each and every child with the best possible education we can and we ask for your support. Should you have any concerns or worries, please share them with us straight away.

Please note we are unable to discuss issues in front of children.

If a parent/carer has a complaint about some aspect of the setting's activity, or about the conduct of an individual member of staff, it will often be possible to resolve the problem by simply speaking to the individual concerned and/or to the Manager. Parents or carers should approach the Manager and they will try to resolve the problem. A copy of our complaints procedure is available on request.

Wrap Around Care

We offer Wrap around care for FS1 children who attend Kineton Green School. We provide a safe, stimulating and enabling environment under the EYFS framework and work closely alongside the FS team with planning and observations to assist your children through their Development.

We accept 30hrs funding, which Parents are responsible for claiming and renewing throughout the academic year.

We also have sessions for those parents who are not eligible for 30hrs. There is a small cost too for children who would like to receive a hot school meal; alternatively, you can provide a packed lunch. School meals are paid for via your Parent Pay under school meals. Please inform the Beehive team if your child will be receiving a school meal or bringing in a packed lunch. The FS1 team at registration will ask the children to independently choose their own school meal for kitchen team to prepare for them.

We also offer extended sessions for those wishing to collect their child at 3:15pm or are extending their session from wraparound into an afterschool session

30hrs funding

We accept 30hrs funding for eligible families. There are various criteria for you to meet to be eligible. This is the parents responsibility to check, provide information to The Beehive, once you have been confirmed as eligible, and to regularly keep your records up to date as you need to renew your funding every 3months or so.

30hrs accumulates to 15hrs in FS1, 3hrs a day 5 days a week and 15hrs at the Beehive (11.55 to 2:55) 3hrs a day 5 days a week term time only.

30hrs does not include school meals, which is an additional cost of £2.05

Learning

We plan the children's learning experiences with the Early Years Foundation Stage overarching principles:

- **A Unique Child** – who is constantly learning and can be resilient, capable, confident and self-assured
- **Positive Relationships** – where we help children to build relationships which enables them to be strong and independent
- **Enabling Environments** – we respond and plan for children's individual needs and work in partnership with parents and carers.
- **Children develop and learn in different ways** – we support each child as they learn and develop at their own pace, supporting and furthering their knowledge and understanding

Children develop and learn in different ways and at different rates. We use the development matters in the Early Years Foundation Stage as guidance when planning for the seven areas of learning and the different stages of a child's development. Each area of learning and development is implemented through planned, purposeful play, it is a mix of adult led, and child initiated activities.

We aim to provide play opportunities that are essential to children's development. We enable this development through the three characteristics of effective teaching and learning:

- **Playing and Exploring** – children investigate and experience various things
- **Active Learning** – children are encouraged to concentrate and keep trying if they encounter difficulties and enjoy their achievements
- **Creating and Thinking Critically** – children have their own ideas, developing these ideas and making links in their learning. They develop strategies for doing things.

We work alongside the FS1 team and our planning and themes dovetail into each other. From the termly topic to the weekly theme. We will provide activities and play opportunities based around this.

We have strong communication with FS so we can provide the best care for your child's development in a more holistic way as we may notice a Development Goal your child shows in our setting or we can assist areas of development for your child too.

We use the Tapestry observation tool for observing, assessing and planning for the children as we work hand in hand with FS to help your child's development using the Development Matters and EYFS Framework

Key Person

Children who attend wrap around will be assigned a key person and parents/carers will be informed of the name of this person and their role.

It is the role of the key person to meet the individual needs of the children in their care and to provide a link between home and the setting.

The key person will monitor the child's development, progress, likes and dislikes and record their observations; using these to then plan activities accordingly.

Holiday Club

The Beehive run a holiday club which is available for children aged 3 -11 years during most of the school holidays and also on some inset days. It offers various sessions throughout the day. Please see below the times and costings:

- Full day 7:30am - 6pm = £29.50
- School day 8:30am - 3:30 = £21.85

- Morning session 7:30am – 1pm = £19.30
- Afternoon session 1pm – 6pm = £19.30

A 25% discount is offered for siblings (which is deducted from one child's fee).

We provide snacks throughout the day. For a Full day session you will receive a breakfast, mid-morning snack and an afternoon snack. You will need to provide a packed lunch for your child when attending a holiday club session (Nut free).

We will provide a themed day with activities for your children ranging from a variety of play opportunities including craft, physical, interactive and free play.

Spaces are limited to a first come first serve basis. We do offer this service to children who do not attend Kineton Green School. We take bookings for each upcoming holiday club at the start of each term.

Payment for Holiday clubs is due 2weeks in advance of the first day Holiday Club starts

The Beehive will be open for most Inset days throughout the year we will however have a few Inset days closed to families as these are vital opportunities' for staff to train, review, meet and assess our policies and practice as a team to provide the best care possible for you and your families (Most likely but not inclusively to Sept and May inset days)

Please note 3 year olds will have needed to have attended at least 1 half term within Kineton Green, so they are familiar and comfortable within the setting as to ensure a smooth transition

Admission & Fees

Our Club is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

Admissions

If a suitable place is available the parent/carer and, where possible, the child will be invited to visit the setting and speak to members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Beehive Booking Form for Contracted session 2020/21 to confirm their child's place. Parents/carers will also be asked to register with our booking program iPAL and complete all the necessary details from contact, medical, dietary, passwords, consent and sign to say they have read, aware and agree to the terms and conditions of The Beehive

Registration fee

For new users and families to the Beehive there will be an £25 Registration Fee. This covers registering and booking your child, set up on IPAL (our booking program), Parent Pay set up and any additional admin.

This effects all new users from FS2 to Yr. 6 and not current families who are already using and are registered with the Beehive.

Families from other schools using The Beehive for our Holiday Clubs, for the first time too will also have to pay the Registration fee.

This fee will be automatically added to your account to be paid alongside any childcare costs before your child attends their first session with us at Beehive. This will show on your accounts as a Registration Fee Charge

Waiting List

To ensure that admissions to the setting are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists.

If, on making an enquiry about a place for their child, or to add an additional session, the parent/carer is informed that there is not currently a suitable one available, the setting's waiting list procedure will be explained and then activated on the parent/carer's behalf. Parents/carers will be encouraged to submit their request for a place for their child to the setting in writing. When a vacancy at the setting becomes available, the Manager will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list. If that parent/carer still wishes to take up the place for their child, they will be asked to complete the Admissions Form and follow the remaining steps of the admissions procedure outlined above. If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted. We aim to always meet our family's requests but we have to work to strict statutory guidelines for staffing ratios. These are our considerations when seeing if any spaces are available

Fees

The Beehive Kids Club understands that the cost of childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the service, it must ask that parents/carers respect its policy in respect of fees.

The Beehive is school led, but not run by the Local Authority, and must operate as a viable business ensuring overheads and costs are covered.

The level of fees will be reviewed annually in the light of future sustainability, strategic plans and any other broader economic or social considerations deemed relevant. Payment of fees should be made monthly, on an agreed day prior to the start of month in question. In certain circumstances, individual payment arrangements may be negotiated between the Manager and parents/carers.

Fees are due the 1st of each month and any arrears to be paid immediately so as not to incur any late charges.

Please note that sessions are to be paid for monthly in advance and there is no refund available. This applies if you do not require any of the sessions you have pre-booked, *if we are forced to close due to adverse weather conditions or your child is absent due to a school trip. Sessions may not be transferred or swapped* Additional sessions will require an email from parents stating any changes they wish to make. 'One off' places will only be granted if there is a vacancy or absence. These additional days must be paid for in full before or on the morning of that date.

If the fees are not paid on time, the setting will notify the parent/carer in writing and request payment at the earliest possible opportunity. If payment remains unpaid parents may incur a £15.00 charge. The Manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the setting being forfeited. If fees are paid persistently late or not at all with no explanation, The Beehive Kids Club will be forced to terminate that child's place. Under exceptional circumstances, the Manager may agree to allow the child to continue attending the setting for the remainder of that week.

Parents/carers are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the setting. Care in addition to contracted hours, will be charged at the later sessions rate or on an ad-hoc basis. Collection after 6.00pm will incur a charge of £5 per every 15 minutes or part thereof.

Please see our Late Payment Policy for a more in depth look at Late fees

iPAL (Booking program)

iPAL is our online booking program. Once you have requested and received a place at The Beehive you will need to register with iPAL. Here you will complete contact details, medical, dietary, consent and password. Once this is done the Beehive team will enter in your requested booked sessions. From here you can check all your bookings, costs and any arrears owing.

To make a payment you will enter the amount you owe which will be on your iPAL invoice/wallet, into your personal Parent Pay account under The Beehive Childcare section. The Beehive team will check this has been processed and then remove the costs from your iPAL account.

Using the email address you provide us to book and register your child with us, you will receive the following correspondence via email from iPAL

- Monthly correspondence with a Beehive Update on all things Beehive including activities, topics, upcoming holiday clubs, news and updates
- 3 Day Fee Reminder in advance of the 1st of the month
- Late payment reminders
- Late fee charge email

Register with iPAL in 4 easy steps

Step 1. Visit <https://kinetongreenprimaryschool.schoolipal.co.uk/>

Step 2. Select parent login in the top right-hand corner

Step 3. Complete the new parent registration form and click register, at this point you will receive a confirmation email, please note this email may go in to your junk folder, please mark it as safe.

Step 4. Once you have completed your registration you will then need to add your child or children

For more information and to watch the tutorial video to guide you through the registration process and learn how to book, pay and manage activity clubs visit www.ipal.education/parents-user-video

Termination of Contract

Four weeks written and paid notice is required if the parent wishes to end their contract. This will ensure that should there be a waiting list for the facility; the administrator has sufficient time to contact new parents.

Absences

- The Beehive Kids Club must be notified of any absence on the morning of the first day of absence.
- We would also appreciate as much notice as possible if your child is attending a school led club, not going to attend sessions, including notice of holidays.
- Please note that fees must be paid in full for all absences.

Thank you for reading our terms and conditions if you have any further queries The Beehive team will be more than happy to help.

The Beehive Team