



Long Furlong Badger 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 wraparound 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 enhanced DBS checks, a Paediatric First Aid qualification, Food hygiene qualification and Safeguarding Children training. The Club Manager and several Playworkers either hold or are working towards the QCF Level 3 Diploma in play work. We will always endeavour to keep a staff:child ratio of 1:8 for children under five.

**Club Manager - Marie-Clotilde Hendy**

## **Breakfast Club**

The Club opens at 7.45 am, Monday to Friday (Bank Holidays and INSET days excluded), 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, pancakes and croissants, and fruit; and breakfast drinks like juice and milk. Dietary requirements are of course catered for, so please let us know. Each Breakfast Club session is currently £4.75 per child.

## **After-School Club**

The Club runs during term time from 3:15pm to 6pm Monday to Friday (Bank Holidays and INSET days excluded). We offer a healthy snack (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 £9.00 per child per session.

## **Discount scheme**

This scheme is 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.*

## **Collection of Children**

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. 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 children attend an extra curricular club at the school and may be late on a day they usually attend Badger Club, please let us know at the beginning of term.

When you arrive to collect your child/ren, please ring the bell on the side door to the hall and wait for a member of staff. Please wait outside while your child/ren gets called. Staff will assist the children in collecting all their belongings and will bring them to the door.

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 6pm) 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 and may result in the loss of your space.

## **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 on the website. The policies have been developed to ensure the Club fulfills its obligations for Ofsted registration as an approved provider of day-care for children under 8 years.

*Unacceptable and/or dangerous behaviour will not be tolerated.*

## **How to join and use the Club**

To register with the Club to book ad hoc sessions or to request regular sessions (contract) please go to our [Kids Club HQ booking System](#)

There is a one-off £5 registration fee per child.

For ad hoc booking please go to My Bookings and select the session(s) required (if available).

For regular sessions please go to My Contracts and request a new contract. Any changes to your existing contract can also be requested through this section. All requests will be subject to approval by the manager.

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.

## **Childcare vouchers / tax-free childcare**

In addition to the above discounts, we are able to accept childcare vouchers for both regular and ad hoc sessions. These voucher schemes provide parents with a tax efficient means to pay for childcare. We are registered with a number of key providers of childcare vouchers 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 Government Tax free childcare scheme.

## **Terms and Conditions**

On the [Kids HQ System](#), we ask you to electronically give your signature to confirm 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 on [lfbadgerclub@gmail.com](mailto:lfbadgerclub@gmail.com). 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!**

