

## **BUZZY BEES LINK CLUB - WRAPAROUND PROVISION**

### **KEY INFORMATION**

Buzzy Bees is our school wraparound Link Club and operates every school day, which is based on site and is ran by our school staff team and caters for children from reception to Year 6.

Buzzy Bees Link Club is led by experienced childcare staff and playworkers who organize lots of fun, exciting and purposeful activities for the children in a safe, friendly and welcoming environment.

#### **Location**

Buzzy Bees Link Club is based in the school nurture space and the school hall. Outdoors children have full access to the entire playground (including all equipment) and the field (subject to weather conditions).

#### **Start and Finish Times**

Breakfast Club - 7.30am to 8.45am

After School Club - 3.15pm to 6.00pm

<b>Wraparound Charges</b>
Breakfast Club - £5.00 per child
After School Club - £10.00 per child

#### **Drop off and Collection**

Drop off and collection is via the main school entrance on Bradshaw Lane, there is a bell located in the entrance (to the right of the glass hatch). Please press the bell and wait for Link Club staff to come to the door.

Parents are not allowed to use the school car park in the morning to allow for the safety of the children who are accessing the main path when they arrive at school. When picking up your child you may only use the school car park after 4.30pm, this time limit is to help limit congestion at peak times and when staff are parking on site.

Key Stage 2 children will make their own way to their classrooms at the end of Breakfast Club (8.45am). Reception and Key Stage 1 children will be escorted to their classrooms. At the end of the school day all children attending Buzzy Bees Link Club will be asked by their teacher to line up for Link Club. All children will be collected from their classrooms by Link Club staff.

Children attending extra-curricular events/sports clubs will be escorted to the Link Club at the end of their session.

## **Snacks**

Breakfast and Afternoon Snack are provided while at link club; we are committed to promoting healthy eating habits. We provide a variety of nutritious snacks that give children the energy they need to learn and play.

Examples of some of the food choices available:

**Breakfast Club** - Choice of cereal, toast, fresh fruit. Diluted fresh orange juice, milk and water. Breakfast is served until 8.30am.

**After School Club** - Sandwiches, teacakes, potato cakes, wraps, crackers, pancakes, salad/vegetable sticks, fresh fruit. Diluted fresh orange juice, milk and water. Snacks are served around 4.15pm.

## **Activities**

We offer a wide variety of fun and engaging activities to keep children active, creative, and happy during their time with us. Our programme is designed to support social, emotional, and physical development in a safe and welcoming environment.

These include:

- Art and Crafts
- Board Games
- Homework Support
- Outdoor Play
- Relaxation and Quiet Time
- Themed Evenings
- X-Box/Chrome Books

If you have any questions or queries about the provision, please speak to a member of staff, or email [buzzybees@bradshawprimary.co.uk](mailto:buzzybees@bradshawprimary.co.uk)

## **BUZZY BEES LINK CLUB – BOOKING AND PAYMENT TERMS**

### **Booking**

Permanent places can be requested online via our -

<https://forms.office.com/e/vvePe0ELpU>

A permanent place will guarantee the same places each week and once your request has been submitted, you will receive a response within 24 hours (during term time) to confirm the permanent place.

We accept 'ad hoc' bookings; these are limited spaces and subject to availability. Ad hoc spaces can only be booked up to one week in advance via Parent Pay. You will still be charged for a booked ad hoc space even if your child is absent.

Ad hoc Bookings can be made on Parent Pay up to 2.30pm on the day of the session for After School Club and 7am on the day of the session for Breakfast Club.

Please note Buzzy Bees Link Club is currently open during term time only.

### **Payment**

£5.00 per Breakfast Club session, irrespective of drop-off time.

£10.00 per After School Club session irrespective of collection time.

If your child is collected after 6.00pm, you will be charged for the cost of keeping staff on site at a rate of £1.00 per minute.

Payment for permanent places will be required a month in advance via ParentPay (due by the last day of the month) or via Childcare Voucher Schemes/tax-free childcare (due by the 20<sup>th</sup> of the month – to allow for scheme administration timeframe).

If payment is not received on time, a late payment charge of £10.00 will be applied. At this stage, a message will be sent out informing you of the charge. If you have another late payment within the same school year, the late payment charge will increase to £20.00 for the second occasion and £30.00 for the third occasion. School reserves the right to withdraw the offer of a place if a family has three late payment charges in one academic year, or if full payment (including the late payment charge) is not received in

accordance with the Payment terms above. School will refer any outstanding debts to the local governing body for review.

### **Childcare Vouchers**

Vouchers must be processed via your chosen scheme by 20<sup>th</sup> of the month, you will receive notification of the monthly invoice amount a month in advance via ParentPay, the payment item will be reduced when the amount has been received by the voucher scheme payment.

Your voucher provider will need the following identification number 50128580984 listed as Bradshaw Primary.

If you are using vouchers or tax-free childcare scheme, please email [buzzybees@bradshawprimary.co.uk](mailto:buzzybees@bradshawprimary.co.uk) with the details of how you are paying/your voucher provider name.

Please see the link below to the government childcare voucher scheme – we would encourage parents to explore this option as it can offer tax free discounts on your childcare charges.

[Get Tax-Free Childcare: step by step - GOV.UK](#)

### **Cancellation Policy**

For permanent places, you must give a minimum of one month's notice (4 weeks) in writing or email to [buzzybees@bradshawprimary.co.uk](mailto:buzzybees@bradshawprimary.co.uk) of any changes to your booking or cancellation of places (you are not able to cancel then rebook your place for holidays taken in term time).

### **First Aid, Safeguarding and Health and Safety**

As with all school activities, the safety and security of our children is our number one priority.

There is always a trained first aider on site throughout the duration of the Breakfast and After School Clubs.

Buzzy Bees Link Club is a school-based provision and therefore operates within/under the school's regular health and safety guidelines, policies and procedures, all of which are available to view on the school website or on request from a member of the school office team.