

# Welcome to Busy Bodies Before and After School Club



# Presentation aims:

- *To share information about our before and after school club.*
- *To introduce the Busy Bodies staff and the key areas of our club.*
- *To inform parents/guardians about what your child will do whilst in our care.*
- *To explain arrangements for drop offs and collection (in light of Covid-19).*
- *To inform parents about different methods of payment.*



# Club Background.

*Busy Bodies was first set up in 1995. At the time we had 24 wonderful children attending our club. Now, nearly 26 years later, we have almost 240 children registered with us and around 100–110 children attending on our busiest evenings.*

*In the past year our children and staff have been very resilient and though we had to limit numbers (due to being in year group bubbles), we are now hoping to extend our remits and welcome back all our Busy Bodies families in September.*

*We hope that our club can return to some normality following Government guidelines.*



# Our values.

- *Ensuring the safety and well-being of everyone within our setting is our number one priority.*
- *We work closely with the Junior and Infant school staff to ensure that all our children are safe, happy and cared for.*
- *All children have a voice and are encouraged to share their views:*
  - *We have Busy Bodies ambassadors and garden monitors*
  - *We regularly have key work meetings with the children, so that they can express their views.*



# Busy Bodies staff.



Kerema Hyatt  
Busy Bodies Manager



Helen Rollason  
Deputy Manager



Jayne Hubbard  
Deputy Manager



Marie Toy  
Senior play Leader



Harminder Kaur  
Play Co-ordinator



Millie Hibbert  
Play Co-ordinator



Surinder Kaur  
Play Co-ordinator



Cheri Hunt  
Play Co-ordinator



Jo Gonsalves  
Play Co-ordinator



Valarie Phillips  
Play Leader

# Busy Bodies staff.



Luan Evans  
Play Leader



Joy Piercy  
Play Leader



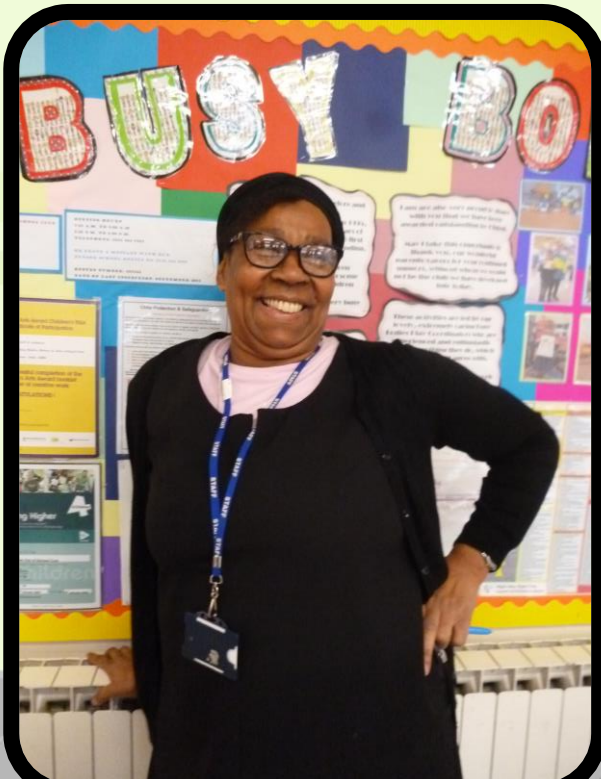
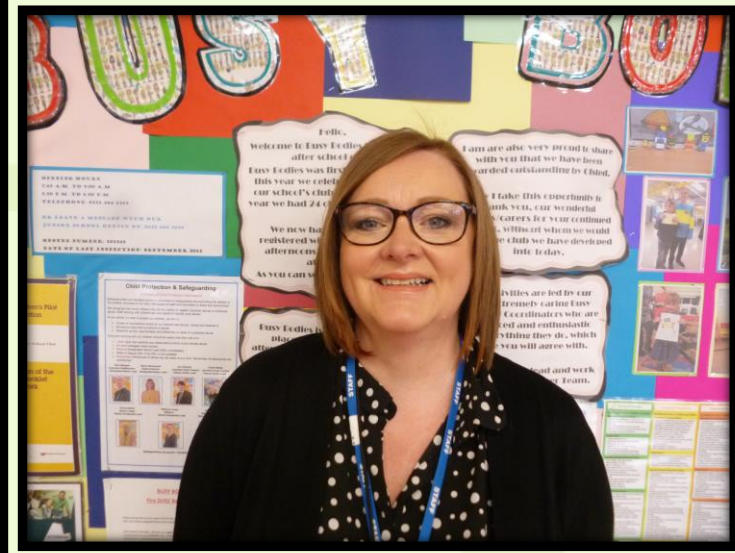
Catherine Nethercot  
Play Leader



**Meet our friendly  
staff members.**

Please share these slides with your children, so that they can familiarise themselves with our staff members and setting.





# Service with a smile.



# Receptions keyworkers.

*Please note that all staff members work closely together to look after your children. Each year group has a specific keyworker whom the children are made aware of. Our Keyworkers build a close relationship with their year group and it gives the children reassurance about who they can go to should they want to talk about something specific.*



Kerema Hyatt  
Reception's keyworker



Harminder Kaur  
Reception's keyworker



Jayne Hubbard  
Reception's keyworker



# Key areas of our club

*We make use of the lovely indoor and outdoor spaces within school to facilitate play, ensuring that all our children have a happy, varied, and safe environment to be in.*

*Our reception children have a beautiful outdoor space in the quad area (Early Years area) which they use all year round.*

*It has:*

- *A sandpit*
- *Lots of water play toys*
- *A big play house*
- *A wildlife area*
- *And many other toys*



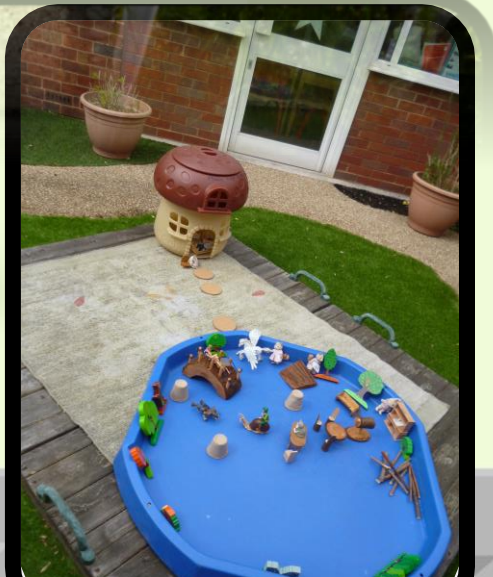
*Our Early  
Years area.*



# Reception's Early years area



Our Early Years area is for Reception children only. It has a wildlife area, with a small pond and many beautiful plants. The children can play in the sand pit, play house or with the other toys. This is a safe space that they can use all year round.



# Key areas of our club



Dining hall  
Main Busy Bodies area



We have use of the whole of the junior school playground. All of our Busy Bodies children are able to safely engage in play and use the available equipment on the playgrounds.

Most of our children enjoy zooming around on the bikes and scooters.



Small playground

Some children love playing hide and seek in the tunnel.



Big playground

Some children love whizzing down the slide.

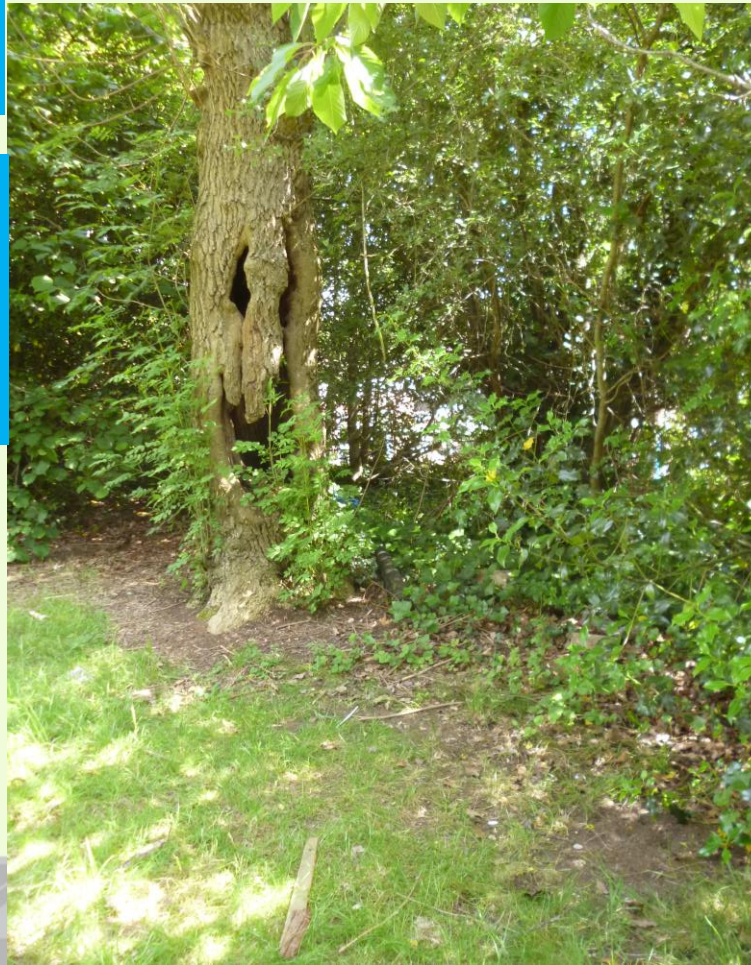


# Key areas of our club

The large school field and other surrounding areas such as the woodland are used by our children to learn and explore.

We discovered a friendly monster tree.

Our field area

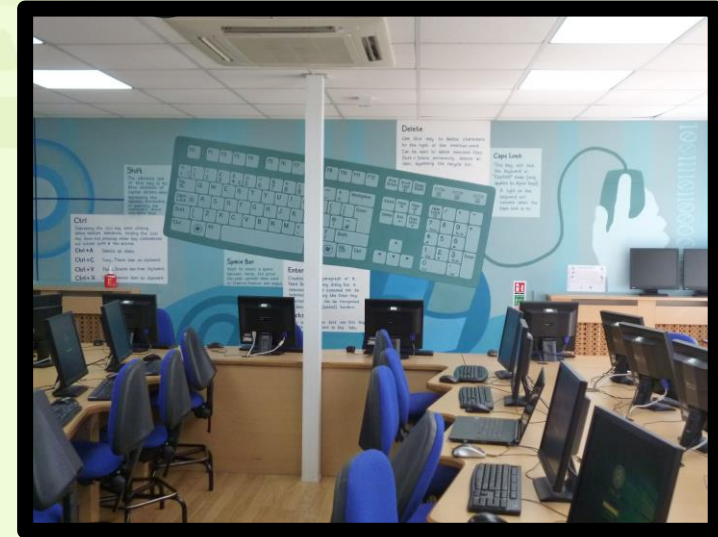


# Key areas of our club



Library

ICT



# Our healthy food area.

## Breakfast club.

Includes a choice of cereal and toast in the mornings, served from 8:00 a.m. to 8:40 a.m. prior to children being escorted to their Teachers.

## Afternoon sessions.

We offer a variety of healthy snack, fruits and vegetables each day when children arrive for their afternoon session. These are only small portions to keep children going until they are collected by their parents/ guardians.

You are also free to send in a lunch box (named and labelled) for them to have something more substantial if you wish. They will still be able to have access to the snacks we offer at Busy Bodies.



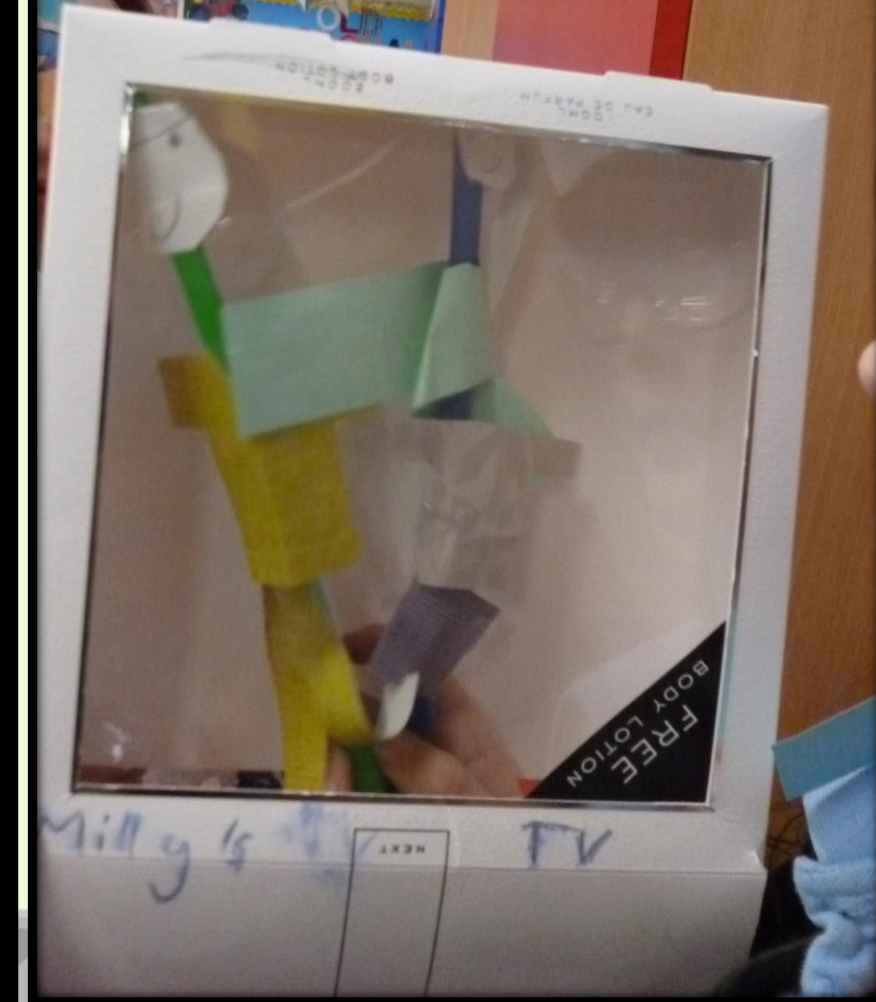
# What we do:

## Busy Bodies believe that all children should be allowed to make choices:

- We encourage all our children to engage in play activities during their time with us.
- Each day there is a craft or sporting activity for children to engage in, and our Play Co-ordinators/Play Leaders actively take part too.
- In normal circumstances, all age groups play together. They learn social skills and an understanding of the World around them.
- We emphasise the importance of children having freedom in order to be happy.



# JUNK MODELLING



## Events/Activities at Busy Bodies

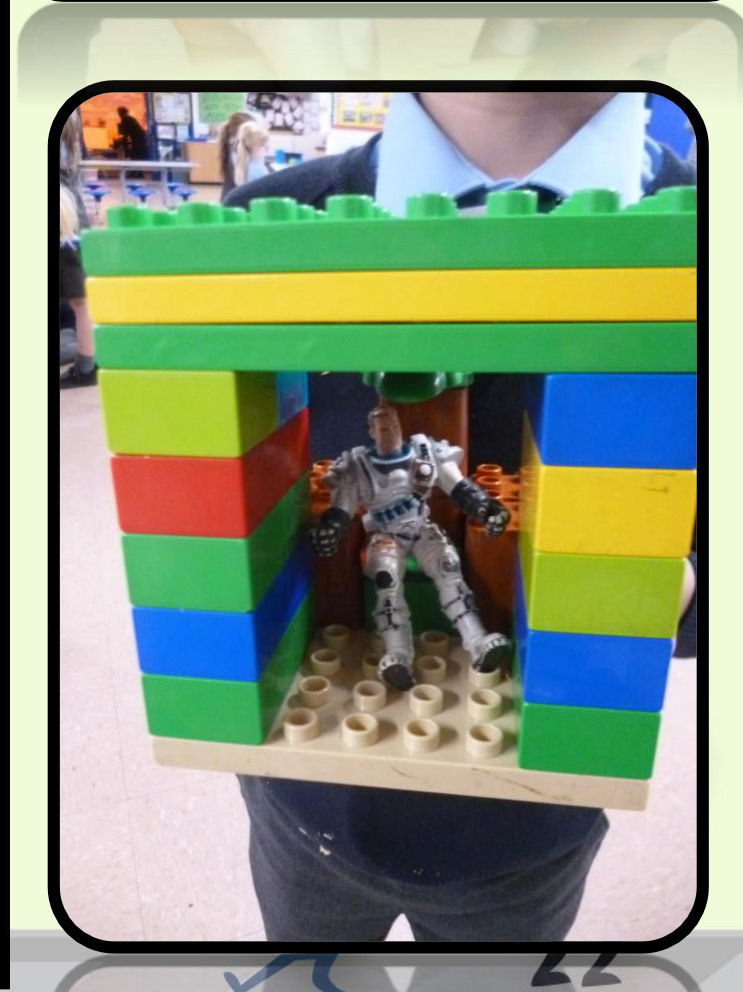


**Halloween**

**SPECIAL EVENTS**



# Events/Activities at Busy Bodies



# Events/Activities at Busy Bodies



## SPECIAL EVENTS



# Arrangements for drop offs.

*In September we will continue with our current system of parents dropping children off at the Busy Bodies doors (you must accompany your child to the door as they are not in our care until they enter the school building).*

*Our opening hours are at 7:45a.m. to 9:00 a.m. or 8:00– 9:00 a.m. Please arrive promptly to drop off your children.*

*Please ring the Busy Bodies bell on the left hand side of the door. A member of staff will welcome your child into our setting. We understand that this may be an anxious time for you and your children as this is a big milestone for you all.*

*Please be assured that we are here to make this as smooth a transition for everyone concerned, so that we can have a happy outcome for all moving forward.*



# Arrangements for pick ups.

Our afternoon sessions are from 3:30 p.m. to 6:00 p.m. Please arrive on time to collect your children. If for any reason you are running late, we ask that you inform us at your earliest convenience, so that we can reassure your children.

Recently, we have been following government guidelines in relation to Covid-19 and have made a few alterations in relation to collection of your children.

We ask that when collecting your child from Busy Bodies:

- Please ring the bell.
- Kindly remove your face mask, so that the staff member can identify who has come to collect.
- Then safely make your way back into the collection area, so that other parents/guardians can make their way to the door.

A member of staff will sign your children out and safely bring them out to you.



# Busy Bodies drop off and collection area.



Please ring the bell



Please wait here



# Busy bodies booking system.

At Busy Bodies we operate a monthly booking form system.  
Parents/guardians must fill out and return their child's booking form to the Busy Bodies staff no later than the date stated on the form (*this is usually the last Wednesday of the month, unless stated otherwise.*)

Please click the below hyperlink to access the booking forms.  
[Busy Bodies | Federation of Boldmere Schools](#)



# Types of payments.

To access our provision, all children are required to register with us in the first instance. Parents/guardians can access a registration form via the schools website or request the manager to email a copy to you.

## Registration fee.

- You are required to pay £25.00 per child to hold your child's place for the whole academic year. We offer a discount for parents/guardians with three or more children attending the club at the same time. You will only need to pay £12.50 for the third child and subsequent children.



# Types of payments.

## Monthly booking forms and fees:

- Each month you are required fill out a booking form, which can be accessed from the Busy Bodies team, via the school reception areas (Infant and Juniors), or from the schools website [Busy Bodies | Federation of Boldmere Schools](#)
- Fees are required a month in advance of care being provided, usually by the last Friday in each month unless otherwise stated on your booking form.



# Methods of Payment

## ParentPay

ParentPay is our school's online payment system, which is available on all devices, making it easy and accessible for our busy families.

All parents/guardians will be provided with a ParentPay login by the school when your child first joins us. This is linked to your child's information. You will be able to log on and pay for your Busy Bodies fees, registration fees, school trips, dinners monies and other payments items.

You are able to view your balances when you log on, and top up your child's account if it is running low.



# Vouchers schemes

Voucher schemes are another way of making payments to Busy Bodies. Parents/guardians are able to find out more about possible voucher schemes through their work.

When making payments to Busy Bodies we ask that you:

1. Use your child's name as a reference for all payments.
2. Ensure that you detail the reason for your payment, for instance, the month you are paying for i.e. **September fees, extra sessions for Tuesday 28<sup>th</sup> September or registration fee 2021.**
3. Identify on your Busy Bodies booking form which voucher scheme you will be using and how much you will be paying for each child.



# Voucher companies we currently use.

- For all voucher companies you will need to state the name of our club, our postcode and school registration number **Ofsted no: 103341**.

## voucher schemes

- Government Gateway–Tax Free Childcare Vouchers
- Computershare– (Busy Bodies account number is 0007902517)
- Kiddivouchers–
- Care 4–
- Edenred– (Busy Bodies account number is P20105081)
- RG Childcare–
- Salary Exchange– (now called Caboodle)



# Voucher companies we currently use.

- Sodexo– (Busy Bodies account number is– 171533)
- Enjoy Benefits–
- Fideliti–
- Apple Childcare Vouchers–
- Co-op Flexi benefits–
- Employers for childcare–

Should you need to use a different voucher scheme than those mentioned above, please inform the Busy Bodies manager, who will be happy to make the necessary arrangements.



# Reception 2021–2022

*Due to the current Covid-19 circumstances, we unfortunately will not be able to show our new families around the club this year. We hope that this PowerPoint presentation has given plenty of information about our club and the facilities we use to engage your children in play activities.*

*Many of our staff members have been with the club for over fifteen years, and together we have a wealth of knowledge about childcare and how to maintain a happy and safe environment for your little ones to enjoy. Should you have any enquires please do not hesitate to contact our helpful team of staff.*

**We look forward to meeting our  
new Reception children  
and new families  
in September.**

