



PARENT'S HANDBOOK

Busy Living After School Team (BLAST)

At Elangeni School



Ofsted Registered No. EY465973

Office: 01494 722318

Club Mobile: 07530 701 660

info@busy-living.co.uk

www.busy-living.co.uk

Busy Living is an independently managed out of school club
operating at Elangeni School

Company Reg No 4915765

Registration

The After School Club can only accept children who currently attend Reception class or older and the Holiday Club can accept children from age 3. In order to plan your child's safe and responsible care, all children need to be registered and all children must be booked in before they are able to attend. We have an online registration, booking and secure payment system that is very easy to use and puts parents in control. Please go to our website www.busy-living.co.uk and click on the Out of School Clubs page or go directly to www.busy-living.co.uk/blastbookings where you will find the online system. It is a straightforward system and once you have completed online registration and bookings, it will automatically generate confirmatory emails and an Entry Profile for each child providing contact numbers, any health issues/allergies etc which will be sent to the Club Manager. Please remember to update these details as required.



Opening Times

After School Club	3pm to 6pm
Holiday Club	8am to 6pm

Bookings, Fees and Payment



To ensure we have sufficient staff and resources please book your children into the clubs in advance. We are happy to accept flexible bookings for parents to use the clubs on an occasional/variable basis. On first registration, the online system will automatically charge you for your bookings taking into account the sessions/times, plus an Annual Family Registration Fee of £20 (due on first registration and annually thereafter). You will then be directed to the checkout and asked for either a card payment or payment by childcare vouchers. If paying by vouchers, the system allows up to five days for payment, after which time your account/bookings could be suspended. The office should be contacted if any delays are foreseen, but parents should plan in advance for their bookings. The Annual Family Registration Fee is for all members of your family and covers our After School and Holiday Clubs.

Bookings can be made online up to 8pm the night before, but any bookings taken by email or phone after that, or require us to manually enter the booking for some reason, will incur an additional charge of £2.75 per booking per club. Urgent or last minute changes during club hours should be made directly to the Manager on the club mobile, particularly in the case of lateness when collecting.

Fees (current from April 2016)

Annual Family Registration Fee	£20 (due on new registration and annually)
After School Club	£12.00 for 2 hrs / £14.00 for 2½ hrs / £15.50 for full session (£1 sibling discount on After School Club rates)
Holiday Club	£4.75 per hour or £34 per full day and £30 per full day sibling discount
Late Booking Fee	£2.75 per booking per club
Late Collection Charge	£8 per 15 minutes per child after 6pm

Secure online bookings and payments are required of all parents, otherwise an additional £2.75 per booking will be charged for each club if not booked online. We are registered for Data Protection and as we are Ofsted registered parents can pay

by childcare vouchers if they are available - we are registered with a number of childcare voucher schemes, please ask for details.

Cancellations

You must advise the club if you need to cancel a booking, the online booking system does not allow for any refunds or credits.



After School Club

Open until 6pm with flexible bookings to meet parents' needs. Elangeni School children can go directly to the after school club room. We accept children from other local schools and our uniformed staff collect children directly from their classrooms at the adjacent Chestnut Lane School.

We offer children a range of activities, games and entertainment, or just the chance to relax and unwind. We have different craft and sports activities each day which are planned half-termly in advance to ensure a varied programme. We have a Wii available (not daily), games and puzzles for older children, plus team games, sports and free play outside as much as possible. There is a full range of toys and activities to cover all age groups with the older children being appointed Helpers, or similar to engage them in ownership of the club and how it is run. A homework area is available if required. All children are offered a range of activities and can choose to participate or engage in their own preferred activity. A healthy light bite is provided at 4.30pm such as beans on toast, wraps, pasta and sauce. Parents must sign their children out, stating the time of departure.

All new children are observed during their first weeks to ensure they are happy, making friends and engaging with the activities. The clubs have a scrap book of activities and photos and these are available to parents at any time.



Holiday Club

Holiday clubs will run at Elangeni every school holiday (only the first four weeks during the Summer). There is more time for projects, building dens, learning a new skill or sport and making new friends. The holiday club is open to children from other schools aged 3 - 11 years and we have the use of the main hall, the after school club room and the great outside areas so have plenty of space to have fun and be active. Detailed planning is emailed to parents in advance of the forthcoming holiday and we attempt to secure outside providers to come and engage the children in some different activities eg cooking, theatre, sports, fire brigade, dance, singing, martial arts etc. A healthy light bite is provided at 4.30pm such as beans on toast, wraps, pasta and sauce, but parents will need to provide a packed lunch and snacks.

Staff

All Busy Living staff have an Enhanced DBS check, are interviewed, referenced, trained and experienced in working with children. We have a Manager in charge at all clubs, with at least one trained first aider in attendance at all times.

Sickness

We recognise that both staff and children are vulnerable to infections/illness and therefore ask parents/carers to refrain from bringing their children when they are unwell. We reserve the right to refuse entry to any child or family who, in the opinion of the Manager/Deputy, are not well enough to attend or pose a risk of infection to other children. We require written consent to administer any medication.

Accidents

First aid is always administered by a qualified first aider, who will decide the most appropriate course of action. A written accident report will be available to the parent on collection. Should a child need to go to hospital their parents will be immediately contacted. An escort will be provided if the parents are unable to get to the club.

Security

All children will be signed and timed in and out on a register. Children may be collected at any time during the session. Children may only be collected by a nominated person with an individual password otherwise it is vital that you let the club know if a different person is to collect and make any changes online for authorised collectors.

Complaints

All concerns should be made to the Club Manager or directly to the Directors of Busy Living. If you wish to take matters further, complaints can be made directly to Ofsted and there is a complaints poster on the notice board. Our Ofsted registration number is, Ofsted tel no: 0300 1234 234 / email enquiries@ofsted.gov.uk.

Club Policies

Busy Living have detailed policies and procedures in accordance with Ofsted standards, which are available to all parents. Please ask the Manager at the club if you wish to see them or have copies emailed to you.



Contact Details

Director: Linda Walshaw
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Website: www.busy-living.co.uk

Please do speak to any of our staff either at the club or in the office or email us if you have any queries or concerns. We are here to ensure your child gets the most out of their time at the clubs and to help working parents and put your mind at ease whilst having to be away from your child.