



THE HIVE

Breakfast and After School Club

Information for Parents

Welcome to The Hive

The Hive is a before and after school club based at Thakeham Primary School's new Rock Road site. The club is open to all children who attend the Thakeham Primary School.

Contact us

By Phone:

Direct number **07880 935545**

By E-mail: hiveafterschool@hotmail.com

Our Aims

- We aim to create a safe, welcoming and happy environment where children can spend time with friends and make new ones, relax and have fun at the beginning and end of the school day.
- We aim to offer high quality wrap around care which shares and promotes the values and ethos of Thakeham Primary School.
- We aim to provide our families with a reliable and consistent service that represents good value for money.

Session Details

The Hive is open from 7.30 to 8.45am and from 3.15 to 6.00pm on weekdays during term time only and excluding INSET days.

Breakfast Club is charged at £5.00 per session

After-School Club is charged at £5.00 per hour

A registration fee of £10 per family is charged on registration.

An extra charge of £5.00 is payable for late collection (after 6.00pm).

Flexibility

We are happy to take on the day bookings as long as we have availability. We also collect from after school clubs run by the school.

Holiday Club

We offer Easter and Summer holiday club.

Breakfast Club

Breakfast Club is open from 7.30am. Children can be dropped off any time from 7.30am. A range of healthy breakfast options will be available to the children. Including a choice of cereals, toast, yoghurts, fruit and a drink. At school start time the children will be taken to the school by a member of staff.

After School Club

Children will be collected from a designated area by a member of staff.

Fruit, snacks and a drink will be available to the children on arrival at the club. This will vary daily and include, for example, toast, pitta bread, mini pancakes, brioche, muffins and sandwiches. Any dietary requirements must be made known to us on registration in order for us to meet the needs of individual children. Water will be available at all times.

During the session, children will be able to choose to relax in our chill-out zone with books, magazines, dvds and a DS or to pick from a wide variety of toys, games, drawing and crafts. Throughout the week there will also be a range of structured activities for the children to take part in. These will be planned around a theme and based on the ideas and suggestions from the children. They will include crafts, sports, games, role-play and much more. On fine days the children will also be able to play in the playground under play workers supervision.

Collection

All children must be signed out from The Hive by an adult who has been identified on their registration form. Children must be collected by 6.00pm. If ever you are running late to collect your child, it is essential that you inform the club as soon as possible. If any child has not been collected by 6.30pm without the club being informed and where attempts at contacting parents have failed, safeguarding procedures will be followed and Social Services or the Police will be contacted. A charge of £5.00 will be made for late collection of children.

Booking Sessions

Sessions can be booked by completing the registration and booking forms included in this pack. Children will not be able to attend any sessions at The Hive until a registration form has been completed and registration fee of £10 received (per family). Completed forms and payment should be returned to The Hive. Flexible booking of additional sessions can be requested by contacting the club directly, either by phone, e-mail or letter. Bookings will be accepted if there is space available and if the child is already registered with the club.

Payment

We will send you an invoice via email at the end of the month. Payments can be made in the following ways:

Cheque	payable to The Hive
Bank transfer	Account 05530980 Sort Code 090129
Cash	must be handed by an adult to the manager who will issue a receipt

Childcare Vouchers

The Hive is able to accept childcare vouchers. Please indicate on your registration form who it is that provides your vouchers as we will need to register with them in order to receive your payments.

Closures

The Hive is open during term time only and will not be open on INSET days. In the event of a closure due to extreme circumstances such as severe weather, parents will be informed by telephone. Messages will also be left on the club answer machine and on the school website.

Behaviour

Children attending The Hive are expected to behave in an appropriate way to ensure that the club is a safe, happy and inviting place for all children and staff. In line with the school's behaviour policy, any behaviour that compromises the safety and well-being of children and staff will be reported to parents and if it continues, may result in the child being removed from the club register.

Equal Opportunities

All children are welcome to attend the club and every effort will be made to ensure an inclusive and inviting environment regardless of gender, age, religion, ethnicity or disability. Staff will work hard to ensure that every reasonable adjustment is made to support the needs of all children. If you feel your child has additional needs which staff will need to be aware of, please make an appointment to meet with the club manager.

Policies

Should you wish to view any club policies, copies can be requested from The Hive.

Partnership

The Hive operates for the benefit of our families and their children. We aim to work in partnership and within an ethos of mutual trust and respect. We welcome your feedback and any suggestions for how we can develop and improve the club for the benefit of all children.

Qualifications

All staff have Enhanced DBS checks and hold valid certificates in Childcare, Safeguarding, Prevent Duty, Food Hygiene and Paediatric First Aid. Training is kept up to date. We are also Ofsted registered.



THE HIVE

Registration Form **THAKEHAM**

Child's Details

Date of Registration:

First name:	Surname:	What s/he likes to be called:
Date of birth and current age:	School attended: First language:	

Parent/Guardian details

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No <i>(If yes, please provide details .)</i>					

Emergency Contact Details *(please provide details of two people we can contact if we are unable to get hold of you)*

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Child's Doctor

Name of Doctor:	
Address:	Telephone:

About your child

Please detail any additional/special needs your child has: (please provide full details)
Please detail any dietary requirements / food allergies for your child: (please provide full details)
Is there anything your child doesn't like (food, games etc) or is scared of?
What are your child's favourite activities?

Signature of Parent/Carer

Date:

Photography Consent

Occasionally we may take photographs of the setting and activities at The Hive. We use these images as part of our setting displays and sometimes on our Facebook page and website.

To comply with data protection laws we need parents' permission before we can photograph or make any recording of their children.

Please advise us below if you are happy for your child to have their photograph taken and used as stated above.

I allow my child's photo to be taken in setting activities Y / N

I allow my child's picture to be used on the Hive Facebook page and website Y/N

If you allow this but would prefer your child's face is not shown please let us know below

.....

Child's Name.....

Parent/ Carer SignatureDate.....

.....

Sun cream Consent

I give permission for a member of staff from the Hive to apply sun cream on my Child when needed.

Parent/ Carer SignatureDate.....