



## HORIZONS BREAKFAST & AFTER SCHOOL CLUB

### INFORMATION

Welcome to the Horizons Breakfast & After School Clubs. We are based at Bushy Hill Junior School and provide safe, happy and nurturing before and after school care for children attending Merrow Infant and Bushy Hill Junior Schools.

We are fortunate to be in an enviable setting where we have use of the wonderful facilities of the school. These include our own Horizons Room and Kitchen, the Main Hall, Gym, ICT Suite, Library, and the vast outside area of the field and playground with the All-Weather pitch and well equipped play areas.

Our fully qualified team are friendly, happy, enthusiastic and very experienced in childcare and playwork. We promote positive behaviour for all who attend without discrimination on the grounds of race, gender or ability.

At **Breakfast Club** the children are welcomed into a relaxed, informal setting where they can join in activities or be creative before settling down to a healthy breakfast. We offer cereals, toast with a selection of toppings, as well as yoghurts, fruit juices, milk or water. A choice of fresh fruit is also available. After breakfast the children can choose to join in team games or to continue with quieter activities until it is time for school. At the end of the session, the Bushy Hill children are taken to the main gate and left in the care of the staff on duty, and the Merrow children begin their journey to school as a Walking Bus under the care of the Breakfast Club staff. On arrival they are taken directly to their classrooms where they are signed in.

Breakfast Club runs from 7.45 am to 8.40 am Monday to Friday and the fee is £4.50 per session, including breakfast. Places can be booked on a permanent or ad hoc basis; and we also accept last minute 'drop-ins', subject to availability.

The **After School Club** has been running successfully for many years and is extremely well attended. We respect that this time is the children's own time and as such is a more informal, relaxed setting, geared towards play and activities whilst retaining, care, respect and understanding for one another. We have a large range of activities both indoors and outside, for example: games and puzzles, drawing, reading, colouring, construction, dressing up and role play, football, basketball, climbing frames and a beach area. The field is a lovely addition in the summer months for anything from athletics-fun to socialising and relaxation, and even making daisy-chains! Each day there is an adult-led craft activity for

those who like to be creative. These activities are inspired by our monthly themes which are often cultural and seasonal. We also provide quiet areas for those children who like settle into something requiring more concentration or possibly just for a little peace! Children also have the opportunity to do their homework if they choose. The children's views and suggestions are always listened to, and we do our best to accommodate their requests in terms of new play or opportunities to use their imagination. We liaise closely with both Merrow Infants and Bushy Hill so that we can provide the best care in any special circumstances.

A healthy snack-tea is provided daily. Our menu is very varied – from a selection of filled rolls, cheese & ham with crackers, humous and pitta bread, various croissants, pancakes and strawberries, baked beans and bread, hotdogs, chicken nuggets and fish fingers. etc. As part of everyday tea, the children are also served yoghurts, fresh fruit, cake or a biscuit and either fruit squash or water. We occasionally have special teas to celebrate certain events: Wimbledon Tennis, Christmas and a summer picnic are examples. Both Clubs respect and accommodate special or preferential dietary requirements relating to any prevailing medical issues or cultural beliefs.

The After School Club offers two types of session: the short one - from 3.15 pm to 4.30 pm for £8.00 per session, including tea; and the long one which runs from 3.15 pm to 5.45 pm for £11.50 per session, also including tea. The club can also be used on an ad hoc or drop-in basis subject to availability.

Parents of new children are welcome to arrange a time to visit us at either club. Please contact: Horizons Manager, Sandra Murphy: [sandra.horizons@bushyhilljs.net](mailto:sandra.horizons@bushyhilljs.net).

We very much look forward to welcoming your child/children to our wonderful clubs!

### **HORIZONS TERMS & CONDITIONS:**

All fees are reviewed termly. Invoices are issued as near to the first of the month as possible, for the month ahead, for both clubs. These are payable within **14 days**. Any ad hoc or drop-in days will be invoiced the following month. Payment can be made using the following methods:

- Childcare Vouchers. Our Ofsted Registration is 125009
- Cheque payable to 'Bushy Hill After School Club'
- Bank Transfer : Lloyds Bank – Sort code: 30 93 74

Account Number: 04261821

We do not accept cash payments.

Parents who are eligible, may be able to claim a percentage of their childcare costs through the Working Tax Credit system. Contact the Tax Credit office on 0845 300 390.

Please note that childcare vouchers have been replaced by Tax Free Childcare. (Parents who use or applied for vouchers before 4<sup>th</sup> October 2018, are still able to pay with vouchers

from their employers). When applying for Tax Free Childcare, please register our details under: Bushy Hill Junior School and not Horizons. To make an application you will need our Ofsted Registration Number: 125009 (Bushy Hill School) or EY346284 (Registered on 3.1.07) (After School Club); the UTR no: 3685725201, and Post Code: KT1 2DN. For any further details please contact: [sandra.horizons@bushyhilljs.net](mailto:sandra.horizons@bushyhilljs.net).

- The financial viability of Horizons depends on the prompt payment of sessions. If payment is not made within 14 days, Horizons have the right to refuse your child entry to sessions. In such cases you will be issued with 7 days written notice of cancellation of your bookings.
- In line with other child care providers, all booked sessions are chargeable whether or not the child attends, as the place is reserved.
- Sessions that have been missed due to illness cannot be refunded. Please see the Manager in the event of long-term sickness, with confirmation in writing from a consultant or GP.
- Sessions that have been missed due to term time holidays cannot be refunded. Fees are still payable even if notice is given.
- There will be no charge for places when the child is attending a school trip or residential.
- There will be no charge for Inset Days or days where the school cannot provide the service, ie: snow days, no heating etc.
- Additional days can be booked if there are places available. However, the swapping of booked sessions will only be considered under exceptional circumstances.
- One month's notice is required if you wish to cancel your child's/children's session/s, or to permanently change days (subject to availability). Please email: [sandra.horizons@bushyhilljs.net](mailto:sandra.horizons@bushyhilljs.net) or send a letter to Sandra Murphy at either school. Failure to give notice will result in an invoice for the period. Please be aware that unless we receive notice, all bookings roll over into the following school year/s until they naturally terminate at the end of Year 6.
- If a child is collected late, after the agreed session, a charge may be made of £5 per 15 minutes. This is to cover the costs of two staff remaining to care for your child.
- Absences due to sickness/appointments or where children are collected early from school, and will not therefore attend After School Club must be notified to the Manager as early as possible.
- Parents/guardians must ensure that any medication required to accompany children at all times is clearly named, labelled and in its original packaging. It is the responsibility of the parent/guardian to ensure that items such as epipens are supplied and are in date. Ideally we should be supplied with these to be kept at After School Club. We can only administer prescription medicines.
- In the event of a child having a very high temperature and there being a significant delay in collecting the child, we may seek verbal permission (telephone) from a parent/carer to administer an age-appropriate dose of Calpol (Paracetamol). We will not administer this medicine without consent. In the event that we cannot contact a

parent/carer in such circumstances, and we consider the child to be seriously unwell, an ambulance will be called.

- Parents/carers must identify themselves to the Manager on the first day of attendance.
- Occasionally children are requested by their school to bring in items such as food, toys, games, valuables or money, and these must remain in their bags at all times. We do not accept any responsibility for loss or breakage of any personal items which are brought into the Clubs.
- Behaviour by any person at Horizons which is considered to be unacceptable and/or inappropriate by the Manager will not be tolerated. This includes bad language, bullying and any other situation, which could cause disruption and/or distress. The Manager reserves the right to expel any person from either or both clubs.
- The Manager reserves the right to withdraw the place of any child whose behaviour is continually deemed as unacceptable.
- Respect for others (adults and children), and proper use of all property, equipment and the premises is essential and must be maintained by all persons (adults and children) at all times.
- Parents/carers will keep Horizons' staff up-to-date with relevant contact details and new information or changes regarding their child/children. Please inform the Manager if your child will not attend a session for any reason.
- The success of Horizons Breakfast & After School Clubs depends on co-operation and sharing between all involved. Please address any comments you wish to make to the Manager.
- Please note that the After School Club is closed on the last day of the Spring, Summer and Autumn terms, following the early finish of both schools. Half terms run as normal.

I have read and accept the above Terms and Conditions:

Child's/Children's name/s: .....

Parent's/s Name ..... Signature ..... Date .....

All personal information relating to yourself and your child remains confidential, and is stored electronically under password protection, and signed forms are stored under lock and key on the school premises. This information is used only by Horizons Breakfast & After School Club, also known as Bushy Hill Junior School Breakfast & After School Club, to maintain the welfare of your child and the efficient running of the Clubs. We do not and will never share, sell or lend your information to anyone else. You have the right to withdraw any permission/s given on the Horizons Booking Forms at any time.

Summer 2018