



Information Pack



BASE

Brafferton Before and After School Enjoyment



A relaxing BASE where you can have fun before and after school and during the school holidays!

St Peter's Brafferton C of E (VA) Primary School,

School Terrace, Helperby

YO61 2PA

Tel: 01423 360250

BASE Mobile: 07510 320495

All about us

St Peter's Brafferton before and after school club 'BASE' opened in September 2010, to accommodate the growing need of parents for out of school hours child care.

BASE is located in a separate building on the school premises. We provide a comfortable and safe environment, where children can choose to chill out or join in the organised activities that are on offer.

BASE is available to all children attending the primary school or Helperbees preschool.

This pack has been designed to give you all the information you need about how BASE works and to give you peace of mind about the safety and security of your child.

BASE will require access to information and permission forms that are held in school.

Please read through all the information thoroughly and if there are any subsequent questions you have, we'd be delighted to answer them.

Many thanks.

BASE

What we offer at BASE

At BASE we like to offer a variety of indoor and outdoor activities such as:



- Den building
- Drawing and creative fun
- Cookery
- Sewing
- Board games
- Reading facilities
- Weekly themed events
- Homework support
- Film Club - usually held on a Friday



Snack/breakfast

The food we provide at BASE is not intended as a substitute for a main meal. We provide breakfasts and healthy snacks, including fresh fruit and vegetables that follow the food for school guidelines. We meet individual dietary requirements and parental preferences wherever possible. We encourage the children to suggest healthy snacks they would like to eat.

The children come together and sit at the table and share the snack.



Staffing

All of our staff have significant experience of working with children and undertake professional development training. All staff member are DBS checked. There is always a staff member on site that holds a Paediatric First Aid qualification.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child.

Policies and Procedures

BASE works within the boundaries of school policies, in addition to those policies specific to BASE. If you require sight of particular policies, please speak to the BASE Leader.

Fees and BASE times

Fees - effective September 2020

Term Time Fees:

Breakfast Club from 0800-0900	£4.50
After School club from 1530 - 1800	£9.00

Holiday Club Fees:

Please note holiday club runs from 0830 - 1730

Full day	0830 - 1730	£25.00
Half day	0830 - 1300	£12.50

or

1300 - 1730

Points to note:

- + Payments are made by ParentPay. Payments will be updated on a regular basis. Reminders will be issued periodically for any outstanding payments.
- + Childcare voucher schemes are permitted to be redeemed against BASE fees. For further information please visit <https://www.gov.uk/help-with-childcare-costs>
- + Please be respectful of the times children are booked in from. If parents are late in picking up their children, additional charges will be incurred, these being £1.00 per minute.
- + Fees are reviewed periodically. Any change will be notified to parents two months prior to the introduction of the change.

Please see BASE Admissions and Fees Policy for more details and please do visit our school website if further information is needed.

www.st-peters-brafferton.n-yorks.sch.uk

Booking your child in to BASE

- ✚ All bookings are to be made using the booking forms which are available on the school website. The booking form for regular slots should be completed at the start of the academic year and we will continue to book and charge for these sessions unless notification of cancellation is received.
- ✚ Any ad-hoc booking of places should be done by completing the Ad-Hoc booking form. Copies of these are held in BASE and the school office.
- ✚ There is a separate booking form for Holiday club which should be completed no later than 1 week before the holiday commences.
- ✚ All forms are on the school website and can be forwarded electronically to base@st-peters-brafferton.n-yorks.sch.uk

Keeping your child safe

At BASE everything we do has safety and security at the forefront but we would particularly like to highlight the following aspects regarding children being dropped off and picked up.

Arrival

- ✚ Parents are asked to arrive and leave via the main gate to BASE main door. Please ring the BASE bell to notify the staff to open the door.
- ✚ We ask that your child is delivered to BASE and signed in.
- ✚ If there are any important issues relating to your child, please relay these to the BASE staff on arrival.

Collection

- ✚ If your child is attending an evening session, we ask that you sign your child out before leaving.
- ✚ If there are any changes in collection arrangements, please give full details to BASE staff prior to this session, regarding the person collecting. Children will not be allowed to leave with anyone other than the parent/carer unless prior notification is given to the BASE Staff or School Secretary, by the parent/carer themselves.

I have read and understood the **BASE** information pack. Please sign and return.

Signed: _____ (Parent / Carer)

Date: _____

Child's Name: _____

Please visit our school website for further information