



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

Small school, big heart



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



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 members 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 which can be found on the school website www.st-peters-brafferton.n-yorks.sch.uk



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

Typical school day 0830 - 1530	£25.00 (age 3 and over)
Full day 0830- 1730	£34.00 (age 3 and over)

Helperbees normal hourly rate (£5.00 per hour) will be applied for 2 year olds to ensure we can fulfil our statutory ratio requirements.

For parents who have an arrangement to stretch funding (3 & 4 year olds) across 48 weeks of the school year, any additional hours above and beyond this arrangement will be charged at £5.00 per hour.

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 one month 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

When an enquiry regarding places is made, parents or carers can access a Parent and Carers Information Pack on the school website and communication will be via the email base@st-peters-brafferton.n-yorks.sch.uk.

If a place is available, a parent will receive an email confirmation and the child will be able to attend the club.

If no places are available the parent will be informed via email and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure

- **Permanent place:**
Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month's notice via email to base@st-peters-brafferton.n-yorks.sch.uk is required.
- **Temporary booking:**
We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 48 hours' notice. If notice is not given, the place will still be charged for.



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 staff will sign them 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, staff will sign them out and hand them over safely to you.
- ✚ 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 Administrator, by the parent/carer themselves.

Please visit our school website for further information

Monitored by: FGB

Date adopted: February 2022

Next review: February 2023

Review cycle: Annually



HOLIDAY CLUB

Registration Form

(Attendees not registered at St Peters Brafferton CE VA Primary School of Helperbees)

To be completed by parent or guardian

About your child	
Surname:	
First names:	
Date of birth:	
Dietary needs (including vegetarian). Please list any food allergies.	
Details of any significant health issues.	
Doctor's name:	
Doctor's address / phone Number:	
Parent / Guardian contact details	
Parent / Guardians names:	
Home address:	
Home phone number:	
Mobile phone number/s:	
Work phone number/s:	
Collection Details	
Names of person(s) authorised to collect your child: (including contact numbers where appropriate)	
Name of Parent / Guardian:	
Signed:	
Date:	