



PARENT'S HANDBOOK

Busy Living After School Team (BLAST)
At
Brushwood School

Ofsted Registered No. EY2644804

Office: 01494 702 702

Club Mobile: to be advised

info@busy-living.co.uk

www.busy-living.co.uk

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

Company Reg No 4915765

Registration

The After School Club can only accept children who currently attend Brushwood School. 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	3:30m to 6pm
Holiday Club	8am to 17:30 during Covid-19 and to 6pm after restrictions are lifted (based at St. Joseph's Catholic Primary School Priory Road Chalfont St Peter SL9 8SB (select this setting when making online bookings for holiday club))



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 the 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 £4.00 per booking. 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

Annual Family Registration Fee	£20 (due on new registration and annually)
After School Club	£7.50 for 1 hr / £12.00 for 2 hrs / £13.00 full session (£1 sibling discount)
Holiday Club	£5.20 per hour minimum 4 hours booking or £37.00 / siblings £33.00 Full Day rate 08:00-18:00
Late Booking Fee	£4.00 – for any bookings made after the deadline of 20:00 the evening before
Late Collection Charge	£8 per 15 minutes per child after 6pm

We are registered for Data Protection and will be Ofsted registered under number EY2644804. Parents can pay by childcare vouchers, credit/debit card or Tax Free Childcare - we are registered with a number of childcare voucher schemes, please ask for details or the reference number.

Cancellations

You must advise the club if you need to cancel a booking. Once a booking is made it cannot be refunded, credited to your account or for days to be swapped to another.



After School Club

Open until 6pm with flexible bookings to meet parents' needs. The children will make their own way directly to the BLAST room.

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 our own dedicated area with access to outdoor play areas, plus board games and puzzles for older children, 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 a homework area 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 4.15pm such as beans on toast, wraps, pasta and sauce. On collection, parents must sign their children out, noting 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

Busy Living runs a Holiday club which Brushwood parents can use if they wish. It is based at St. Joseph's Catholic Primary School Chalfont St. Peter SL9 8SB and runs every school holiday, but not the final 2 weeks of the summer holidays or during the Christmas/New Year break. Busy Living has been running this holiday club for the past 10 years from this site. 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 ages 4 – 11 years and we have the use of a large hall, Art Room and adjacent outside playground and field. 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 4.15pm such as beans on toast, wraps, pasta and sauce, but parents will need to provide a healthy mid-morning snack and packed lunch.

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 and for 48 hours from their last bout of sickness/diarrhoea. 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. We are unable to refund bookings already made due to sickness or other reason.

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 if required. 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 an authorised collector who has been registered online and has the individual password. We will not be able to hand your child over to anyone who is not registered on your online account.

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 EY2644804 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
Office hours: 09:00-18:00 Monday to Friday
Office: Admin: Busy Living Ltd
90 Woodside Road
Amersham, Bucks HP6 6AN
Telephone: 01494 702 702 or 07866 763 716

Club Mobile: to be advised
Email: info@busy-living.co.uk
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.

July 2021