



Welcome to Honey Bears
Before and After School Club and Holiday Club
@ Yenton Primary School

Please find enclosed some information for yourselves as parents/carers. This pack provides you with information regarding some of our policies and procedures and other information you may require.

Please return all relevant forms should a space be confirmed for your child. If your child is on any medication, please inform a staff member before your child starts so the relevant forms are completed.

Please make sure you fully understand the contract and how fees are to be paid.

Please see Milly, Jodie or Michelle should you require any further information.

Background

Honey Bears Nursery has been established for 29 years, operating 2 nursery provisions, Before and After School club care for 2 schools and a holiday club, based on the Yenton Primary School site.

We operate our Before and After school club Monday-Friday in term time for 4 -11 year olds which is situated on the Yenton school grounds.

We also operate a Nursery for children aged 2-5 year olds from 7.00am-6.00pm. In the school holidays we operate a holiday club for children aged 4-11 years old whom attend Yenton Primary School and other schools in the local area. We also operate a nursery provision too. If you require further information about holiday club or nursery provision within the holidays, please speak to a staff member.

We are fully insured and registered, providing a safe, fun and social environment for your children to enjoy, with great resources and energetic and dedicated staff. We are a fully inclusive setting who reach out to children and their families, who are from different backgrounds and/or who may have Special Educational Needs.

We do have an open door policy where we welcome you into our setting to enquire about a place, however formal viewings have to be booked in advance for you to be able to see the full provision. We hope this booklet provides you with the necessary information you require and answers any questions you may have had. If you do have any further questions please contact us on:

Phone: 0121 382 5057

Email: honeybearsyenton@gmail.com

Structure of the club

We welcome all children, parents and their families into the club and try to meet your needs where possible, however due to our service being very busy, we are unable to take children for a one-off session, instead this has to be booked and attended as part of a contracted agreement of so many sessions per week e.g. 1 morning session per week. All our staff are Level 3 qualified and some staff hold higher qualifications such as Level 6. We have one apprentice who is currently working towards her Level 3 qualification and is supported within her role by the staff team. All staff members have completed training in Paediatric First Aid, Food Hygiene, Asthma and Allergies and Safeguarding and Child Protection.

Breakfast Club

The breakfast club at Honey Bears starts at 7.00am until 8.45am, when we take the children over to Yenton Primary School to start their school day.

The children are provided with a healthy and nutritious breakfast to kick start their busy school day. We are a healthy eating setting and we offer a broad range of food choices such as bagels, crumpets, toast, muffins, fruit, and cereal including unlimited water and milk. Children are encouraged to eat healthily and we also encourage the children to try new foods too.

As soon as the children arrive, the children have the opportunity to choose from a wide variety of books to read, board games, puzzles, colouring sheets, a gym mat, craft activities and of course socialise with their friends and peers.

Children can arrive at Honey Bears Between 7.00-8.45 however if they require breakfast, we do ask that they arrive by 8.30am latest, this is to ensure they have the time to eat their breakfast without being rushed. We provide two options for breakfast club, Option 1: 7.00-9.00am or Option 2: 8.00-9.00am. At 8.35am we hold registration and circle time to ensure children are ready to begin their day. The children are escorted safely to Yenton Primary School by our staff members, arriving on time for registration. We ensure that the children are paired up with a staff member at the front, middle and at the back, whom are recognisable by wearing Honey Bears hi vis jackets. The walk is a short distance between the two sites.

After School Club

Our after-school club is made up of two sessions due to some parents only requiring the service until 5pm. Therefore, we have the option of your child staying until 5pm or 6pm, with a different charge for each session. The way we collect the children is in a staggered system, reception children are collected first with year's 1 and 2 following where we go into the individual classrooms and collect your child, completing a hand over with the teaching staff. Year's 3,4,5 and 6 meet our staff in the reception area of the school where they line up in pairs, complete a registration and then walk over to our building. Once the children arrive at Honey Bears, we have a registration and discussions about anything they want to share about their day including awards they may have received. Following this the children are split into 2 sittings for tea where they self-serve themselves their tea or choose activities to engage in. Our tea menu is on a 4 weekly rotational basis in which the children's choices are incorporated into these. Our tea is a snack tea and consists of something like beans on toast with fruit or yoghurt for pudding. Water is available at all times and milk is available upon request. If your child has any dietary requirements please speak to Jodie or Michelle regarding these so we can meet your child's needs. Alternatives will be provided where possible e.g. soya products/ gluten free products etc. On Fridays we have a treat tea and pudding. In after school club, we know the children need to unwind, relax and have time to socialise with friends. We strongly believe at Honey Bears that the time to develop socially once the school day has finished is very important. We provide an environment where children are encouraged to share, to be respectful, to be kind and to consider everyone's feelings through engaging in activities and experiences they are interested in.

We have a wide range of choices of indoor and outdoor games and activities, which the children have requested. An example of the types of activities we provide are as follows:

- Board games
- Arts and crafts
- Books
- Puzzles
- Football/snooker table
- Electronic toys
- Cooking
- Dolls/ dressing up/ role play area
- Computer/interactive whiteboard
- Construction toys e.g. lego, connective straws
- Trains/cars/large wooden trucks

- Inside and outside sandpit

We aim to access our outside play space every day and only when the weather is very bad do, we not access it. The children love outside and the space and freedom they have to explore. Within our setting we have two club counsellors who were chosen through an application, which many children applied for. The counsellors have meetings and discussions with the staff and other children about how they would like to change/enhance the provision. Children's voices are always encouraged and listened to. We have a board where children can write down ideas should they not want to verbally voice these. We feel the support of children's personal, social and emotional skills are vital within our setting, both from adults to children and also children to children. We encourage group games and playing together whilst letting the children decide what they want to play with. encouraging independence and confidence. We do promote British Values and incorporate diversity into our setting where children learn about different festivals, cultures and celebrations.

Parent Partnerships

We truly believe parent partnerships are crucial in ensuring children's individual needs are met. Therefore, whether your child is accessing our provision for one session per week or 2 sessions per day, it is vital that communication is kept paramount. We request that you inform us how your child is upon arriving and you should expect to receive the same when you collect your child, passing on information of how they have been in our care and also passing over any messages from your child's teacher. We share news and updates with you on a half termly basis through a newsletter. We take the children to any school event that may be on after school hours such as summer fayres, Christmas workshops, Christmas fayres, book club etc. You will be given prior notice about any changes regarding these events. We like to be a part of any plan that may be in place for your child such as a Behaviour Support Plan or Educational Health Care Plan and request that we are kept updated regarding any meetings or information so we can ensure we are providing the support your child needs and deserves.

Yenton Primary School Link

We work in collaboration with the school to ensure children receive smooth transitions between Before and After School club and school. We hold meetings with the Early Years Lead regarding next steps for children who are in reception so we can support them further when they attend our setting. We also attend any meetings to do with children's development where required.

Safeguarding

At Honey Bears, our Designated Safeguarding Leads (DSL) who are responsible for Safeguarding, are Milly, Jodie and Michelle and the Deputy DSL is Chloe. If you have any safeguarding concerns or require any support or advise please speak to the DSL's. We work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form. If we are concerned a child is at risk of significant harm this will be logged down and the appropriate course of action will be taken.

Thank you for considering Honey Bears Out of School Club.

