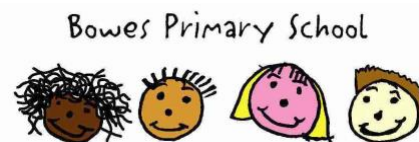


Bowes Primary School

Bowes Club Information



The information contained is a general overview of the service we provide at The Bowes Club. We hope that this information is helpful and answers many of your questions. Should you have any further enquiries, please do not hesitate to call in where the staff will be more than happy to help.

Safeguarding

The Bowes Club will follow the safeguarding procedures as outlined in the school policy. The safety and well being of every child is paramount and will be the top priority of the club at all times.

Collection Procedure

Staff will be unable to release your child into the care of any unauthorised person. If you wish your child to be collected by someone else you must inform the club as soon as possible. The staff will ask for the person's name, contact details, and a short description as well as arranging a password to ensure a high level of security.

All children must be collected by 6.00pm. In the case of an emergency please contact the Bowes club on 02083682552. There may be a charge for late collection so please ensure you arrive before 6pm.

Health Care

Should your child require medication to be administered or has a medical condition which might affect his or her time at the club, it is essential that you notify us of the condition and the implications.

If your child requires medication during the club time then our school medication policy/procedures will be followed. This requires you to complete permission forms that will allow our staff to administer or support your child to take medication. It is important that any training required by staff is completed before the child is accepted into the club.

The Bowes Club will have at least one member of staff who has completed paediatric first aid training to ensure that any medication or care can be administered.



Snacks and Specific Dietary Requirements

The Bowes Club is committed to providing all children with a healthy snack during their time with us. If your child has specialised dietary requirements, please discuss this with staff when you register at the club. It may not be possible to meet all individual requests however we will try and ensure that this is possible. Your child will receive the following snacks:

Breakfast Club - a healthy breakfast such as cereal, toast, yoghurt and fruit.

After School Club - a healthy snack and some fruit.

Payment

Once a child's place at the club is confirmed, you will need to pay a deposit that covers the period of one month, in addition to the fees for the first month. This is to secure the place. All fees are charged monthly in advance and must be paid via parent pay on the first day of the month to which they relate. Fees will be invoiced to the person named on the registration form. Fees are payable during periods of absence from the club, including sickness and family holiday.

Club	Time	Included	Cost of the session
Breakfast	8:00am – 8:55am	Breakfast	£2.50
After school Club	3:15pm - 6:00pm	Drinks and snack	£9.50

Partnership with Parents

We work in partnership with parents and would encourage you to talk to staff if you have any comments to make about the club or care of your child. We operate an open door policy and you are welcome into the club at any time.

A complete list of our policies and procedures are on our website www.bowesprimaryelt.org