



Beoley After School Interest Club

Information Handbook 2025-2026

B.A.S.I.C

Beoley Village Hall
Beoley First School
Holt End
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Introduction:-

In October 1998, School House Private Day Nursery announced that it would not be able to provide before and after school facilities for the children at Beoley First School beyond the end of the year.

BASIC was started, as a limited company, by a group of parents (of children at Beoley First School) who needed convenient and quality before and after school care for their children. Following a number of meetings and discussions with the Head and Governors of the school and the Management Committee of the Village Hall, agreement was reached to operate primarily at the Hall, with some sessions at the School.

BASIC started running at the beginning of January 1999. The club has now been in operation for 26 years and is run as a “not for profit” organization for the benefit of parents of Beoley First School.

Basic no longer continues to be guided by a small group of parents which formed a committee who of which also offered their services on a voluntary basis.

Basic is now owned by Amanda and Angela who took it on as their own business after working at the setting for a number of years. Amanda has been a manager now for 18 years and Angela for 22 years. We have looked after a lot of children. Gained a lot of experience and qualifications over the years.

Our Mission Statement:-

“To Provide a high quality, caring, friendly and safe environment where the children of the before and after school club can learn and play in a relaxed and secure atmosphere for the children of Beoley First School and Beoley Parish up to the age of 16.”

The club is committed to provide the highest possible quality of care for all children, without prejudice and in the compliance with OFSTED and Early Years statutory Guidance regulations. We aim to ensure that the environment created is safe, stimulating and friendly and we are committed to safeguarding. We ensure that all staff are up to date with issues regarding safeguarding and are involved in maintaining a safe culture at the club.

What we offer:-

Through themed topics we aim to provide a wide range of activities, incorporating cookery, craft, games, reading, imaginary play, construction, sport and much more. During their time at the club children choose their activities, as well as participating in some structured sessions.

Basic provides a snack and drink on an afternoon session. However, this is not intended to substitute a main evening meal. Water is always available throughout each session. This will be prepared on the premises, using fresh ingredients and following the framework of the Health and Safety regulations.

Nutrition and Snack Time:-

Here at Basic we believe that snack time should be a happy and enjoyable time for children and we encourage positive social interactions. We are committed to providing healthy, nutritious, balanced snacks which meet the individual needs of the children in our care. Individual dietary requirements and parental preferences are met wherever possible.

Specific Dietary Requirements:-

If Children with individual special dietary requirements and allergies need specific foods or drinks these will need to be provided by parents to ensure that the foods or drinks are suitable and safe for the child/children to have at Basic.

Staffing:-

BASIC has a well-established team of staff which consists of 2 managers/supervisors and 3 playworkers. The two managers have worked at the setting for a number of years and have relevant level 3 qualifications. All our staff are experienced and qualified in keeping with OFSTED and the EYFS (Early Years Foundation Stage) regulations and all staff regularly attend appropriate training and development courses. Recruitment of staff is in line with the OFSTED regulations and all staff members are police checked through the Disclosure and Barring Service.

Policies and procedures:-

The club operates under a number of policies and procedures, copies of which are held at the club and are available at your request.

Admission:-

It is our intention to make BASIC accessible to children and families from all sections of our local community. Admission to the club is organized by the Supervisor and a waiting list system is used. The waiting list is operated on a first come-first served basis, with the exception of siblings who have priority for the same day(s) as a sibling already attending.

A completed registration form is required for each child attending. This form contains information concerning your child and is confidential. The cost of registration is £20.00 per child. This will be added onto your first invoice.

Payment of fees and bank details:-

Breakfast Club

The current fee is £10.50 per child for the Breakfast Club. The breakfast club starts at 7:30 am. The children are escorted to school at 8:35am.

Afterschool Club

The current fee is £14.00 per child for the After School Session. The children are collected from Beoley First School at 15:15pm and escorted across to Beoley Village Hall. The club runs until 17:30pm.

Payment of fees are to be made directly to the bank (details are on top of invoice) and strictly within 7 days from date of invoice being issued to you. We also accept Child Care Vouchers from various providers, please ask for details. Non-payment for more than one month will result in a late payment penalty of £10.00. If non-payment continues your child's place at BASIC will be terminated.

The price per session per child applies to all children. This is payable for all sessions Including when your child is sick, on holiday, on school trips or for any booked sessions not attended (regardless of the amount of notice given).

BASIC is a non-profit making and is entirely self-funding; we aim to keep our fees to a minimum, whilst still raising enough income to cover our running costs.

Fees are reviewed annually.

PD Days and Holiday Clubs, if offered, and your child attends, will be invoiced separately.

Changes to days and cancelling your place:-

One month's notice of termination or changes in attendance must be given in writing.

Requests for changes to days should be made to the managers and will be accommodated where possible.

Temporary changes:-

Please remember that we need to know if your child/children will not be attending BASIC for any reason. Even if you have informed your child's school, we still need to know.

If you know in advance of any days when your child/children will not be attending during the following week, please try to let the Supervisor know. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this information handbook.

Induction:-

The child and parents/guardians will be invited to come and see the club before the child's first day; the club encourages the first attendance not to exceed half a session.

Early in each child's first attendance a short time will be set aside for an "induction" period.

During this period a member of staff will outline the club's values and routines (including snack times, collection, children's meetings etc).

Another older child will usually be allocated to act as the new child's 'Buddy' for the sessions they attend.

Arrival and Departure:-

Children attending Beoley First School will be taken and collected by BASIC staff. A copy of our 'Collection Procedure' is available from the Supervisor.

A register is taken each morning and a signing-out sheet is used for the afternoon session. Please ensure this is completed for each child collected.

Children may only be collected by a named adult and identification must be provided if other than the first named person.

If your child will be attending any after-school activity which results in the child not being ready to be collected at the normal end of a school day, you will need to make arrangements for your child to be transferred to BASIC. We cannot legally provide further transfer to the Village Hall from the School premises after normal end of day when all children have been collected.

The club finishes at 5:30pm, if you are delayed for whatever reason please telephone the club to let us know. A late payment fee of £5 per 10 minutes will be charged if children are collected after 5:30pm.

‘Collection of Children’ Policy:-

Normal pick up procedure:-

Children can be collected at any time between the start of each session and before the club closes at 5:30pm by parents/guardians.

Children will only be allowed to leave with the parent/guardians or with an individual who the club has been notified will be collecting your child/children by the parent/guardians.

This notification must be made by the parent/guardians either in person or by phoning the club prior to collection. That person must know the ‘password’ given by the parent/guardians.

A signature will be required when children are collected.

This is a mandatory requirement.

Safeguarding:-

We intend to create an environment in which children are safe.

We do this by:-

All staff understand their responsibility in meeting the safeguarding and welfare requirements of the EYFS. We regularly update our safeguarding training. We follow the Worcestershire Safeguarding and Child Protection Guidance (Yellow Folder) which meets the statutory requirements of the EYFS (Early Years Foundation Stage), OFSTED and the Local Authority WCF (Worcestershire Children’s First) expectations and through regularly updating our safeguarding knowledge all staff remain confident to recognize signs and symptoms of abuse and neglect and the prevent duty and can demonstrate how they would deal with safeguarding issues and take appropriate action to keep children safe.

Equal Opportunities:-

BASIC is committed to equal opportunities as stated in its ‘equal opportunities’ policy.

Strategies used to realize this goal include:-

- Premises used by the club provide a high level of accessibility.
- Snacks include sufficient variety to provide for the cultural mix of the club’s children.

Health and Self-Care Policy:-

Statutory framework for the early years foundation stage September 2024 states that:-

“Children manage their own basic hygiene and personal needs, including dressing, going to the toilet and understanding the importance of healthy food choices”.

Taken from:- Personal, Social and Emotional Development:- Managing Self.

If you would like any more information on this policy please speak to a member of staff.

Special Needs:-

The Club will make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents/guardians and relevant professionals to meet the child's specific needs.

Our staff training programme includes specific elements relating to children with special needs.

We will endeavor to accommodate all children of all abilities, but the committee is aware of the club's limitations. Each case will be considered individually and risk assessed to ensure everyone's safety.

Behaviour:-

Children and staff have created values for behaviour whilst at the club. Children are encouraged to read these at BASIC with the help of staff, or older children, so that they can be understood.

Children are expected to respect each other, staff and visitors.

Staff will encourage an atmosphere of care and consideration between all members of the club including children, staff and visitors.

BASIC aims to encourage appropriate behaviour through:-

- Praise for good behaviour.
- Emphasis on co-operative play and sharing.
- Talking to other children with the courtesy that we expect from them.
- Engaging children in activities.

BASIC will not tolerate from any member:- bullying, aggressive, confrontational or threatening behaviour or behaviour Intended to result in Conflict.

The club has procedures for dealing with unacceptable behaviour. In the case of violence or behaviour that poses an immediate danger, a child is required to be collected immediately. As an ultimate sanction, the child may be excluded from the club. BASIC recognises that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. It will strive to be flexible in order to accommodate such cases.

Illness:-

We are unable to care for children who are unwell.

Please inform the Supervisor of any infectious illness your child contracts. If your child has had sickness or diarrhea please do not send him/her to the club for 48 hours after the illness has ceased.

Accidents and First Aid:-

Every precaution is taken to ensure the safety of the children at all times and the club is fully insured. Several of our Staff are trained in First Aid and a First Aid Kit is kept on the premises. We operate an accident procedure and fire drills are carried out regularly.

Medication:-

The club cannot be held responsible for the administration of any medicine. If the taking of such by your child during a session is essential, the prescription medication from the child's G.P must be in date, labelled and brought into Basic in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage and handed to a supervisor together with a letter of permission from the parent/guardians in the form of a completed parental administering medication consent form.

Inhalers:-

If your child requires an inhaler, the inhaler must be given every session to a member of staff in a clear bag labeled with your child's name.

Parents/guardians will have to sign in and out the inhaler before and after every session as it is registered medication.

Complaints Procedure:-

BASIC is run for the members. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Supervisor/Manager.

Verbal complaints made by Parents/guardians or Staff are to be put in writing. The complaint will be discussed at the next management meeting. The complainant will receive a written letter within 7 days of the complaint to confirm receipt of the complaint. A written response will be made in writing up to 28 days after the management meeting.

If the complainant is not satisfied with the outcome they can contact OFSTED/FAMILY FRONT DOOR for advice.

OFSTED'S Number is:- 0300 123 1231.

FAMILY FRONT DOOR Number is:- 01905 822 666.

A full copy of our 'complaints' procedure and policy is available on request.

Pledge to Parents/Guardians:-

We value our relationship with parents/guardians and are committed to working in partnership with you to provide top quality play and care for your children.

We will:-

- Welcome you to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programs of activities, menus and policies and procedures.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

Contact Information:-

- **BASIC telephone number: 07432 845094.**
- **Please leave a voice message if unanswered and we will get back to you immediately.**
- **BASIC email address: basic.afterschoolclub@gmail.com.**
- **Mangers/Supervisors: Angela Maddocks and Amanda Worrall.**
- **Playworkers: Denise Large, Leah Maddocks and Lisa Keye.**

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