



Hamsey Green  
Primary School



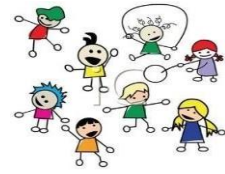
# **Acorns Nursery and Hamsey Green Primary School BASC Parent Handbook**

**Tithepit Shaw Lane  
Warlingham  
Surrey  
CR6 9AQ  
Ofsted No: 144230**

**Contact the afterschool and breakfast club on**

**01883 622000 (8.30am – 3.00pm)**

**07394571311 (7.30am – 8.30am and 3.00pm – 6.00pm)  
01883 622000 Option 3 Nursery (7.30-3.00pm)**



**Welcome to**

**BASC**  
**(Breakfast and After School Club)**

This booklet has been prepared to help ensure that you are as fully informed as possible about the club. We hope that you will find it useful. Please do not hesitate to ask should you require any points clarified.

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## **Aims**

To provide a child-centred, enjoyable and stimulating environment with quality, friendly care for children between the ages of 2 and 11 years.

To provide a service for parents wishing to return to work, already in work, receiving training or who are not available to look after children before and after school.

## **Who can attend**

BASC is open to all children attending Acorns Nursery or Hamsey Green Primary School.

## **Activities**

As well as free play we provide other activities such as arts and crafts, role-play, games, quizzes, team games, Wii dance and outdoor activities when the weather permits.

We encourage children to participate in group activities to enhance their social skills, but it is not compulsory for them to join in.

A quiet area is available for those children wishing to do homework. A member of staff is always available to read with children if a parent/carer requests them to do so.

## General Information

Numbers may sometimes be limited, depending on staff and ratios.

All school policies are adhered to and we ask that, in line with school policy, mobile phones are not used whilst on the premises.

Acorns Breakfast Club operates at the Nursery Setting. It opens 7.30-9am. If you need to contact the Nursery Breakfast Club please call 01883 622000 option 3

Breakfast (Primary children only) and After School Club (Primary and Acorns) operate on the Primary School site from 7.30a.m. to 8.30a.m. and 2.50p.m. to 6.00p.m., Monday to Friday during term time, depending on the Year group your child is in.

Breakfast and after school club (BASC) is situated in the school opposite the Year 2 classroom. Please ring the bell on the outside door to gain entry when dropping your child off at breakfast club(Primary children only) or collecting from After school club.

If you need to talk to someone in BASC whilst a session is taking place, please call 07394571311. This number should only be used for an emergency, if you are running late to collect or if someone different will be collecting your child, as the adults in the club are supervising the children. All other enquiries should be e-mailed to [basc@hamseytlt.co.uk](mailto:basc@hamseytlt.co.uk) during school office hours.

## Snacks and Drinks

Children booked in for both Breakfast Clubs are provided with a healthy breakfast of cereals, muffins, toast, crumpets, fruit etc, together with a drink of water, milk, hot chocolate, orange or apple juice.

Breakfast is served between 7:30-8:15am. Any children arriving after 8:10am at Breakfast Club will be unable to have breakfast due to time constraints.

We provide all the children attending the After school club with a healthy snack at 4.00pm. The menu is available from BASC but will consist of wraps, jacket potatoes, fish fingers, beans on toast, crumpets, muffins, dips, crackers, cheese, ham, crudités and fruit is available daily. A drink is also provided. The children can help themselves to fresh drinking water throughout the session. Children with allergies or special dietary requests can be catered for.

## **Dietary and Medical Information**

Please ensure you keep all the dietary and medical information on your child's Arbor record up to date. If there are any changes, please inform BASC via email [basc@hamseytlt.co.uk](mailto:basc@hamseytlt.co.uk) as well as change your Arbor records.

## **Safeguarding /Contact Details**

Both Breakfast Clubs and After School Club follow the Arrival and Departure Policy. A copy of which can be downloaded from the school website. If there are any unusual arrangements that you have made the school aware of, it is your responsibility to provide this confidential information to the Clubs, as this may not automatically be passed to them.

It is essential that you keep your Arbor account up to date with all nominated emergency contact details, for swift contact should the need arise. Please ensure that we always have up-to-date emergency telephone numbers on our file.

Should arrangements be made at any time for any adult other than those already named to collect a child, a member of staff must be informed by the parent in advance. Via email to [basc@hamseytlt.co.uk](mailto:basc@hamseytlt.co.uk) or to the club mobile, once the club has started on 07394571311.

Deputy Safeguarding Leads are based at both Breakfast Clubs and After School Club.

Information given to employees of the school is covered by the Data Protection Policy.

## **Site Safety and Security for our children**

Acorns Nursery operates a Video Call Buzzer System. Please press the button for someone to open up to gain access to the site.

The Primary School gates are automated to provide increased security for your children during the school day. The pedestrian gate will open at 7.25am to allow you to drop your children at Breakfast club and again at 2.45-6.00p.m. to allow you to collect from After school club. The car park is for the use of **staff only**.

## **Behaviour**

If a child continually misbehaves and after two verbal warnings and one written warning to parents/carers the situation does not improve then the parent/carer will be requested to remove the child entirely from the club. In this situation no refunds can be given.

Respect for and proper use of all property, equipment and the premises is essential and must be maintained by all persons (child or adult) at all times.

Children will be reminded that they are on school property and that they must treat it with respect and follow normal school rules.

Unless it is requested or optional as part of an activity, children **MUST NOT** bring toys, games or valuable items, including money. The school will not be held responsible for any personal items lost or stolen.

## **Payment / Terms and Conditions**

Please read the following carefully. The trust operates a zero tolerance on bad debt.

All bookings are made in advance via your child's Arbor account, where you can also see all charges – You must have enough money on the account first, to be able to book any sessions.

If you need to cancel a session you will need to email [basc@hamseytlt.co.uk](mailto:basc@hamseytlt.co.uk) before midnight on the previous day for breakfast club. And up to 12pm on the day for After school club. Any email out of this time will still incur charges.

If your child is off school sick and the school has been notified by 9.00am We will remove any booking already made for the day.

The school fully understands that sometimes parents require emergency childcare and this can be arranged by calling the school office and emailing [basc@hamseytlt.co.uk](mailto:basc@hamseytlt.co.uk). You must have enough funds on your Arbor account for the office to be able to add your child to the club. Any Late bookings will incur an extra charge.

## Late Collection

After School club closes at 6.00pm and children must be collected by this time. Late collection will result in a late charge being imposed.

We hope your children enjoy their time in **BASC**

Please do not hesitate to contact the Club Manager with any suggestions or concerns. You may do this in person, via the telephone or via e-mail on [basc@hamseytlt.co.uk](mailto:basc@hamseytlt.co.uk).



Hamsey Green  
Primary School

'Together we learn for life'