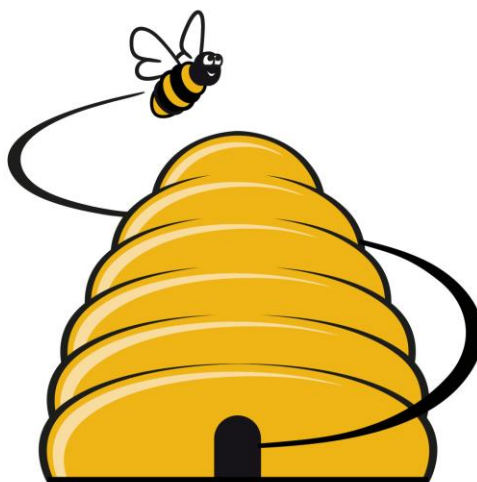


After School and Breakfast Club at The Beehive Edward Feild Primary School



Information for Parents and Terms and Conditions 2022-23

Welcome to the Beehive

The Beehive is a fun and caring out of school provision for children who attend Edward Feild Primary School and Robin Preschool (3 years old+).

We run breakfast and after school sessions daily in term time, and also run for approximately 6 weeks of the school holidays. The session times are:

Breakfast	7.30 am - 9.00 am	£6.70
Short After School Session	3.00 pm - 4.30 pm	£8.75
Long After School Session	3.00 pm - 6.15 pm	£12.85
Holiday Club	8.15 am – 3.15 pm	£25.75

The Holiday Club weeks are: October half term, February half term, the first week of the Easter holiday, the first two weeks and the last week of the summer holiday each year.

Our Terms

1. Terms

What do these terms cover? These are the terms and conditions on which we (Edward Feild Primary School) supply childcare services to you.

Please read these terms carefully before you complete the Beehive Registration Form on ParentMail. These terms tell you who we are, how we provide services to you, how you and we may change or end the service, what to do if there is a problem and other important information. If you have any questions, please contact us to discuss before you sign the Registration Form.

2. Information about us and how to contact us

Who we are: The Beehive is run by Edward Feild Primary School

How to contact us:

During the sessions: Telephone the Beehive landline 01865 841119

At other times: Telephone the school office 01865 372268.

Alternatively you can send an email to beehive@efs.oxon.sch.uk.

Our postal address is: Edward Feild Primary School Bicester Road, Kidlington, Oxfordshire, OX5 2LG.

How we may contact you: If we have to contact you, we will do so by using the contacts we hold on the school record for your child (for preschool children we use the information on their Admission Form).

3. Our agreement with you

How to secure a place? To secure a place a parent or carer must complete a Registration Form on ParentMail. As soon as you have done that you may proceed with bookings through ParentMail.

Please note bookings are made on first come, first served basis and you may find you have to wait for space to become available. If you wish to be informed of any spaces that may become available, please email office@efs.oxon.sch.uk. If a session is showing as full ("out of stock") on ParentMail please check with the office in case we are still able to offer a place that day.

If your child requires specific support, e.g. special or medical needs or has dietary requirements **you should contact us well in advance of your booking** to give time for support arrangements to be put into place.

Preschool children need a completed admission form giving details of emergency contacts and medical/dietary needs before they can register.

4. Our rights to make changes

Changes to the service we provide: We may change the service we provide:

- (a) To reflect changes in relevant laws and regulatory requirements.
- (b) To implement minor technical adjustments and improvements.

We are not responsible for delays or disruption outside our control: If our ability to deliver childcare is affected by an event outside our control then we will contact you as soon as possible to let you know and we will take steps to minimise the impact of the delay or the disruption. Provided we do this, we will not be liable for delays or disruption caused by the event, but if there is a risk of substantial delay or disruption you may contact us to end the agreement and receive a refund for any services you have paid for but not received.

We may have to suspend any service to:

- (a) Deal with technical problems or make minor technical changes;
- (b) Update services to reflect changes in relevant laws and regulatory requirements;
- (c) Make changes to the services as requested by you or notified by us.

Your rights if we suspend the services: We will contact you in advance to tell you we will be suspending the services, unless the problem is urgent or an emergency. If we have to suspend the services, we will adjust the price so that you do not pay for services while they are suspended.

We may also suspend services if you do not pay: If you do not pay for the services and you still do not make payment within 14 days of the original date that the payment is due, we may suspend supply of the service until you have paid the outstanding amount. We will contact to tell you we have not received payment. Following that we will write to tell you we are suspending supply of the services. We will not suspend the services where you dispute the unpaid amount. We will not charge you for the service during the period for which they are suspended.

5. Our rights to end the agreement

We may end the agreement if:

- (a) You do not make any payment when it is due and you still do not make payment within one month of us notifying you that payment is due;
- (b) You do not, within a reasonable time of us asking for it, provide us with information that is necessary for us to provide a safe service;
- (c) Your child's behaviour is such that we cannot ensure the safety of them or others that use the service.

If we end the agreement in any of the situations outlined in 5, we will refund any money you have paid in advance for services we have not provided.

6. If there is a problem

If you have any questions or complaints: Please contact us by telephoning the Beehive on 01865 841119 or the school office on 01865 372268 or by email at beehive@efs.oxon.sch.uk The school complaints policy is available on the website.

7. How we may use your personal information

We will use the personal information you provide us to:

- (a) Provide the services to the best of our ability;
- (b) Process your payment for such services

More details are included in the Privacy Notice on the school website.

Further Information

How to book sessions:

Sessions can be booked on ParentMail in "Accounts". All sessions have to be paid for at the time of booking. Sessions are released half a term at a time, half a term in advance (e.g. you will be able to book January & February sessions in November).

Ways to pay:

We accept card payments through ParentMail and childcare vouchers.

We are set up for Edenred, Computershare and Kiddivoucher childcare vouchers, Government Tax Free Childcare and Universal Credit reimbursements for childcare. Please email office@efs.oxon.sch.uk if you wish to use any of these so we can get you set up. Please allow a week for vouchers to arrive in our bank and be credited to your account, then you can book the sessions yourself.

Longer term bookings:

For families who wish to book regular days throughout the year we offer a pre-booking service. This enables you to reserve places ahead of time in exchange for a returnable deposit of one week's fees plus making monthly payments into your account. Please email the office if you would like to use this. Please note that

- if a monthly payment is not received by the 7th of the month we reserve the right to terminate this arrangement and suspend your child's place.
- the previous year's account must be cleared before we will accept a booking for the next year
- we will hold your long term booking offline and it will only go live on ParentMail when we release the next half-term's sessions – your place will be reserved before general release to other families.
- we will provide a list of how many weeks' payment is due for each month of the year, taking account of holiday weeks.

Payments: Payments must be made online at the time of booking through ParentMail. Where the office makes a booking on your behalf (e.g. for a late booking) the account must be cleared within 10 days. You will not be able to make further bookings on ParentMail until you have cleared the account.

Method for booking additional days after the booking cut-off date: Online bookings close 4 calendar days in advance. If you need additional days at less than 4 days' notice, please contact the office. There will be a late booking fee of £2.05 for these bookings.

Cancellation by you of your booking: You may change your booking so long as you give 4 calendar days' notice – the online bookings are live and can be amended by you until the cut-off time (by going to "statements" in ParentMail Accounts). Cancellation after the cut-off time will incur the normal session charge.

Behaviour Policy: We follow the school's Behaviour Policy and the school rules. Where behaviour falls short of expectations consequences may include exclusion from the club.

Arrangements for collection of children: We require that all children be signed out by their parent/carer or other recorded contact. To ensure the safety of your child, please remember that children must be collected by an adult who is on their contact list, or arrange a password with the Beehive for any other adults who are picking up on a one-off/irregular basis.

Arrangements for late collections: If you anticipate that you may be late collecting your child, please contact the Beehive manager by ringing the 01865 841119. If you collect your child after the agreed time, a late fee of £5.15 will be charged for every 15 minutes or part of 15 minutes after the closure of the provision. If a child has not been collected by 7pm and we have not been able to contact the parent/carers or emergency contacts, then the Oxfordshire MASH team will be contacted.

Absences: If your child is absent from school due to illness, they may not attend the club. If your child is not coming to the club on a particular day for any reason, we would appreciate you letting us know by 8 am that day. You may contact us by leaving a message with the school's office staff or by leaving a voice mail message at 01865 841119. Please note that you will still be charged for your child's place.

At the end of school terms: If school closes early (e.g. at the end of the summer term), the after school club will also start early, but finish at the normal time for the session. There will be no extra charge for this.

Snacks: As part of looking after the wellbeing of all the children, Edward Feild supports the schools' Healthy Eating initiatives. We provide a nutritious light breakfast to start the day, and a snack after school. For Holiday Club please bring a packed lunch and a filled water bottle – all other snacks are provided.

Dietary requirements and allergies: We use the information you provide on your school admission form to identify these and we ensure that Beehive staff are aware. Please make sure you include all relevant information on your form and keep us updated with any new information.

Illness, injury and medications: If your child becomes ill while in our care, we will contact you and ask that they be collected. The same first aid procedures will apply as during the school day, we will tell you about any head injuries when you come to pick up your child. You will be notified immediately if your child sustains a significant injury. If immediate medical assistance is deemed necessary, we will contact the appropriate medical personnel and then contact you immediately. All medications must be brought to the School Office and parents will be asked to fill out a medication form regarding its administration.

Providing and keeping up to date contact information: It is the responsibility of the parent/carer to inform the school office if any information for contacts needs to be updated. Please ensure that the people listed on the emergency contact information the school holds are contactable during club hours.