



ST Ambrose Catholic Primary School

The Bee Hive club

(Before and after school Club)



Parent Handbook 2025-26

St Ambrose Bee Hive Club

Parent Handbook

2025-26

Our Catholic Mission

‘We do our best by following Jesus.’

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General Information

St Ambrose Before and After School Club will be known as the Bee Hive Club. It is a facility set-up by the school, to provide childcare for the children outside of school hours. The Bee Hive Club will be based in the Bee Hive building (Nursery). The club has a dedicated room for its main base and will also use the school hall and grounds when reasonably possible. The club is open to all children attending the school subject to places being available and ability to meet the individual needs of pupils.

Statement of Purpose

The aim of St Ambrose Bee Hive Club is to provide high quality out of school child care, offering a range of play, study and leisure activities in a welcoming atmosphere.

Bee Hive Club Information

The club can be contacted at: St Ambrose Catholic Primary School
Leswell Street
Kidderminster DY10 1RP

Telephone Numbers to Contact regarding Bee Hive Club

During School Hours 8.30am to 3.20pm	01562 823568 and Option 2
During Bee Hive Club Hours 7.45am to 8.30am and 3.20pm to 6pm	01562 823568 and Option 3

Opening Times

The Bee Hive Club is open to children between 7.45am – 8.45am & 3.20pm - 6.00pm every school day.

There is a minimum of two qualified members of staff and a ratio of one member of staff to eight children under the age of eight years.

The Bee Hive Admissions Policy

The Bee Hive (Before and After School Club) will admit any child who attends St Ambrose School subject to availability of places, and the admissions criteria below.

The Bee Hive Morning Club will accept up to 24 children on any one day. The Bee Hive Evening Club will accept up to 16 on any one day. The club operates a minimum staffing of one adult per eight children under the age of 8 years.

The Admissions Policy of the club is based on the following criteria;

- Bookings depending on available places.

Policies:

The Club follows the school's policies for:

Safeguarding
Child Protection
Confidentiality

Arrival and Collection of Children Policy

Arrival

In the morning, parents drop off their children at the Bee Hive (Nursery building) entrance and press the bell to be let in. Staff will take the children to their classrooms in the morning. After school, children are collected from their classrooms and brought to the club each day. Parents must inform the club and school, in advance, if their child will not be attending a booked session.

Collection

All children must be collected from the Bee Hive Club door by **6.00pm** at the latest. The time will be as measured on the club entrance clock. **Late collection will be charged at £1 per minute per child.** Regular late collection (defined as three times) will lead to the child's place being withdrawn.

Parents must give the names of all persons authorised to collect their child on the registration form. Only persons named on this form will be able to take the child from the club, unless prior arrangements in exceptional circumstances have been made known to the Club Manager.

It is the responsibility of the parent / guardian to ensure that any changes to the named individuals who can collect their child are communicated to the Club Manager both in writing and verbally.

The person collecting a child must approach a club worker so that club workers know who is being collected, and by whom, and can sign the child out.

In the case of a parent/carer failing to collect the child, the Bee Hive Manager will call the emergency contacts given to come to the Club to collect the child. If the club staff are unable to contact any of the emergency numbers, they will contact Worcester Children's Advice and Support Service for further advice.

If a parent/carer arrives in an "unfit" state, the Club staff will contact the police and/or Children's Services Duty Officer immediately. The safety of the children is always our priority.

Behaviour and Anti-Bullying

Staff act as role models and encourage considerate attitudes from all children. They praise the children and give positive encouragement wherever possible. Unacceptable behaviour is always responded to, in an appropriate way, taking full account of the child's level of understanding. We do not tolerate bullying, intimidation, or rudeness. Children are encouraged to resolve conflicts by discussion. However, they should always tell staff if they are hurt or upset. Parents are informed of serious concerns. Persistent unacceptable behaviour will lead to the child's place being withdrawn.

Health and Safety

The Bee Hive Club promotes the good health of both children and staff by ensuring the highest standards of premises, equipment maintenance and staff awareness in safety matters. There will always be at least one member of staff holding a current First Aid certificate on the premises.

The Bee Hive Club has a first aid box, which is kept out of the reach of children. It is the responsibility of a nominated, qualified first aider to maintain the contents of the first aid box.

Parents are required to give written consent to the staff to be able to authorise medical care being given by doctors in an emergency. This will only occur where waiting for parental consent to be considered by the doctors to endanger the child's health and safety. This permission is given as a part of the parent's contract signed when a child first registers with the Club.

Staff should be aware of any child's special health conditions. Bee Hive Club staff will administer prescription medicine only to children in accordance with school procedures if written instructions and consent are given by parents. Parents will also be expected to discuss the child's illness and needs with Club staff prior to any medication being administered.

If a child becomes unwell whilst at the Club, parents will be contacted to come and collect the child. All incidents and accidents will be recorded.

Healthy Eating Policy

It is our aim to foster and encourage an interest in healthy eating amongst the children by involving them in helping to prepare and serve a daily healthy snack. A light meal will be provided and served at 5pm (Jacket potatoes or Beans on Toast). A varied menu will be offered, ensuring high nutritional standards and low sugar and fat content. 'Treats' may be included from time to time. Children are encouraged but not forced to eat. Fresh drinking water and fruit is also readily available to the children. Parents should ensure staff are aware of any special dietary requirements. Staff preparing food have a current Food Hygiene Certificate.

Complaints

Any parent wishing to make a complaint should follow the complaints procedure:

1. Speak to the Club Manager to try to resolve the issue.
2. If unresolved, speak to the Head of School.
3. If still unresolved, write to the Chair of Local Governing Body, c/o school address.

Staff Protection

We believe that our staff have a right to work in a safe environment free from verbal or physical abuse. We work to create and promote good relationships between staff and children and parents. Verbal aggression or unreasonably demanding behaviour towards staff by parents is not acceptable and is likely to lead to withdrawal of a child's place. Threats of violence will always be reported to the police. All policies are available from the club and school on written request.

Contract – see parent agreement attached.

Parents must ensure that the registration form is updated as necessary. Fees are paid at the time of booking although we do understand that circumstances may arise where paying fees at the time of booking is challenging. If you are unable to make the required payment at that time, please contact the school office as soon as possible to discuss alternative arrangements. We are committed to supporting our families and will work with you to find a suitable solution.

The current daily fees for the club are: **FEES AS OF SEPTEMBER 2025**

	Session Times	Per Child
Morning	7.45 – 8.45am	£ 5.00
Afternoon 1	3.20 – 4.20pm	£ 5.00
Evening	3.20 – 6.00	£10.00
Late charge	£ 1 per minute per child	

Fees will be reviewed annually, and any changes informed in July for implementation in September.

Terms and Conditions

St Ambrose Catholic Primary School

Bee Hive Club Agreement

The decision of the Local Governing Body is final in all circumstances.

The aim of the Bee Hive Club is to provide quality before and after school care provision for children of St Ambrose Catholic Primary School. This includes social and educational activities in a safe and secure environment on the school site. The costs are available on request from the club manager or school office, and will be reviewed termly initially.

The Bee Hive Club is open from 7.45 – 8.45 and 3.20 – 6.00 every school day during term time. Children are collected by staff from their classes at the end of the school day. The Bee hive Club accommodation

comprises of the BASC room, toilets in the Bee Hive building (Pre-school) and either the hall/playground. A light breakfast / healthy snack, light meal and drink is served from the kitchen.

St Ambrose Bee Hive Club agrees that:

- We will provide a safe, relaxed and friendly environment for the children.
- We will provide a range of recreational and educational opportunities.
- We will provide a light breakfast / healthy snack, light meal and a drink.
- We will ensure equality of opportunity in all activities.
- The Club will be open from 7.45 a.m. – 8.45 a.m. & 3.20p.m. until 6.00 p.m. every school day.
- In the morning, we will deliver KS1 children to their classes each day and ensure that KS2 pupils go into their classes by 8.45 a.m.
- After school, the children will be collected from their classrooms and brought to the club.
- Children will be handed over at the end of each session, only to the adult(s) who have been identified on the record card.
- If a child becomes ill whilst attending a session, we will inform the named contact and the child will be looked after in a quiet area until collected.
- Medicines will only be administered according to the school medicines policy.
- We will try and arrange alternative cover in the case of staff absence.
- We will treat all children as individuals and endeavour to meet their specific needs.
- We will take account of each child's special dietary needs.
- We will not allow any behaviour that is likely to affect the safety and enjoyment of others.
- Any incidents of poor behaviour will be dealt with in accordance with our behaviour policy.
- Persistent poor behaviour will lead to the place being withdrawn.
- We will make sure that all parents/carers are aware of any changes to the Club's policies and procedures.
- We will act on any complaint as explained in our complaint's procedure.

Parents/Carer's agree to:

- Complete and sign your child's registration card.
- Book and pay for your child's place two weeks (or more) in advance.
- Ensure your child is collected by a person named on the record card, from the internal club door.

- Collect your child on time.
- Inform us if your child will not be attending a booked session, club telephone number – 01562 823568.
- **Pay for all booked sessions including those where a child cannot attend** e.g. through illness
- Regularly update us of any changes to the registration card e.g. address, home telephone no, work telephone no, and medical needs etc.
- Keep us informed of any changes that may affect your child's well-being.
- In the morning, drop children at the Beehive Club entrance.
- Park safely – and not on the zig-zags between the given times.

Application

- A child cannot be admitted until the following forms are completed
 - child's registration card
 - parent agreement
 - Arbor booking form
- Application packs are available from the School Office or the Bee HiveClub.

Bookings and Payments

- All payments, bookings or changes to bookings will be completed on our Arbor system. Parents whose requirements will change from week to week should book as far in advance as possible to secure their places.
- **Once sessions have been booked, they are chargeable** and NO CREDIT will be given for absence.
- Fees must be paid at time of booking.
- A fee of £1 per minute will be charged for late collection **per child**.
- Charges will be reviewed termly initially. Parents of children attending the club will be advised of the outcome of termly reviews.

Payment can be made by:

- Child Care Vouchers

Parent Agreement

I have read the above information relating to St Ambrose Before and After School Club and agree to abide by the stated terms and requirements.

Signed _____

Print name _____

Parent /carer of _____ D.O.B. _____ Class _____

Parent /carer of _____ D.O.B. _____ Class _____

Parent /carer of _____ D.O.B. _____ Class _____

Date _____

Received by _____

Date: _____

on behalf of St Ambrose Catholic Primary School

St Ambrose Catholic Primary School

The Beehive Club

Childs Registration Card

Name of child (and any other name by which child is known)

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Date of birth		Ethnic origin	
Gender	M/F	Religion	

Childs first language	
Disabled (Y/N) Access Requirements (please specify)	

Name of Parent(s)/Carer

--

Childs home address and home telephone number/mobile number

--

Parent(s)/carer work address(es), and telephone number

Tel:	Tel:

Other persons authorised to collect child

Name	Relationship to child	Tel no./Mobile

Other Emergency contacts

Dietary Requirements

Does your child have any special dietary needs e.g. vegetarian? ☐ Yes ☐ No

Please give details

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Medical Information

Does your child have any known medical conditions or allergies? ☐ Yes ☐ No

Please give details

Name Address and telephone number of child's doctor

I consent to any emergency medical treatment necessary during the running of the club. I understand that in an emergency every effort will be made to contact me. If there is a delay which would endanger my child's health and safety, I authorise the club staff to sign any written form of consent required by hospital authorities. ☐ Yes ☐ No

I consent to my child taking part in all normal club activities including outdoor games.
☐ Yes ☐ No

I consent to photographs being taken of my child for use within the school/club.
☐ Yes ☐ No

I consent to photos/videos of my child being used for the school website, twitter and face book page. In line with the E-safety Policy. ☐ Yes ☐ NO

Signed (Parent/Carer) _____

PRINT NAME(S) _____

DATE _____