



Dear Parent/Carer,

## **ABOUT THE BALGOWAN BUCCANEERS**

Balgowan Buccaneers provides quality before and after school care for children of Balgowan Primary School.

The Balgowan Buccaneers will operate in the main school hall, the school library and the KS1 playground. In the hall the children will have the opportunity to play games, engage in physical activities, play with toys and do arts & crafts. The library will be a designated quiet space for completing homework, reading, drawing and relaxing. We will encourage the children to spend time outdoors when the weather permits and they will have access to sporting equipment to play with.

We want the children to have fun in a safe, caring environment where they can socialise with their peers as well as spend time participating in activities that interest them.

Breakfast will be served from 7.45am in the main school hall for those children who choose to attend the breakfast club. Tea will be served to children at approximately 3.45pm for those attending the afterschool club. The school's caterer, Harrison, will provide our food. A menu of the provision on offer for the term is available on our club webpage. Please ensure that any allergies are listed on the registration form.

The Balgowan Buccaneers hours of operation and prices are as follows:

	Times	Days	Cost
Before school Club	7.30am – 8.55am	Monday – Friday (term time only)	£6 per session
After school Club	3.30pm – 6pm	Monday – Friday (term time only)	£14 per session

Children should be dropped off at the main school entrance and be signed in on arrival. The infant children attending the Balgowan Buccaneers in the morning will be escorted to their classroom in time for the start of school at 8.55 am. The junior children will be escorted to the Junior School playground by 8.45 am where they can line up with their classes.

After school the infant children will be accompanied to the Balgowan Buccaneers by staff and the junior children will be dismissed directly from their classroom and make their way down to the club to be registered.

## **REGISTRATION/BOOKING REQUIREMENTS**

We require full completion of the following documents in order to process your booking:

- ✓ Registration form – fully complete & signed
- ✓ Booking form – fully complete & signed
- ✓ Terms & Conditions - signed
- ✓ Additional Medical information form (if applicable)

Places at Balgowan Buccaneers are limited in accordance with the guidelines set out by Ofsted so we would recommend booking early. Confirmation of a place **will only be given upon receipt of the above forms.**

Once confirmation is given, you will be sent an invoice that sets out the deposit that needs to be paid and the remaining balance for the term. The deposit will be the fee for the first half term.

The deposit **must** be paid by the date requested on the invoice in order to guarantee your child's place in the club. Failure to pay the deposit will result in your place being allocated to another child on the waiting list. Deposits are non-refundable.

## **PAYMENTS**

Invoices are issued on a termly basis and **payable in full** as follows:

Term	Invoiced issued	Payment due in full by
Autumn term	Beginning of June	1 <sup>st</sup> September
Spring term	Beginning of November	1 <sup>st</sup> January
Summer term	Beginning of March	1 <sup>st</sup> May

If however you are unable to make full payment in advance, please contact the club to discuss this.

We are registered with the HMRC tax-free childcare scheme and accept Childcare vouchers from the following providers:

<ul style="list-style-type: none"><li>• Busy Bees</li></ul>	<ul style="list-style-type: none"><li>• Kiddivouchers</li></ul>
<ul style="list-style-type: none"><li>• Computershare</li></ul>	<ul style="list-style-type: none"><li>• RG Childcare</li></ul>
<ul style="list-style-type: none"><li>• Edenred</li></ul>	<ul style="list-style-type: none"><li>• Sodexo</li></ul>
<ul style="list-style-type: none"><li>• Care4</li></ul>	<ul style="list-style-type: none"><li>• Co-operative</li></ul>
<ul style="list-style-type: none"><li>• Enjoy Benefits</li></ul>	<ul style="list-style-type: none"><li>• HMRC tax free childcare scheme</li></ul>
<ul style="list-style-type: none"><li>• Faircare</li></ul>	<ul style="list-style-type: none"><li>• Gemelli</li></ul>
<ul style="list-style-type: none"><li>• Fideliti</li></ul>	

If your employer uses a different childcare voucher provider, please specify this on your registration form or contact us on [buccaneers@balgowan.bromley.sch.uk](mailto:buccaneers@balgowan.bromley.sch.uk)

Payments can be made by bank transfer, cheque or childcare voucher. We **do not** accept cash payments for the Balgowan Buccaneers.

## **CLUB STAFF AND CONTACT DETAILS**

The Balgowan Buccaneers will be managed by trained staff, all of whom will have an enhanced DBS check as well as a paediatric first aid qualification. The club falls under the school's Ofsted registration; however the club will have separate contact details and its own management structure. The club will also maintain its own registration procedure and documentation.

## **CONTACT DETAILS**

Email address: [buccaneers@balgowan.bromley.sch.uk](mailto:buccaneers@balgowan.bromley.sch.uk)

Contact number: 07708062637