**Session times for School pupils:**

* Breakfast Club: 07:30-8:35 After-school Club: 15:15-17:30

**The Bolney Bees Breakfast Club will offer:**

The Bolney Bees Breakfast Club will take place in the Shepherd’s Hut situated in the Peace Garden and will be led by Miss Lucie Nevludova.

* Breakfast is served at 8am. *Please note:* ***Children must arrive before 8am if they wish to have breakfast.***
* Breakfast choices:
	+ - Variety of cereals – Cornflakes, Cheerios, Rice Krispies and Weetabix
		- Variety of drinks – water and no added sugar fruit juice
		- Variety of breads – pancakes and croissants with a choice of spreads
* Appropriately trained and friendly staff;
* Suitable Play activities to ensure a happy sociable start to the day which will encourage social skills, confidence and fun;
* Children will enter their classrooms in the usual way at 8:35;
* **Cost: £5.00 per child (per session), £4.00 for siblings** (20% discount)

Location: Shepherd’s Hut Entry: Peace Garden

**The Bolney Bees After School Club will offer:**

The Bolney Bees After School Club will operate from the Shepherd’s Hut and will be run by Miss Lucie Nevludova. Children will be picked up and signed out at the Peace garden gate.

* At the end of the school day, your child will be taken/sent to the Shepherd’s Hut by a member of staff;
* Each child will be provided with a snack and a sugar free drink;
* Your child will have the chance to relax and participate in a range of activities which will encourage social skills, confidence, fun and creativity;

**Cost: £12.00 per child (per session), £9:60 for siblings** (20% discount)

Location: Shepherd’s Hut Pick up: Peace Garden

***Please read the Terms & Conditions overleaf and complete the*** REGISTRATION FORM

WRAP-AROUND CHILDCARE: BOLNEY BEES BREAKFAST AND AFTER SCHOOL CLUBS

**TERMS & CONDITIONS - September 2025**

The below Terms & Conditions relate to Bolney CEP School Bees Breakfast and After School Wrap-around Childcare. Parents/carers who complete a registration form must sign the bottom of the registration form agreeing to these terms & conditions. By signing the registration form you agree that you have read and understood all terms & conditions and any queries should be cleared up before signing the registration form.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms & conditions. **No child will be admitted to wrap-around care if the forms have not been completed.**
2. Parents/carers must ensure all details on the registration form are accurate and up-to-date. **Any changes must be made to the school office.**
3. The wrap-around care will operate in term time only and will not run on days the school is closed or on the last day of a term. It is available only to children who attend Bolney CEP School.
4. Bookings will be made via MCAS (My Child At School). Your new account details will be sent to you on the first week of the term. Bookings must be made a week in advance. Places are limited so early booking is advisable to avoid disappointment. **Late bookings may be accepted at 24hrs notice subject to availability and a £2.50 late booking fee.** Late bookings must be confirmed by the school office and must be paid at the time of booking. Your child will not be accepted without a confirmed booking.
5. **Payment is due IN ADVANCE by the Friday before your child is booked to attend** **wrap-around care**. Payments are to be made via MCAS (My Child At School) only. **A late booking fee of £2.50 will apply if you do not book in advance.**
6. Outstanding payment: The wrap-around care staff reserve the right to refuse any child entry into wrap-around care if payment is not made, including late collection charges and any other outstanding fees from other extended school services.
7. If your child is unable to attend a morning session, you must **notify the wrap-around care on NEW MOBILE** You must also notify the school office if their absence means they will be absent from school. **Please note: If your child is unable to attend for any reason you will not be entitled to a refund unless you have cancelled at least 24h in advance.**
8. Parents/carers will wait on the playground side of the gate to the Peace Garden and your child will be brought to you.
9. Bees Breakfast Club starts at 7.30am and finishes at 8.35am. Breakfast will be served at 8am so anyone arriving after this time may not receive breakfast.
10. Bees After-School Club starts at 3.15pm. If your child attends an activity club they will be collected when that finishes and taken to the Shepherd’s Hut. Bees After School Club finishes at 5.30pm but parents can collect children any time beforehand.
11. Parents/Carers must contact the school if they are aware that they will be late to collect their child. Please contact the wrap-around care team on the wrap-around care **DIRECT LINE: TBC**
12. Parents/carers agree to abide by the late collection policy. **Parents/carers who collect their child after 5.30pm will incur a late collection charge of £1.00 per minute.** Parent/carers must complete a late collection agreement on collecting their child. Parents/carers agree to pay this charge before their child continues to attend any wrap-around care.
	1. If you are up to 15 minutes late, you will be charged £1 for every minute that you are overdue. If there is a reoccurrence, your child will no longer be allowed to attend Bolney Bees, i.e. there will be one warning.
	2. If however, you are very late (more than 15 minutes), you will be charged £1 per minute that you are overdue and your child will no longer be able to attend Bolney Bees with immediate effect.
	3. If you do not arrive to pick up your child by the pick-up deadline of 5.30pm, you will be phoned immediately so that you know your pick up arrangement has failed. It is therefore important that one of the telephone numbers you leave with us is contactable at 5.30pm. If we cannot inform you that your child has not been collected, you are at risk of being refused further entry to Bolney Bees with immediate effect.
	4. Please ensure that you have suitable contingency plans in place when you are relying on other people to pick up your child. We would recommend that you have a reciprocal back up arrangement with another parent whose child attends Bolney Bees at the same time as your child. If a child is collected late on two occasions, the child will be excluded from the club and fees will not be refunded.
13. The wrap-around care policies and procedures reflect the school policies and procedures and parents can read the extended schools policies and procedures on our website <https://www.bolneyschool.org.uk/>
14. The wrap-around care staff aim to provide a safe, stimulating and happy environment for all children. The wrap-around care staff reserves the right to exclude any child whose behaviour is disruptive, following the schools behaviour policy.
15. We will endeavour to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns, please speak to the wrap-around childcare supervisor. If this is not resolved, please contact Ms Lofthouse, Headteacher.
16. There will be no Bees Breakfast or After School clubs on Inset days or during holidays. There will also be **no After School Clubs on the last day of each term.** NB: Bees Breakfast Club will still run on the last day of each term.

Please see Bolney Bees calendar of dates below:

**Autumn Term 2025: Monday 8th September - Friday 19 December**

**No Bees After-School club on 24/10/25 & 19/12/2025**

*Half term week Monday 27 October – Friday 31October*

Inset Days: Wednesday 3 September & Monday 3 November

**Spring Term 2026: Monday 5 January – Friday 27 March**

**No Bees After-School club on 13/2/26 & 27/3/26**

*Half term week Monday 16 February – Friday 20 February*

Inset Day: Monday 23 February

**Summer Term 2026: Monday 13 April – Tuesday 21 July**

**No Bees After-School club on 22/5/26 & 21/07/2026**

*Half term: Monday 25 May to Friday 29 May*

Inset Day: Monday 1 June & Wednesday 22 July

**WRAP-AROUND CARE ANNUAL REGISTRATION FORM 2025/26**

The wrap-around care operates on school days, term-time only. **This form is valid for the entire academic year. Please advise the office if your contact details change.**

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| **Child’s details** |
| **Name** |  | **Class** |  |

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| **Parent/Carer’s contact details** |
| **Name** |  |
| **Home tel** |  | **Mobile** |  | **Work tel** |  |
| **Email** |  |

|  |
| --- |
| **Other Emergency Contact details** |
| **Name** |  | **Relationship** |  |
| **Home tel** |  | **Mobile** |  | **Work tel** |  |
| **Email** |  |
| **Password**  |  |

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| --- |
| **Sessions required** (please tick all applicable) |
| **Breakfast Club** | **After school Club** |
| [ ]  Monday[ ]  Tuesday [ ]  Wednesday[ ]  Thursday[ ]  Friday[ ]  Ad-hoc | [ ]  Monday[ ]  Tuesday [ ]  Wednesday[ ]  Thursday[ ]  Friday[ ]  Ad-hoc |

|  |
| --- |
| **Medical and Dietary Information:** |
| **Name of Doctor** |  |
| **Doctor’s Tel no.** |  |
| **Please list any medical conditions (e.g. asthma) below** |
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| **Medical and Dietary Information** (continued) |
| **Please list any medical allergies (e.g. Allergic to penicillin)** |
|  |
| **Please list any food allergies (e.g. dairy)** |
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| **Additional notes** please add any other useful information below |
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| **First Aid Consent** |
| [ ]  I give consent for first aid to be carried out on my behalf by a trained first aider[ ]  I consent to any emergency medical treatment necessary during the running of the wrap-around care |

[ ]  **In signing this form, I declare the information to be true and accurate. I have read the Terms & Conditions of the Bolney CEP School Bees Breakfast Club & After School Club and agree to follow its policies and procedures.**

I understand that places must be booked in advance and confirmed before my child can attend.

I agree to pay the late fines as per the Terms and Conditions

Name:

Signature:

Date:

*Please email your completed forms to* *office@bolneyprimary.school*

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