



**Bluebell**  
Childcare

## Little Bluebells Breakfast & After School Club

Hockliffe Lower School. Woburn Road. Hockliffe.  
LU7 9LL  
Tel: 07891377581

For Breakfast Club we open at 8am and take the children through to school as the bell goes at the start of the school day, children can be dropped off at any time from 8am. After School Club operates 3.15 – 6.00pm Monday to Fridays, term time only. Our building is situated in Hockliffe Lower School's grounds. Breakfast Club offers a quieter start to the day allowing children to start school play in a relaxed environment (painting and messy crafts will not be provided at this time) breakfast is available until 8:30 am. The After School Club is focussed on play and based around your child's preferences. The aim is to offer a wide range of activities, catering for the variety of children attending. We have daily art/crafts, board games, free-flow access to outside and take requests for games and activities. The After School Club is a great place for friends to spend time together or time to make new ones.

Attached are all the necessary forms for registering your child. Please retain the Booking and Pricing Information sheet for your own use. The After School Club Agreement, Registration and Consent Forms should be completed and returned to Bluebell Childcare or via the school office. There are no upfront costs and booking can be ad hoc, in advance or on the day, as regular or infrequently as you require. Please feel free to pop in and have a chat, we could answer all your questions and show you what we get up to. You can find us on Facebook as 'Bluebell Childcare' where up to date activities are shown, our website is [www.bluebellchildcare.co.uk](http://www.bluebellchildcare.co.uk)

We look forward to meeting you.

The After School Club Team

# BLUEBELL CHILDCARE

Little Bluebells Breakfast & After School Club

BOOKING AND PRICING INFORMATION

Operating Monday to Friday Term Time

Telephone: 07891377581

Price calculated on entry time	Price
Drop off between 8:00 - 8:30am	£4.00
Drop off from 8:30am	£2.00

Prices are for exit time	Price*	Plus Snack*
3.15 - 3:30pm	£1.00	0
3.30 - 4.00pm	£3.25	£4.00
4:00 - 4.30pm	£5.50	£6.25
4:30 - 5.00pm	£7.75	£8.50
5:00 - 5.30pm	£10.00	£10.75
5:30 - 6.00pm	£12.25	£13.00

There are no discounts for siblings. We have flexible payment options and accept childcare vouchers. Cheques are no longer accepted. Bank Transfers should be made via Prepay solutions Ltd. Sort Code: 236972 Acc No: 18654438 (please use child's name as reference). Please advise us by email or text to confirm a payment has been made.

Late pick up of a child will incur a charge of £2:00 until 6:15pm, and £5.00 per 15 minutes thereafter. Late payment may mean refusal to accept a child for future bookings. If you have booked a place and no longer require it, maybe your child is sick or just a change of plans, please call and cancel before 12pm and there will be no charge. If you have booked a place and do not cancel by 1:30pm, you will be charged £5.00

## Bookings

We have a flexible booking policy, which means that you can book your child in, weeks in advance or on the day that you require ASC. Short notice bookings are accepted, but we do ask that you notify the school allowing them adequate time to get a message to your child. Same day bookings can only be accepted where your child has been registered previously by completing and signing the registration form. Please call the number above to book.

## Snack Options

On arrival to the After School club, children are offered a drink and biscuit. At 4.00/4.30 (depending on activities) your child will be offered a snack, a copy of the snack menu is displayed on our notice board.

Please state whether you wish your child to have a snack, when you book their place.

To contact the After School Club to advise of any change in arrangements, for example, child's absence, likely delay over collection of a child, or for any other reason, please ring the telephone number at the top of the page. Failure to cancel any booking will result in a charge of £5.

Further Correspondence can be sent to Bluebell Childcare at: Southcott School, Bideford Green, Linslade, Leighton Buzzard, Beds LU7 2UA.

# BLUEBELL CHILDCARE

## Little Bluebells Breakfast & After School Club

### AGREEMENT

Breakfast club begins at 8am, if children arrive before 8:30am breakfast of cereal or toast is available. A selection of activities will be available but arts and crafts will be limited to the less messy variety at this time.

Upon arrival at After School club, children are offered a drink and biscuit. At 4.00/4.30 (depending on activities) your child will be offered a snack, a copy of the snack menu is displayed in the room.

Your child will have access to varied indoor/outdoor activities, weather permitting. We encourage the children to make suggestions for activities, equipment and games and also involve them in the weekly planning.

If a child becomes ill whilst in the care of Bluebell Childcare, every attempt will be made to contact one of the people listed on the registration form, to arrange collection of the sick child. Your child will be cared for until they are collected.

In the case of a minor accident, basic First Aid will be administered. In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/carer to advise or discuss with him/her the course of action to be taken. If the managers are unable to contact the parent/carer in time, appropriate action will be taken (as detailed in the Operational Plan) to gain emergency medical treatment for the child. Bluebell Childcare's policies and procedures are contained in the Operational Plan and are accessible for parents/carers to read.

**Bluebell Childcare cannot accept any child for a session, unless a completed signed registration form is submitted by the parent/carer.**

All accidents and emergencies are entered in the Accident Book.

I agree to contact the Bluebell Childcare to advise of any change in arrangements (e.g. child's absence, delay over collection of a child) or for any other reason. I have read and understand the Agreement above and the Booking and Pricing Information. I agree to pay any fees due. I have parental responsibility for the child named below.

Child's Name.....

Parent/ Carer's Signature ..... Date .....

.....  
Printed name (in block capitals)

Parent/ Carer's Signature ..... Date .....

.....  
Printed name (in block capitals)

# BLUEBELL CHILDCARE

# Little Bluebells Breakfast & After School Club REGISTRATION FORM

All the children who attend the Breakfast & After School Club must be registered. Please complete one form per child. Please PRINT clearly.

<b>Date:</b>	<b>Class:</b>	<b>Date Of Birth:</b>
<b>Full Name Of Child:</b>		
<b>Home address:</b>		
<b>Parent/Carer Details</b>		
<b>First Contact Name:</b>	<b>Second Contact Name:</b>	
<b>Relationship to Child:</b>	<b>Relationship to Child:</b>	
<b>Address If Different</b>	<b>Address If Different</b>	
<b>Contact Tel No.s Day/Mobile:</b>	<b>Contact Tel No.s Day/Mobile:</b>	
<b>Email:</b>	<b>Email:</b>	
<b>This person has parental responsibility for the above named child. Please Circle Yes No</b>	<b>This person has parental responsibility for the above named child. Please Circle Yes No</b>	
<b>Name &amp; Tel No. of person who can collect from club in an emergency:</b>		

**Child's Ethnic Origin** (This information is required for social services/government monitoring purposes and does not affect registration)

<b>Child's Ethnic Group</b> (Please tick one of the boxes below)					
<b>White</b>	- British (WBRI)	<input type="checkbox"/>	<b>Asian or Asian British</b>	- Indian (AIND)	<input type="checkbox"/>
	- Irish (WIRI)	<input type="checkbox"/>		- Pakistani (APKN)	<input type="checkbox"/>
	- Traveller of Irish Heritage (WIRT)	<input type="checkbox"/>		- Bangladeshi (ABAN)	<input type="checkbox"/>
	- Gypsy/Roma (WROM)	<input type="checkbox"/>	<b>Black or Black British</b>	- Any other Asian background (AOTH)	<input type="checkbox"/>
	- Italian (WITA)	<input type="checkbox"/>		- Caribbean (BCRB)	<input type="checkbox"/>
	- White other (WOTH)	<input type="checkbox"/>		- African (BAFR)	<input type="checkbox"/>
<b>Mixed</b>	- White and Black Caribbean (MWBC)	<input type="checkbox"/>	- Any other black background (BOTH)	<input type="checkbox"/>	
	- White and Black African (MWBA)	<input type="checkbox"/>	<b>Chinese (CHNE)</b>	<input type="checkbox"/>	
	- White and Asian (MWAS)	<input type="checkbox"/>	<b>Any other ethnic background (OOTH)</b>	<input type="checkbox"/>	
	- Any other Mixed background (MOTH)	<input type="checkbox"/>	<b>Prefer not to say (REFU)</b>	<input type="checkbox"/>	
			<b>Not obtained (NOBT)</b>	<input type="checkbox"/>	

### Medical Information

Child's doctor: ..... Tel: .....

Surgery address: .....

Does your child have any medical problems that we should be aware of? .....

Additional information i.e. special diets, allergies or anything else the After School Club should know about your child (please continue on a blank sheet, if necessary).....

### Declaration

I consent to my child receiving medical treatment in the event of an emergency. I understand that Bluebell Childcare cannot accept responsibility for the children's possessions, or valuables whilst they are attending the club. I will notify the Breakfast & After School Club if any of the above details change. I have received the Breakfast & After School Club Agreement. I have parental responsibility for the above named child.

Signature ..... Date .....

Printed name (in block capitals).....

# Bluebell Childcare

## PARENT/CARER CONSENT FORM

Name Of Child: .....

Date Of Birth: .....

Parent Name: .....

### **1. Permission to Access Emergency Care**

In the event of a medical emergency I give permission for the playgroup first aiders to seek any necessary emergency medical advice or treatment necessary for my child.

YES [ ] / NO [ ]                      Signed.....                      Date .....

### **2. Permission to Administer Medicine**

(e.g. antibiotics, asthmatic inhalers, antihistamines etc provided by parent/carer)

I give permission for the above named child's nominated member of staff to administer medicine to the child in accordance with the official instructions supplied and in consideration I hereby undertake to supply the necessary medicine and instructions to the member of staff and to indemnify and hold harmless the member of staff, the management and local authority against any claim of any nature whatsoever arising from the administration of the medication.

Type of medicine .....

When to be administered .....

Any other instructions: .....  
(please use a separate sheet if necessary)

YES [ ] / NO [ ]                      Signed.....                      Date .....

### **3. Permission to Photograph Child**

I give permission for the above named child to be photographed in connection with after school club. Photographs may be taken for educational and publicity purposes and used on social media (no names will be printed)

YES [ ] / NO [ ]                      Signed.....                      Date .....

### **4. Permission to store data.**

Some information that you have provided on these forms may be stored on a computer.

Do you consent to this? (This information is confidential and for breakfast & after school club purposes only).

YES [ ] / NO [ ]                      Signed .....                      Date .....

### **5. Permission to use face paints**

We occasionally use face paints in a session, do you consent to this?

YES [ ] / NO [ ]                      Signed .....                      Date.....

### **6. Permission to watch DVD's**

We have a selection of DVD's from U certificate, PG or up to 12a, that the children can choose to watch.

Do you consent to this?

YES [ ] / NO [ ]                      Signed .....                      Date.....

Please feel free to pop in and check the selection. ....