



New starter information

Welcome to Butterflies and Bugs Out of School Club!

I have put together some information which will hopefully help you and your child to settle into Butterflies and Bugs.

Our staff:

Lisa Johnson – Manager - Level 5 Foundation Degree in Early Years

Ellie Petch – Deputy - Level 3 Advanced Early Years and Education

Cally Henderson –Level 3 Teaching Assistant

Nikki Sparkes – Level 4 Play Worker

Manju Dhawan – Level 3 Play Worker

Shirley Brannigan – Level 3 Play Worker

Sharon Copley – Foundation in Early Years - Playworker

Emily Piper – Foundation in Early Years - Play Worker

Rowan McCabe – Play Worker

Jane Hall – Level 2 Play Worker

Emily Hoang – Play Worker

All staff are trained in Safeguarding children and Food Hygiene. Most staff are qualified first aiders and we aim to have all staff trained in paediatric first aid by November 2017.

* Butterflies and Bugs is split into two clubs for children at Brunton First School. All children (Reception to Year 4) attend breakfast club in the hall at Brunton First School. For after school club however, we split into two clubs. Reception and Year 1 are taken to the hall at Brunton First School where as Years 2, 3 and 4 are escorted to Great Park Community Centre. Both clubs provide a variety of activities including arts and crafts, construction, outdoor games, and special theme nights.

*When you arrive to drop your child off for breakfast club please press the silver bell outside the entrance door to the school. A member of club staff will come and let you in. Sometimes we may not hear the bell if we are outside so please continue to press it or call the Butterflies and Bugs mobile phone number displayed on the front door.

* Please remember to sign your child in / out when you drop them off or collect them. Signing sheets (registers) are located on the left hand side as you enter our room.

*For parents collecting at GPCC please knock and wait outside the hall and a member of staff will bring your child to you. Signing sheets are outside the door.

*We provide a small snack at the club such as sandwiches, crackers, wraps and fruit. Please note that this is only a small snack and is not a substitution for an evening meal.

* If someone else other than yourself will be collecting your child from club, please put this in writing and give to a member of club staff so that we know who to expect. We will not allow children to go with unauthorised adults without written consent.

* If you wish to cancel your child's ongoing session at the club we require 4 weeks notice in writing, you will still be charged for the 4 weeks.

*Unfortunately, if your child is absent from school due to illness / holidays you will still be charged for the session as we organise our staff on the staff : child ratio for that day.

*There is a one off £5 registration fee which covers the admin to set up your child's registration. Please include this when returning your registration form. Your child's place will not be secured until the registration fee is received.

*Once your child starts the after school clubs organised by school (such as French or Football), we will collect your child from their club at 4.15pm and escort them back to our clubs where they will have their snack and play until you arrive to collect them. You still have to pay the full session price.

*Holiday club is open between the hours of 8am and 5.20pm at GPCC for most school holidays. Your child can attend a morning session (8 - 12.30pm) or afternoon session (12.30 - 5.20pm) as well as a full day session. Holiday club closes at the slightly earlier time of **5.20pm**. If your child is booked in for a full day they will need a packed lunch. Breakfast, morning and afternoon snacks are provided.

*During the Reception year your child will have a '**Special book**' at the club. This is a book that the children can use to record their achievements and display their arts and crafts projects. You can see your child's book at anytime if you ask a member of staff, and you can keep the book after your child's first year. Your child will also be assigned a Keyworker.

*If you wish to change your child's bookings please email us at the address below. Office hours are Monday and Friday 8am until 12.30pm so please email and we will get back to you ASAP. We need to have changes in writing so please email rather than telling a member of staff at the club.

*We have a website which shows what activities we do and has copies of our weekly activity lists. Please visit www.butterfliesandbugs.co.uk to see more.

If you have any queries please email me: **info@butterfliesandbugs.co.uk**

Kind Regards,

Lisa Johnson

Manager / Director

Butterflies and Bugs Limited