



Bowes Club Information

The information contained is a general overview of the service we provide at The Bowes Club.

We hope that this information is helpful and answers many of your questions. Should you have any further enquiries, please do not hesitate to call in where the staff will be more than happy to help.

Safeguarding

The Bowes Club will follow the Safeguarding procedures as outlined in the school policy. The safety and well being of every child is paramount and will be the top priority of the club at all times.

Safe Collection Procedure

Staff will be unable to release your child into the care of any unauthorised person. If you wish your child to be collected by someone else you must inform the club as soon as possible. The staff will ask for the person's name, contact details, and a short description as well as arranging a password to ensure a high level of security.

All children must be collected by 6.00 pm. In the case of an emergency please contact the Bowes club on 0208 3682552

Health Care

Should your child require medication to be administered or has a medical condition which might affect his or her time at club, it is essential that you notify us of the condition and its implications.

If your child requires medication during the club time then our school Medication Policy/ Procedures will be followed. This requires you to complete permission forms which will allow our staff to administer or support your child to take medication. It is important that any training required by staff is completed before the child is accepted into the club.

The Bowes Club will have at least one member of staff who has completed Paediatric First Aid training to ensure that any medication or care can be administered.

Snacks

Breakfast Club

You child will be provided with a healthy breakfast such as cereal, toast, yoghurt and fruit.

After School Club

Your child will be provided with a healthy snack and fruit.

Specific Dietary Requirements

The Bowes Club is committed to providing all children with a healthy snack during their time at the club. If your child has specialised dietary requirements, please discuss this with staff when you register at the club. It may not be possible to meet all individual requests however we will try and ensure that this is possible.

Policies and Procedures

A complete list of our Policies and Procedures are on our website www.boweslearninglliance.org

Payment

Club	Time	Includes	Cost of the session
Breakfast	8:00-9:00	Breakfast	£2.50
After school Club	3:15- 6pm	Drinks and snack	£9.50

Once a child's place at the club is confirmed you will need to pay one month's deposit and your first month's fees to secure the place. All fees are charged monthly in advance and must be paid by standing order, or via parent pay on the first day of the month to which they relates. Fees will be invoiced to the person named on the registration form. Fees are payable during periods of absence from the club, including sickness and family holiday.

Partnership with Parents

We work in partnership with parents and would encourage you to talk to staff if you have any comments to make about the club or care of your child. We operate an open door policy and you are welcome into the club at any time.