



Warm welcome to Bethnal Green After School Club

Open from 3-6pm Monday-Friday during term time only

-Globe Site, Gawber Street, London, E2 0JH

OFSTED registered URN: 2549328

-Bangabandhu Site, Wessex Street, London, E2 0LB

OFSTED registered URN: 2549327

Website: www.begasc.com

Ethos

We provide high quality after school childcare at affordable fee within a nurturing, caring and creative environment.

We care for children aged 3-11. We currently collect children from Bonner Bethnal Green, Globe, Bangabandhu, St Johns, John Scurr and Hague primary schools and Rachel Keeling nursery. We have strong relationships with these schools with excellent communications.

The staff role is to facilitate play, talk to the children and interact and support their learning and development. All children are given the freedom to choose activities for large parts of the afternoon. Staff support children to develop positive relationships with the other children through group activities. Staff listen to parent/carers and value what they say about how they would like their children to be cared for. We value parent/carers' feedback.

At BGASC we use respectful and non-judgmental language. Staff are expected to challenge negative attitudes to race, culture, and gender or life choices and develop children's self-esteem, acknowledging their families and experiences. BGASC employs people from different backgrounds, countries and cultures and understands that different people bring different strengths to the club. We expect all staff and parents to treat each other with respect and sensitivity. There is a *Policies and Procedures File* for parents and staff to consult.

All staff members have relevant qualifications and are DBS checked. Volunteers are welcome.



Organisation

Bethnal Green After School Club is a not-for-profit company and managed by former Bonner School parents Katrina Power Lulu Grimes and Chiho Sharp as voluntary directors.

We maintain a staff/child ratio of 1:8 for children under the age of eight, in line with statutory requirements. Please refer to our *Staff File* for staff names and their roles and qualifications.

What we offer

A variety of activities are planned every week, including messy play and outdoor activities. **Bethnal Green After School Club at Globe** is situated within Globe school and playground, and **Bethnal Green After School Club at Bangabandhu** is situated within Bangabandhu school and playground. We have use of both Globe and Bangabandhu school playgrounds. Children are free to choose activities, or they may choose quiet time to read or to do their homework. BGASC is a place where children can have fun playing and extends the time they can spend with their school friends as well as allowing them to make new friends from other schools within their community.

Food provided at BGASC

The food we provide at BGASC is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables and we offer water or milk to drink. We follow statutory guidelines and all our food is vegetarian. We meet individual dietary requirements and parental preferences wherever possible. We encourage children to wash their hands using soap before eating. Fresh drinking water is available at all times which children have access to and can serve themselves.

Policies and procedures

BGASC has clearly defined policies and procedures. Key points of the main policies are included in this *Handbook*. Copies of the full policies are kept on the premises and are available for parents to consult at all times.



Admission and Fees Policy

BGASC aims to be accessible to children and families from all sections of our local community.

Parent/Carers must fill in a *Registration Form* to register a child at the club. You can do so by

- a) coming to either club and asking for Muna, who will assist you in the registration process or
- b) emailing bethnalgreenafterschoolclub@yahoo.co.uk and we will email forms to you.

If your child gains a place at the BGASC you will be notified by Muna, and we will email you to confirm information about fees and payment details. Before your child starts attending you will be asked to sign a contract and you will have to pay one week's fees in advance prior to your child attending the club. Please tell us if this is not possible for you, for example if you wish to use family tax credits, and we will organise a payment scheme to suit you.

The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending.

All information given will be treated as confidential and will be stored appropriately. Re-enrolment for September is required at the end of August. We will contact you to confirm places.

Payment of fees

The current fees are £13.00 per child per afternoon from April 2024.

Fees are payable in advance every month. We only accept payments by bank transfer.

Our bank account number is 21355800 sort code 50-10-05.

Please make clear the name of the child.

The price per afternoon per child applies to all children. This is payable for all booked afternoons, as per a block of swimming lessons, including when your child is sick, or on holiday, whether they attend or not, regardless of the amount of notice given.



Please ensure that fees are paid promptly. Non-payment for more than one month may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to Katrina.

We welcome childcare vouchers and parents who are getting help for their childcare from Child Tax Credits.

Our OFSTED URN is at the front of this booklet.

Changes to days and cancelling your place

You must give us **one month** notice of termination, or of changes in attendance. If you need to change the days that your child attends, please contact Muna. We try to accommodate such changes wherever possible but as the club is full on some days this may not be possible.

Temporary changes

It is very important to **phone us before 1:00pm** on BGASC at **Globe 07593618663** or **BGASC at Bangabandhu 07763019301** if your child is ill or not attending BGASC that afternoon, otherwise we will wait and look for your child. **Please make sure your contact details are up to date and let us know if your phone number changes.**

Even if you have informed your child's school about an absence, you still need to notify us as the school may not pass this information on. If your child doesn't attend a booked afternoon, we will have to treat them as a 'missing child' **unless you have notified us of their absence.** If you know in advance of any days when your child will not be attending during the following week, please try to let the Amanda know by Thursday at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this Handbook.

Induction/Settling in

We encourage you and your child to visit the BGASC before your child's first day, to meet the staff and see the setting.



During your child's first session time will be set aside for an induction. The induction will include running through BGASC rules and routines (including snack times, collection, children's meetings), and introducing your child to the staff and other children. Another child (from the same school if possible) will usually be allocated to act as your child's buddy for the first few sessions.

Arrivals and departures

Our staff collect children from their schools and escort them to the club. A register is taken when children arrive in our care, and you must sign your child out each day when you collect them.

In the unlikely event of a child becoming separated from the pick up group within the school or playground, children should never leave the playground, but go to school office. The schools receive an email each day listing the children who are expected to attend the club that day. Staff will regularly remind children of these procedures. Please talk through this process with your child, so they are clear about what to do.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, **you must notify us in advance**. We will not release your child into the care of a person unknown to us without your authorisation and the person collecting must know the password you have assigned to your child. See our *Arrivals and Departures Policy* for more details.

Parents/carers need to sign their child out of BGASC when they come to pick them up at the end of the day. The registers are on the table in the hall.

The club finishes at 6.00pm sharp; if you are delayed for any reason please telephone BGASC to let us know as soon as possible. A late payment fee of £5.00 per 5 minutes will be charged if you collect your child after BGASC has closed to cover staff wages as we are required to have two staff wait until every child has been collected. You may also be asked to make a contribution towards any transport costs incurred.

If your child remains uncollected after 6.30pm and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our *Uncollected Children Policy* and contact the LBTH Social Care Team.

Please note that **children are not allowed to bring scooters or bikes** from Bonner or Rachel Keeling Nursery as we feel this can make the journey unsafe. If



a child has brought a bike or scooter to school they will be asked to leave it there for parents to pick up the next day. Globe and Bangabandhu children must leave their scooters and bikes locked up until their parents collect them.

Child protection

We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our *Safeguarding Policy*.

Equal opportunities

BGASC provides a safe and caring environment, free from discrimination, for everyone in our community.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racial harassment.

Behaviour (Children)

Children and staff have created rules for acceptable behaviour whilst at BGASC. These are displayed at BGASC for everyone to see. We have a clear *Behaviour Management Policy*, a copy of which is distributed to all parents and carers.

- The staff at BGASC promote an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors. The staff are good role models for the children. We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them, and engaging children in activities.

BGASC has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases. However, if your child is violent, or if their behaviour



poses an immediate danger to themselves or others, we will require you to collect them from BGASC straightaway. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from BGASC.

See our *Suspensions and Exclusions Policy* for full details.

Behaviour (Adults)

At BGASC we believe that children's needs are paramount. We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

See our *Behaviour Policy* for more details.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at BGASC we will contact you and ask you to make arrangements for them to be collected.

Please inform Amanda of any infectious illness your child contracts. If your child has been sick or has diarrhoea please do not send him/her to the club for 48 hours after the illness has ceased. See our *Illness and Accidents Policy* for more details.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times. We carry out risk assessments daily. Our staff are first aid trained (following statutory requirements) and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child and will be asked to sign the Accident form. For full details see our *Illness and Accidents Policy*.



Medication

Please let Amanda or Muna know if your child is taking prescribed medicine. If your child needs to take medicine whilst at BGASC you will need to complete a *Permission to administer medication form* in advance. See our *Administering Medication Policy* for more details.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to Amanda at BGASC at Globe, Muna at BGASC at Bangabandhu or contact BGSAC Director Chiho Sharp on 07853881272.

Verbal complaints will be brought to the next staff meeting for discussion and action. All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days.

A full copy of our *Complaints Policy* is available on request and website.

At BGASC we value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will keep you informed of opening times, fees and charges, programs of activities and procedures, ask your permission for outings and special events.

CONTACT INFORMATION

Bethnal Green After School Club at Globe

Address: Globe Primary School, Gawber Street, London, E2 0JH

Phone number: 07593618663

(Non urgent texts will not be answered out of hours but will be checked for emergencies)

Club Manager: Muna Hassan

Ofsted Registration No: 2549328

Bethnal Green After School Club at Bangabandhu

Address: Bangabandhu Primary School, Wessex Street, London, E2 0LB



Phone number: 07763019301

(Non urgent texts will not be answered out of hours but will be checked for emergencies)

Club Manager: Muna Hassan

Ofsted Registration No: 2549327

CorrespondenceAddress:

Ofsted: Piccadilly Gate Store Street Manchester M1 2WD

Tel: 0300 123 1231

Early Years Childcare Service: Mulberry Place, 5 Clove Crescent E14 2BG Tel: 020 7364 5006