

The Beech Tree Club

Ysgol Gynradd Drury / Drury Primary School

Beech Road
Drury
Flintshire
CH7 3EG

Telephone: 01244 549719
07508500762 (Club Leader)

Email: beechtreeclub@outlook.com

Registration number: W030000277

Beech Tree Club is a CIO
Registered Company Number: 1185643



Information for Parents

The Beech Tree Club is a non-profit making childcare charitable organisation, registered to care for 61 children at any one time between the ages of 3-11.

The management committee consists of Trustees, elected parent representatives who use our facility and the Beech Tree Club Leader. They meet termly to discuss and review many aspects of Club including the Statement of Purpose and informing CIW of any changes to the service.

At Beech Tree Club we mainly speak in English but also use incidental Welsh.

Ours Aims and Objectives

The Beech Tree Club provides out of school hours childcare, educational and development activities for children within the local community. We also provide Wraparound childcare for our nursery aged children to follow on from their morning spent in school nursery.

Our aims are:

- To provide a secure, fun and friendly environment.
- To take account of the child's needs differences and abilities at all times.
- To provide the foundations and basics they need in life and help children appreciate human achievements and aspirations.
- To provide learning opportunities that have structure, depth and breadth to enable the fullest development in the child's skills, attitude, concepts and knowledge.
- To develop enquiring minds that can question and argue rationally.
- To develop the child's self-confidence, independence and understanding of themselves and others, so that as adults they can play a fulfilling role in a multicultural society.

Staffing

The staffing will always comply with the CIW child ratios however there will always be a minimum of two members of staff on duty. The staff to child ratio is 1:8 for under 8s and 1:10 for 8-12 year olds. Each member of staff holds a current DBS.

Club Manger– Ern Dorans (NVQ 3 CCLD/Transition to Playwork L3, HLTA)

Play Worker – Erika Beedles (NVQ 3 CCLD/Transition to Playwork L3)

Play Worker – Jayne Grady (NVQ 3 CCLD/Transition to Playwork L3)

Play Worker – Cathy Mayers-Jones (NVQ L3 CCPLD/Transition to Playwork L3)

Play Worker – Jane Durham (NVQ 3 CCLD)

Play Worker – Charlotte Jones (relief playworker)



Premises

The Beech Tree Club is based in the Beech Lodge, also having access to the school hall, Reception Classroom, Nursery Classroom, Middle Area and Outdoor Space.

Opening Times

The club operates between 7.30 – 8.45 in the morning
and 3.15 – 5.30 in the afternoon

The Wraparound Nursery service also comes under the umbrella of The Beech Tree Club, operating from 11.30am – 3.00pm or 3.15pm if using Beech Tree After School Club. Parents need to complete the registration form on the iPAL booking system and pay the annual fee.

Registration

All children must be registered on the iPAL booking system, on an annual basis to secure their place. A non-refundable registration fee of £10.00 per family is payable and this covers admin costs. This will be automatically added to your IPal account if you are an existing user. If you are new to IPal, you will be asked to make this payment when you initially register. Once this has been paid, bookings can be made.

Contract bookings will take precedence over 'as and when' bookings. These bookings can be made as soon as IPal is open for the new School year's places which will be before the Summer holidays. 'As and when' places will be allowed from the **start** of the new September term.

Information on how to register is shown below and is also available through the online tutorial at www.ipal.education/parents-user-video . There are also 'Hints and Tips' throughout the system.

Once your child is booked in on the days you have specified they will have a permanent space for the entire school year. You do not have to pay for the whole year when you make the booking. Once the booking has been made, choose 'partial payment' on IPal and then you will be billed at the beginning of each month. Club bills are paid in advance for each month. If you wish to cancel your booked space, **4 weeks prior notice** is required to do so. **Notice cannot be given and will not be accepted during school holidays** as the mobile is switched off and emails cannot be guaranteed to be read. Failure to comply will result in an additional charge being added to your final bill. Should you require your space again at a later date, you may need to go back on a waiting list.

Please note: for the avoidance of doubt, BT Club policy is that when you have booked a slot it is paid for in full, used or not, with a 4 week notice proviso.


Due to high demand, if you need to cancel any of your sessions due to sickness/holidays/change of plans, you will still be charged for the sessions you have booked. If you have only booked until

4:15pm and are late collecting your child, you will automatically be charged the late collection charge of £10.

Priority will be given to those needing a permanent booking pattern, following that 'as and when' places can be booked but we cannot guarantee places will be available.

If Club has to shut through no fault of its own for occasional days (eg snow day) and your child is booked in, payment must still be made, however, should Club have to shut for complete weeks, we will require parents to pay a retainer fee of £5/week/child.

Any queries regarding invoices or bookings must be directed to the Beech Tree email.

 Mobile: 07508500762

 Email: beechtreeclub@outlook.com

Fees

The current rates are as follows: Reception – Year 6		Nursery Parents
Morning session	7:30 am – 8:45 am - £5.00	£5.00
Afternoon session	3:15 pm – 4:15 pm - £5.50	£6.50
	3:15 pm – 5:30 pm - £11.25	£12.25

If you are having trouble paying your bill, please get in touch with us as soon as possible and we will do our best to help you.

Final Club balances must be cleared by the end of the school Summer Term (July), in readiness for the new Club registration year.

Medical information

Please ensure you add any relevant medical conditions or allergies onto your IPal registration form so that staff are always aware of any issues. All staff have access to this important information.

Snacks

Toast with fresh water or milk is available each morning between 7:45 and 8:30 a.m.

In the afternoon, a variety of healthy snacks are provided for all the children at 3:20 p.m. as well as the option of multiple fruits. There is always milk/water on offer throughout the session.

Safety/Security

When dropping off and collecting your child, please use the designated footpath provided and ring the bell by the gate where a member of staff will come out to collect/return your child. Bolts are on both sides of the entrance gate to club to ensure the children's safety and security.

Please note: Under no circumstances are pets allowed on the premises or site.

Activities available

Children have a wide range of choice and are openly encouraged to have control over where and what they wish to play with.

Activities are planned for all abilities and ages and we ensure that all children will benefit from. They are free to take part in these activities if they so wish.



When the weather permits we make the most of our large outdoor space. We have a good variety of outdoor play equipment, which includes bikes, scooters and ball games.

A variety of indoor activities are also available , including board games, puzzles, play dough, colouring and drawing. As well as this, we have a television, tablets and chrome books for the children to enjoy.

Collection

During Covid we asked parents to wait by the BT gate to collect/drop off their children and ring the bell. This has worked so well that we have continued with this arrangement. It also stopped major congestion in the entrance to the Lodge at main pickup/drop off times and was more secure for our children that were still playing outside as no gates were left open/unlocked.

If your child is being collected by someone other than the listed people on your registration form, please send in written confirmation of the designated adult at that time or a quick phone call will suffice.

There is a late collection fee of £10 per child. This applies to both pickup times in the afternoon. Once Club closes, if your child has not been collected, the £10 late collection fee is per 30 minutes. Please note that in case of emergencies, if you or your designated contacts are unable to collect your child by 6.15pm (¾ hour after closing) Social Services may need to be contacted for clarification as to how we should proceed.

Inspection report

The Care Inspectorate Wales (CIW) inspects the Beech Tree Club. We were inspected in July 2024. This is an unannounced inspection which went very well. These are some of the comments and recommendations going forward.

Their comments highlight the following good practise:

- “Children’s wellbeing is a priority at this setting.”
- “There is a family atmosphere providing plenty of opportunities for children to receive support and attention from staff.”
- “The people who run the setting have provided a warm, welcoming and child centred environment where children can feel safe and secure.”
- “Staff fully understand each child’s individual needs.”



Frequently asked questions:

Q: What happens if your child is booked into Club and Gran comes to collect them early?

A: You will still be charged for the whole Club sessions your child has been booked in for regardless of being collected early.

Q: I am stuck in traffic, what should I do?

A: Please call Club asap (07508500762) and then arrange for someone on your contact list to come and collect your child. If it is someone we do not know please inform us of who will be collecting your child. Please keep the Club number in your phone in case of this. If you cannot arrange for someone else to collect, you will be charged a late fee of £10.

Q: I have booked my holiday during term time, can I cancel my child's club space?

A: So long as the holiday is after the 4wk cancellation period, you can cancel your booking for that period. If it is less than 4 weeks away unfortunately you will not be able to cancel and therefore will be charged.

Q: What do I do if my child is sick and do I still pay for the session(s)?

A: Please let us know in Club if they are not attending, preferably by sending a quick email to beechtreeclub@outlook.com . You will still be charged for the session(s).

Q: What do I do if my child has a hospital appointment?

A: If you give us prior notice, in line with the 4wk cancellation policy, this can be cancelled. However, if you give us less than 4 weeks-notice, you will still be charged for the session(s).

Q: If I am late collecting from my booked slot, will I be charged a late fee?

A: If you have not collected by your booked slot, you will be charged the late collection fee (£10) in addition to the session you have been charged for.