

January 2026



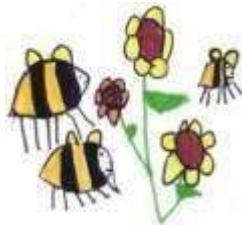
Charity No. 1039617

OUT OF SCHOOL CLUBS

BROCHURE

The Beehive Childcare Group
Kinchin Hall
Colman Road
Norwich
NR4 7AW

Tel: 01603 259193
Email: beehives@btconnect.com
Website: www.thebeehivechildcaregroup.co.uk



Welcome to the Beehive Childcare Group We hope your time with us will be a happy one.

The Beehive Childcare Group is a not-for-profit community organisation registered with the Charity Commission and Ofsted. We provide good quality childcare in our Pre-school (for children aged 2 years to school age), and our Breakfast, After-School and Holiday Clubs (for children aged 2 to 11 years old).

Staff

The Beehive Childcare Group is managed and staffed by a qualified Manager, who has been working in childcare for more than 20 years. The Manager holds a BA Hons degree in Early Years, Early Years Professional Status, and Leadership and Management. The Manager is responsible for the day to day running of the setting and management of the staff. An experienced team, made up of, Pre-school Lead, Out-of-School lead, Room Leaders, Early Years Practitioners, Early Years Assistants and SENDCo (Special Educational Needs and Disabilities Co-ordinator) support the manager in her role. The office is run by an Administrator who is usually in the office between 10.00am and 4.00pm Monday to Thursday. The administrator is responsible for funding, session enquiries and all other general office tasks. The administrator is supported by an Office Assistant.

All staff are expected to train to NVQ level 3 or above, depending on their position and grade. Beehive encourages ongoing training and uses the best from the wide range of courses on offer to enhance the care that we provide. An appropriate number of staff are also trained in First Aid, Safeguarding children and Food Hygiene.

Management Team

The Manager, Chairperson, Treasurer and Secretary form the Management Team and provide guidance to the manager.

Fundraising

The Beehive Childcare Group is funded by fees, local authority grants and money made through fundraising activities. This money is used to fund activities for the children, such as outings and parties, and to purchase new play equipment and other essentials, such as paint, paper and play dough! It also covers staff wages, utilities and training fees.

Please let us know if you have any ideas for future fundraising or if you would like to join the fundraising team. Volunteers for events are always needed too - just a couple of hours staffing a stall at a fete makes a big difference to the amount of money that we can raise.

Policies and Procedures

Our Policies and Procedures folder contains the policies by which the Beehive Childcare Group is run, for example our Equal Opportunities policy and our Admissions policy, as well as the procedures that we work by on a daily basis – for example, what happens if you are late collecting your child or what happens in the event of an accident. All our policies are available to view on request, please ask a member of staff if you would like to see any policies, these can also be emailed on request. A selection of our policies can be accessed on our website.

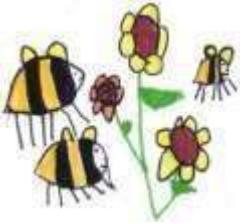
Safety

All external doors to Beehive at Kinchen Hall are always kept locked. In order to gain access everybody needs to ring the doorbell and wait for a member of staff to let them in. On leaving the building, please ensure that you are let out by a member of staff in order to maintain the group's security and to keep everyone safe.

Our aim is to keep your child/children safe whilst encouraging healthy independence. We use a rope walker when transporting children to and from the schools. Children must hold the rope for their safety and the safety of others.

Method of Payment

Cheques should be made payable to 'The Beehive Childcare Group'. We cannot accept payment by credit or debit cards, but we do accept electronic methods of payment such as BACS – just ask for our details, but please remember to include your child's name as reference when paying by this method. We are also registered with many of the employer voucher schemes – please ask us.



BREAKFAST & AFTER SCHOOL CLUBS

Our Breakfast and After School Clubs are both located at Kinchen Hall on Colman Road. We are open on all school days for children from 2 to 11 years attending Colman Schools.

The ethos of the setting is to create a warm and friendly environment where children can relax and enjoy spending time with their friends. We have a strong emphasis on developing appropriate social skills and actively promote positive behaviour and a healthy diet. Any child displaying unacceptable behaviour will be supported by peers and staff. Parents/carers are asked to actively support and encourage appropriate behaviour within the setting.

Registration

All interested parents or carers and their child or children are invited to visit us as part of our registration.

Please telephone (01603 259193) to arrange a date for an informal visit during a normal session. During this visit a start date and the number of sessions required can be arranged. To enable the setting to fully meet the needs of a child it is our policy to contact their school for further information.

Places can be held open during term time for an initial period of up to 2 weeks on receipt of a deposit of £12.50 for Breakfast Club or £35.00 for After School Club (please speak to the manager if you would like to defer the start date beyond 2 weeks). This deposit will be returned when your child leaves, provided there are no fee arrears and 4 weeks notice is received.

Fees for Breakfast and After School Clubs

Fees for Breakfast and After School clubs are payable in advance, on a monthly basis. You will be asked to sign an agreement stating when you will make your payments. Cheques should be made payable to the Beehive Childcare Group. Please note that no arrears are allowed to accumulate. We also offer a 20% discount for any siblings attending the same sessions, where the first sibling is paying full fees.

Per child per session: *	Breakfast Club: £6	After School Club: £19.80 **
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*All prices correct at time of printing – please check that these are correct current prices before you register.

**Wednesdays are £13.98 due to starting later because of Colman's extended day.

We also offer a 20% discount for siblings attending the same sessions, providing that the first sibling is paying full fees.

Method of Payment

Cheques should be made payable to 'The Beehive Childcare Group'. We cannot accept payment by credit or debit cards, but we do accept electronic methods of payment such as BACS – just ask for our details, but please remember to include your child's name as reference when paying by this method. We are also registered with many of the employer voucher schemes – please ask us. If you must pay cash put your payment into one of the provided brown envelopes and post your payment into the red post box located in the main hall. Please include your child's name and the amount enclosed on the front of the envelope and ask a member of staff to witness you putting your money into the envelope. They will sign to say that you have put in the amount stated.

THE BREAKFAST CLUB opens from 7.45am to start of school on all school days.

To allow children time to enjoy breakfast please make sure they arrive no later than 8.15am. The parent/carer or child needs to sign the child in to Breakfast Club on arrival.

Following a choice of healthy breakfasts – cereals, toast and fruit – children are free to read, have a little quiet time or take part in our wide range of play activities. The children are then taken to Colman Infant or Junior School, or stay at Beehive for the start of their day.

THE AFTER SCHOOL CLUB is available from 3.10pm to 6.00pm on all school days.

We collect children from Colman Infant and Junior Schools offices at the close of the school day. We also collect children attending certain clubs after school at Colman Infant and Junior Schools – please ask us for details (there is no extra charge for this service). Any child that misses pick up is expected to go to the school office.

The session starts with a healthy drink and snack to boost energy levels. Children are then free to enjoy our range of activities which includes a quiet homework area, craft projects, games and outdoor activities and a comfortable corner in which to read, rest or chat with friends.

Snack

A healthy snack is provided at the start of each session. If your child has any dietary requirements, please speak to the manager to ensure that these are accommodated. Our menu includes a variety of foods and tastes. Please encourage your children to taste the snacks on offer. Due to the increase in allergies Beehive Childcare Group is a **Nut Free** environment

Arrival & Departure

Anybody collecting a child must be listed on the registration form and under no circumstances will we allow a child to leave the premises with an unauthorised person. If you cannot collect your child yourself, please let us know who will be coming instead of you. For your child's safety, we cannot let them go unless we know of the arrangement. Where possible, please introduce this person to the manager so that he/she will be recognised.

For the safety of your children all outer doors will be kept locked during sessions, please use the doorbell on arrival.

After School Club closes at 6.00pm; if you are running late, please telephone to inform staff so arrangements can be made for the collection of your child/children.

For children whose session finishes at 6.00pm a fee of £10 will be charged for any child not collected within ten minutes of the end of their booked session, and another £10 will be added for each additional ten minutes, or part thereof.

We wish to encourage all children to respect the equipment in the club, so please allow your child a few moments to pack away the equipment they have been using when you arrive to collect at the end of the day.

Children wishing to make their own way to the After School Club, either at the end of the school day or after attending Colman School clubs, must have a permission slip completed and signed by their parent/carer, giving full details. Permission slips are available from staff. Children do not become the responsibility of Beehive until signed into the club.

Rules and Boundaries

At Beehive we aim to ensure children are happy, safe and kind to others. In order to support this all children must read and sign our 'Bee 5' declaration, which outlines 5 rules of behaviour expected in the setting. Parents/Carers will be contacted if inappropriate behaviour is displayed in the setting. We do not allow any children to have access to a mobile device in the setting. If you allow your child to take a mobile device to school, please inform a member of staff and your child's bag will be stored safely away until the end of their session.

Keeping in Touch

Once registered with the setting you will be sent a link to join our Famly app. This is used by staff to send messages to you and you can also send non-urgent messages to staff. We also use a Facebook page (BeehiveOos) to show parents/carers what the children are doing in the setting. Please follow the group so your children can share with you what they have been doing. Your comments are greatly appreciated.

Absence

If you have booked your child in to After School Club, but your child is absent from school on their usual After School Club day or will not be attending After School Club for some other reason (such as going home with a friend) **staff need to be notified** as the staff will be expecting to collect him/her from school as usual. Telephone us on 01603 259193 to let us know.

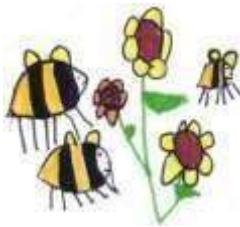
In the interest of safety, parents and carers are reminded to inform the school if they are collecting their child from school on a day when they are booked into the Beehive After school club. If you wish to use emails to cancel sessions please make sure you receive confirmation from admin. If you do not receive confirmation then please telephone the setting to ensure staff know of your change of plans. You can also use the Famly app to contact the setting.

If you wish to add sessions then it is your responsibility to inform the school after confirmation from Beehive that a place is available.

Notice Period

You are required to provide us with at least four weeks' notice of withdrawing your child. If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice. Please refer to our policies for full details.

A final invoice will be issued reflecting the fees chargeable for the remaining period that your child attends - together with any previously invoiced amounts which remain outstanding.



HOLIDAY CLUB

Holiday club booking forms are available prior to each Holiday Club, which include details of booked outings. However additional trips may be added at short notice to add variety and interest for the children. Except for the Christmas holiday our Holiday Club runs throughout the school holidays for all children aged 2 to 11 years old, and it provides an enjoyable environment for the children to have fun with their friends during the school break.

Usual activities include arts & crafts, cooking, and games & sports in our large outside play area. We also have a large stock of indoor games, books, a home corner and dressing up box as well as a computer, Nintendo Wii. Occasionally we will allow the children to watch a DVD. Primarily these DVD's are U or G, however a limited number of PG rated films are watched in the setting. These films are always pre-watched by a member of staff for suitability, if you have any films you would prefer your child not to watch then please let us know.

We organise special outings and activities which vary with each Holiday Club, but in the past, we have organised visits to the seaside, the cinema, bowling centres, local parks and libraries. Some of these trips may incur an additional cost. In the interest of safety, we expect all new families to attend 2 to 3 sessions in the setting to allow us to assess the personality and needs of the child before being taken out on trips. Reception children are allowed to attend the half day trips only. Children in year one and above are able to go on full day trips. Holiday Club is still available on trip days to children who are unable to go on the trip. They will instead join the younger children for their Holiday Club session. We have also had specialist sports coaches in for fun sessions, and a Creepy Crawly Mini Monsters Road show. We ask for all children to bring a water bottle, and on trip days to remember to bring a back pack (remembering to keep it light weight), suitable footwear, and pocket money if desired (please inform the staff). We are always open to new ideas for places to visit, or individual interests, so please speak to the manager if you or your child have any suggestions.

Registration

All interested parents or carers and their child or children are invited to visit us prior to registration. Please telephone (01603 259193) to arrange a date for an informal visit during one of our After School Club session. To enable the setting to fully meet the needs of a child it is our policy to contact their school for further information.

Booking forms are sent to all families registered with the Holiday Club. Should you wish to register or require further information please speak to the manager.

Fees and Session Times for Holiday Club

Half Day	8:30am – 1pm	or	1pm – 5.30pm	£26.65 per half day session
Full Day	8:30am – 5.30pm			£43.90 per full day

These prices are correct at time of printing – please check that these are the current prices before you register.

We also offer a 20% discount for 2nd brother or sister attending the same sessions, providing the first sibling is paying full fees.

Holiday Club fees are to be paid in full at time of booking. Refunds may only be made if cancellations are notified by the date on the current holiday booking form.

Lunch & Snacks

A packed lunch is required for morning and all-day sessions. Please use a 'small ice pack' to keep your child's lunch cool. Your child will also require a healthy snack for morning and afternoon snack time. On trip days, please supply your child lunch with a drink in a back pack/rucksack to make it easier for them to carry. We also offer the option to pre-order either a hot or cold lunch for £3 per day, with meal options included on the booking form.

Your child may also bring to Holiday Club:

- toys from home
- spending money for booked trips or daily trips

Arrival & Departure at Holiday Club

Holiday Club session times are flexible - you may drop off your child off any time after 8.30am or arrive to pick-up any time during the session (except on outing days). Please inform staff of your expected collection time as additional outings may be arranged daily (for example to the local park on an unexpectedly lovely, warm day!)

For the safety of your children all outer doors will be kept locked during sessions, please use the doorbell on arrival.

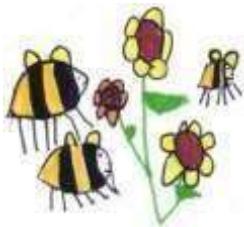
Children will need to be signed in on arrival and signed out, with time included, on departure. However, on trip days please complete trip consent including an emergency contact number for that day.

Anybody collecting a child must be listed on the registration form and under no circumstances will we allow a child to leave the premises with an unauthorised person. If you cannot collect your child yourself, please let us know who will be coming instead of you. For your child's safety, we cannot let them go unless we know of the arrangement. Where possible, please introduce this person to the manager so that he/she will be recognised.

Holiday Club closes at 5.30pm, please telephone to inform staff if you are running late to make arrangements for the collection of your child/children.

An additional fee of £10 will be charged for any child not collected within ten minutes of the end of their booked session, and another £10 will be added for each additional ten minutes, or part thereof.

We wish to encourage all children to respect the equipment in the club, so please allow your child a few moments to pack away the equipment they have been using when you arrive to collect at the end of the day.



OTHER PROVISIONS

Pre-school

Our pre-school provide good quality pre-school education for children aged from two years to school age. Our pre-school is also based in Kinchen Hall.

Pre-School opens 8.30am to 6pm.

If you require any further information then please request a Pre-School brochure.

Funded places available for eligible 2, 3 and 4 year-olds.

Per child per session: *

Pre-School: £22

*All prices correct at time of printing – please check that these are correct current prices before you register.

We also offer a 20% discount for any siblings attending the same sessions, provided that the first sibling is paying full fees.