

March 2026



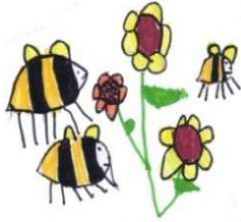
Charity No. 1039617

**PRE SCHOOL**  
&  
**OUT OF SCHOOL CLUBS**  
**BROCHURE**

The Beehive Childcare Group at:

Kinchen Hall  
Colman Road  
Norwich  
NR4 7AW

Tel: 01603 259193  
Email: [beehives@btconnect.com](mailto:beehives@btconnect.com)  
Website: [www.thebeehivechildcaregroup.co.uk](http://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 across our full range of provisions in both our settings.

#### **Staff**

The Beehive Childcare Group is managed and staffed by a qualified Manager, who has been working in childcare for more than 30 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 both settings and management of the staff. An experienced team, made up of, Pre-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 for both settings is based at Kinchen Hall and is run by an Administrator who is usually in the office between 10.00am and 4pm 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 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. All staff are also trained in First Aid and Safeguarding

#### **Management Team**

The Management team is made up of a Chairperson, Treasurer and Secretary, who are all elected annually.

#### **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**

A selection of our policies can be accessed on our website [www.thebeehivechildcaregroup.co.uk](http://www.thebeehivechildcaregroup.co.uk) Parents/carers can request a copy of any policy this can be a paper copy or sent by e-mail.

#### **Safeguarding**

Safeguarding is the responsibility of every person undertaking the work of the organisation in any capacity. Everyone working with children has a 'duty of care' to keep children safe and protect them from harm. This means that all adults have a duty to report child protection or welfare concerns to children's services or the police.

In the event that any safeguarding concerns are raised by any adults within the setting the SLP will carry out safeguarding conversations with parents/carers in a professional, friendly manner about these concerns if needed.

### **Registration**

All families are required to complete a registration form before visiting the setting. You will need to produce your child's Birth Certificate and proof of address on the first visit so that we can verify the information on their forms.

### **Early Years Funding**

Free early learning and childcare is available to some two-year-old children living in Norfolk. To be eligible for this funding their families must meet certain criteria determined by the Department for Education and Norfolk County Council.

There are currently two types of funding available. For those most economically disadvantaged, eligible children are able to access up to 15 hours of free childcare per week, from the term starting after their second birthday, provided that we have sessions available. To check your eligibility, you will need to create a Norfolk Education Online (NEO) account, if you do not already have one.

For working families, eligible children are able to access up to 15 hours of free childcare per week, from the term starting after their second birthday, provided that we have sessions available. To check your eligibility, you will need to create a government gateway account.

Free early learning and childcare is available to all three- and four-year-olds living in England, in the term following their 3<sup>rd</sup> birthday. Eligible children are able to access up to 15 hours of free childcare per week up to the maximum number of hours available to claim each period. Beehives will contact you each term if your child is eligible. For those children that meet the criteria for 30 hours funding, this is offered once we have received and checked an eligibility code for the child. Funding becomes available the term following an eligibility code being received (see our website for further details).

### **Fees**

Fees 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.

Pre-school session:\* £23

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

We also offer a 20% discount for a 2nd brother or sister attending the same sessions, if 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. However, if you pay by cash then please put your payment into one of the provided brown envelopes. 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.

## 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.



## PRE-SCHOOL

Our pre-school provides good quality pre-school education for children aged from two years to school age both at Kinchen Hall on Colman Road.

We also offer Breakfast and Holiday clubs for all pre-school age children at Kinchen Hall.

Activities offered at the pre-school range from art and crafts to drama and music. Through a mixture of structured activities and free play, children have the opportunity to interact with each other and develop their physical, social and intellectual skills in a caring and happy play environment. The Pre-school operates a key-person system which allows staff to keep individual records of your child's progress; these files are electronic. You can expect to see an entry at least fortnightly for your child. You may wish to add pictures or information to your child's file using the app.

**Session Times** are as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
Early Start*	8.30am–9am	8.30am–9am	8.30am–9am	8.30am–9am	8.30am–9am
Morning	9am–12pm	9am–12pm	9am–12pm	9am–12pm	9am–12pm
Afternoon	12pm-3pm	12pm-3pm	12pm-3pm	12pm-3pm	12pm-3pm
Twilight	3pm-6pm	3pm-6pm	3pm-6pm	3pm-6pm	3pm-6pm

\*Early Start sessions are for families who need to drop off before 9am, and you can add a Breakfast Club session as well if you need to drop your child off between 7.45am-8.30am. These sessions are not able to be covered by funding and are charged at £3.60.

### **Supervised Lunch Times at Kinchen Hall**

Children attending an afternoon session will need to bring a packed lunch. Staff will supervise your child and are on hand to help. It is important that children arrive on time for the afternoon session so that they have enough time to eat their lunch, if they are not booked in for the morning as well.

Should any child experience difficulties with this time of the day, you may be asked to come in and help them with their lunch.

## **New Starter and Settling in Procedure for Pre-school**

### **First contact**

- Complete application to join
- Registration form issued and must be returned before the first visit can be booked. this needs to be when the room leader works, and will be at either at 10.30am or 1.30pm

### **First Visit for 1 - 2 hours with parent/carer staying**

- New starter pack issued
- Sessions requested
- Manager/Room Leader to decide Settling in agreement
- 2<sup>nd</sup> visit booked
- Ask parent/carer to bring in birth certificate and proof of address

### **Second visit for 1 - 2 hours with parent/carer staying**

- Start Date and Fees commence from date of third visit
- Parent/carer returns completed paperwork

### **Third visit for 3 hours with parent/carer staying**

- Parent stays until the end of the session.
- Child may be left for a short time if child seems happy, parent to stay on premises.

You and your child are welcome to spend as much time getting to know us as you need. When your child first starts pre-school, please be prepared to stay for as long as they need you; joining in with their activities and getting to know staff and other children will help to give your child confidence in their new surroundings.

### **Separation Anxiety**

When some children start pre-school, they are fairly accustomed to being apart from their parents. They may have been to other settings, a childminder, or go regularly to stay with friends or grandparents. For some children pre-school may be their first time apart from their parents and the home routines.

An effective settling-in process ensures that children gain the very most from their time at pre-school. Anxiety surrounding parental departure in young children is perfectly normal. While this can be difficult to manage, and distressing for parent and child alike, with patience and understanding it can be relieved and worked through.

Please take a few minutes to read our top tips listed below.

Prior to your child starting pre-school:

- Practise separation: if your child has never been left before it may be worth having a friend or relative baby sit once in a while; this will get them used to the idea of you leaving and returning.
- Be calm and consistent: have a swift, kind but firm exit pattern when saying goodbye. Always reassure your child that you are coming back, and explain how long it will be until you come back e.g. after lunch. Use concepts that your child understands as they cannot yet understand time.

### **Communication**

Always remember, once your child has started pre-school to keep communicating with your child's key person. You are always welcome to talk to your child's key person, the room leader or the manager. If you need to talk about anything of a more sensitive nature somewhere private then this

can be arranged. Home/school diaries are available for children who attend another setting. We provide parent reports each term, and there are regular newsletters shared via the app to keep all families informed about what is happening at Beehive. There are also parent notice boards displayed around the building with other information that is useful for our families. We use the Family app to record the children's Learning Journeys and we also use this to communicate with families.

If you would ever like to join your child at pre-school you are always welcome to be a parent helper for a session. Any help that you can give us during pre-school sessions is very much appreciated.

Being a parent helper is an opportunity to

- Join your child at group to experience their day
- Get to know the staff who work with your children
- Meet your child's friends
- time for the staff to get to know parents

*Adults and children working together creates a warm environment where children are happy and relaxed ready to take on new experiences.*

### **Curriculum**

All children will be following the Early Years Foundation stage (EYFS) and our aim is to provide a range of activities suitable for all stages and capabilities. Activities can be planned for each individual child's needs. The Early years Foundation stage creates a partnership with parents, professionals and all settings your child attends.

A parent report is provided each term for parents. This can be accessed electronically using the Family app. Details are sent to you once your child starts the setting.

### **Clothing**

Beehive has a uniform that we prefer all children to wear. Polo shirts are £9.50 and sweatshirts are £10.50. Please speak to a member of staff to purchase either of these. The polo shirts and sweatshirts can be worn with either trousers, skirts, leggings and jogging bottoms, but we do ask that the children don't wear jeans or tights. Please ensure that all clothing is clearly named, as with so many children things can get misplaced or taken home by the wrong child.

Although we encourage all the children to wear aprons, children do love getting involved in messy play activities, so please send your child in suitable play clothes. **All** children will need at least one change of clothing in case of accidents. At Kinchen Hall we will provide a small wash bag to keep your child's clothes in, as these are left at the setting. To help your child's toileting, please help by putting your child in easy to dress clothes. E.g. no belts, braces, tights or pull ups.

For outdoor play children will need suitable outdoor clothing and footwear. Open-toed shoes/sandals are not allowed at Beehive for safety reasons. All shoes and sandals must cover the toes and be secured to the foot.

All items brought to group must be clearly labelled with your child's name.

Children who are still in nappies will need to bring a nappy, not pull ups, and wipes each session, this will need to be in a nappy sack with your child's name on. We do not allow pull ups as they are confusing for children and make it difficult to change them.

### **Toilet Training**

Children are not expected to be clean and dry when they start pre school, when your child is ready to be toilet trained, we have a Toilet Training Story Sack available; please ask staff. We ask that you please do not send your child to pre-school in pull ups as this confuses them.

### **Lending Library**

Book bags are available for all children at Kinchen Hall and cost £3.50. All book bags come with a reading record for keeping track of any books that your child borrows from Beehive. Your child will earn stickers, stamps and rewards for any books read.

### **Your Child's Birthday/Special Event at Pre-School**

The celebrating of special occasions for children can be a very exciting experience. At Beehive's we welcome the opportunity to join your child and their pre-school friends in marking such events as their Birthday or special festival. You are welcome to bring cake or sweets to give out at the end of session to be eaten at home.

In the interest of safety please make sure the products are in their original packaging to allow us to check these are suitable for food allergy/intolerance sufferers or vegetarians. Should you wish to bring in homemade products please could you also attach a list of ingredients so that we can ensure that they are not given to anyone with any allergies or intolerances. You may wish to dress your child in their special clothes. You are also welcome to join us for the session to celebrate your child's birthday or special event.

### **Arrivals and Departures**

If you arrive prior to the opening time, please wait at the appropriate door to allow staff to set up safely.

#### **Door Opening times**

Morning session: 9am – 9.10am

Please arrive promptly as the bell is switched off once the door is closed so that the children can do yoga.

Afternoon session: 12pm – 12.10pm

Twilight session: 3pm – 3.10pm

Please leave your child at the main door and leave promptly, to allow staff to lock the door and return to the children.

Please drop off your child at the above times, and collect them at the end of their set session time. This prevents the sessions from being disrupted unnecessarily, and ensures that your child gets the most out of their time at pre-school.

Anyone 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 your child's keyperson so that he/she will be recognised. As a security measure all children have a password, chosen by the parent, that must be given by the person collecting.

An additional fee of £10 will be charged for any child not collected within 15 minutes of the end of their booked session. This will increase by a further £10 for each additional ten minutes, or part thereof, that your child is late being collected.

### **Absence**

Please tell us as early as possible if your child will not be able to attend their session or if they will arrive more than 15 minutes after the session has started. Please do this using the family app.

Fees will be payable even where your child is absent.

### **Outings and Events**

Usual annual events include: Christmas group activity; a Christmas party, Leavers Concert, end of year family picnic.

Other outings are also organised during the year. Recent outings include the local library, park, cinema, theatre trips.

### **Health and Safety**

**The Beehive Pre-school** is committed to ensuring a safe environment for all who use the group. Therefore, everyone is asked to follow these simple rules in the interest of Health and Safety:

- Pushchairs/ child cycles etc. can be left in the buggy shed at the side of the hall. All pushchairs must be collapsed to leave enough room for everyone.
- Parents/visitors must not let themselves out of the building, a member of staff must be present.
- Supervise your child when in the car park
- Keep your child out of the kitchen
- Hot drinks must be kept in the kitchen
- No smoking or vaping is permitted on the premises
- Siblings brought to group remain your responsibility
- Adult personal items must be stored out of children's reach.
- All mobile phones to be switched off and not accessed when in the setting.

### **Snack**

We aim to encourage the children to have a healthy snack and you will need to provide your child with a snack of their choice of fruit or vegetable in a clearly labelled container when they attend half-day sessions. Please remember this is only a snack and provide the amount you feel is appropriate for your child's needs - we will encourage them to eat what is provided. We ask that your child places their snack in the designated space at the start of the session.

This may be a whole piece of fruit or ready cut and prepared in a container, e.g. your child may need skin taken off apples/oranges or stones removed from peaches, cherries. Please prepare these at home and bring them in a suitable container, clearly named, to each session, and remember to collect the empty container at the end of each session.

Due to the increase in allergies Beehive Childcare Group is a **Nut Free** environment.

Children attending all day only need to bring a snack from home for the morning session.

Here are some examples of what may be suitable:

APPLES  
CUCUMBER  
STRAWBERRIES  
CLEMENTINES/SATSUMAS

RAISINS/SULTANAS  
CHERRY TOMATOES (cut in half)  
KIWI  
CARROTS

PEACHES  
GRAPES (cut in half)  
BANANAS  
ORANGES

## Lunch

For a full day or afternoon your child will also need lunch, clearly labelled in a familiar container/box with a removable lid. Lunch boxes will also require an 'ice pack' to keep them cool and fresh. Children will be encouraged to eat all their food starting with savoury items first. Drinks are provided by pre-school.

Here are some ideas to help you make healthy choices for your child's lunch box - try to include some of the following foods:

**FILLER FOODS**      Breads - sliced, rolls, ciabatta, pitta, tortilla, bagel, baguette, muffin, chapatti  
Crackers, melba toast, breadsticks  
Try different varieties - brown, white, best of both, granary, wholemeal, seeds, high fibre

### **FRUIT & VEG**

Try to include 2 portions of fruit or vegetables in your child's lunchbox

- Fresh fruit - (whole or bite size) grapes, kiwi, orange, apple, banana, cherry, pineapple
- Dried fruit - apricot, raisins, mixed fruit
- Tinned or fruit pots/cups
- Raw vegetables- (bite size) carrots, cucumber, tomato, pepper, celery

### **MEAT & FISH/VEGETARIAN PROTEIN SOURCES**

- Eggs - sandwich filler, hard boiled slices
- Fish - tuna
- Chicken - sandwich filler, chicken pieces
- Beans and pulses - hummus, kidney beans
- Seeds

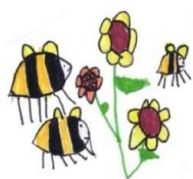
### **DAIRY**

- Cheese - sandwich filler, chunks, slices, spread
- Custard or Rice pudding
- Yoghurt or Fromage Frais

**A LITTLE SOMETHING EXTRA** - add a scone, malt loaf, currant bun, treat size cake or bar, biscuit, a few crisps.

## Drinks

All children are encouraged to bring in a clear, named, empty water bottle. Water and milk are always available to the children at Beehive. Please do not send your child to pre-school with juice, squash or fizzy drinks.



## **BREAKFAST CLUB**

Beehive offers all of their pre-schoolers the option of attending Breakfast Club.

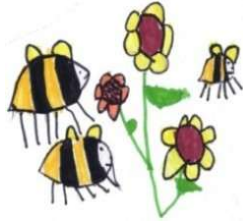
**THE BREAKFAST CLUB** opens from 7.45am to 8.30am for all pre-school children on all school days. Children need to be at Beehive for breakfast no later than 8.15am in order to have time to eat before starting pre-school/school.

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.

**Fees** Per child per session: \*      Breakfast Club:      £6

\*These prices are 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, if the first sibling is paying full fees.



## 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 Reception through to 11 years attending Colman Infant and Colman Junior Schools.

**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 6pm on all school days.

We collect children from Colman Infant and Junior Schools 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.

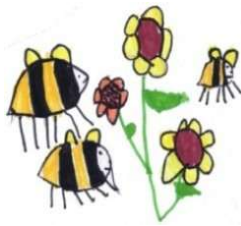
The session starts with a healthy drink and snack to boost energy levels. Children are then free to enjoy our range of activities which includes a quiet homework area, craft projects, games and outdoor activities and a comfortable corner in which to read or rest.

**Fees** Per child per session: \*                      Breakfast Club £6                      After School Club £19.80 \*\*

\*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.



## HOLIDAY CLUB

Except for the Christmas holidays our Holiday Clubs run during all of the school holidays, for all children aged 2 to 11 years old, and they provide an enjoyable environment for the children to have fun with their friends whilst away from school. All children are cared for at Kinchen Hall.

Usual activities include arts & crafts, cooking, games and sports in our large outside play area. For children of school age, we also organise special outings and activities which vary with each Holiday Club. In the past we have organised visits to the seaside, the broads, 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.

Please speak to the Manager for more information.

### **Session Times & Cost**

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 a 2nd brother or sister attending the same sessions, if the first sibling is paying full fees.

If you require further information about any of our out-of-school provision please request our 'Out of School' brochure or speak to a member of staff.