



BLUEBIRDS

Before and After School Club



Information Booklet 2023 - 2024



BLUEBIRDS

Before and After School Club

Bluebirds is our Before and After School Club for children attending Maney Hill Primary School. We offer a range of enjoyable activities in a safe and secure environment.

Bluebirds is run by Maney Hill Primary School during **term time only** and is managed by Mrs Grayston. Our team of play leaders have all been DBS checked and are qualified First Aiders.

Opening hours

Before School from 7.45am

After School until 6.00pm

Children should be dropped off and collected at the Bluebirds' Studio entrance (next to the School's main entrance) and should not be in school before 7.45am or after 6.00pm.

The children are escorted to and from their classrooms by Bluebirds' staff.

Charges

Before School - £5.00

After School until 4.30pm - £5.00

After School until 6.00pm - £9.50

Contact details

During the day please contact the school office – 0121 464 9673, or leave a message on the Bluebirds mobile

Bluebirds Mobile – 07921 460 054. This is only monitored during Bluebirds opening hours.

Email - bluebirds@maneyhill.bham.sch.uk

Payment details

Payments will be posted on the MCAS app in the first week of each half term. These fees should be **paid in full within 4 weeks**. If fees remain unpaid, your child's Bluebirds place will be terminated.

Fees can be paid in one of the following ways:

- Via MCAS (My Child At School)
- Childcare vouchers – once your voucher payment is received the amount will be credited to MCAS.
- Tax free childcare scheme – please email bluebirds@maneyhill.bham.sch.uk of your child's individual reference number and the date when each payment is made. These payments can then be credited on MCAS.

No refunds will be given should your child be away from school, this includes for all trips, illness or holiday and also if your child is attending an after school club.

Late collection fee

The late collection fee is £5.00 for every 10 minutes. The fee applies from 4.30pm or 6.00pm depending on the session that is booked for your child.

If children are collected consistently late their place at Bluebirds will be terminated.

Allocation of places

Places will be allocated on a half termly basis using the following criteria:

- Children already attending Bluebirds who require additional time
- Siblings of children who already attend Bluebirds
- Children from the waiting list

If you wish your child to be placed on the waiting list or have any queries please email bluebirds@maneyhill.bham.sch.uk.

All amendments to the sessions booked for your child (including cancellation) must be made in writing (bluebirds@maneyhill.bham.sch.uk) at least 2 weeks prior to the end of the half term. Changes will be effective at the start of the next half term and fees duly amended.

Changes cannot be made mid-half term.

Please note that extra one-off sessions cannot be booked regardless of circumstances

Food and drink available for the children

Breakfast - cereal, fresh fruit, toast and juice
After school snacks include toast, fresh fruit and juice.

Bluebirds Activities

These include games, arts and crafts, dance and outdoor play.

Further information

Details of parental contacts and individuals authorised to collect children must be supplied before a child can attend Bluebirds. Children will not be released to anyone unless notified by the parent/carer.

All medication must be handed to a member of staff and a medication registration form completed, not placed in the child's bag.

Bluebirds staff will collect children from after school clubs/events if applicable. No refunds are given for time missed at Bluebirds due to other after school activities.