



Welcome to Broadway Busy Bee Club

Broadway Busy Bee Club

Broadway Primary School
Broadway
Haslingden
Rossendale
Lancs
BB4 4EH
Tel: 01706 229832



Policies & Procedures

Broadway Busy Bee Club follows and adheres to the school's policies and procedures.

Complaints Procedure

If you feel that a specific issue needs to be raised with regards to the running, staffing or organisation of the club that cannot be rectified through discussion with the manager, the complaints procedure of school is on the school website.

Staffing

Manager	Mrs Rita Connolly
Assistant	Miss Louise Parkington
Assistant	Mrs Dianne Mitchell
Assistant	Mrs Susan Scott

Contact Number

01706 229832





About Us

Broadway Busy Bee Club is a breakfast and after school club based at Broadway Primary School. The club is open for all the children who attend the school.

Breakfast Club

Breakfast club is open from 7.30am until the start of school. A range of breakfast options is available for the children including, cereal, croissants, fruit, cereal bars, crumpets and fresh orange juice, milk or water to drink.

There are a range of activities for the children to enjoy during the breakfast session including arts and craft, a quiet reading /homework area, construction and other engaging activities.



Breakfast Club Charges

From 7.30am	£5.00 per child
From 8.00am	£4.00 per child

After School Club

At 3.00pm the children are collected from the classroom and taken into the school hall for registration.

During registration there are a range of independent activities on offer for the children and a light snack and drink are offered.

Once all the children have been registered they are given the option of independent activities, outdoor play or the use of the school library. The guided activities that we offer are a homework club, reading sessions (we try and hear each child reading as often as possible) and we also have an activity that lasts for the full week for all the children who wish to take part.

At 3.45pm until 4.15pm the children are served a hot meal. Please see the weekly information sheet on the school newsletter for the food on offer each day.

Allergies etc. are catered for. Please speak to a member of staff about this.

After School Club Charges

3.00pm until 5.00pm	£7.00
3.00pm until 5.30pm	£8.50
3.00pm until 6.00pm	£10.00

Registration

At Busy Bee Club we never turn a child away. Parents will be asked to complete a registration form when their child attends their first session.

Online Booking & Payment System

All Broadway children are issued with a Scopay account when they first join the school. The Scopay system allows parents to book Busy Bee sessions and to pay for the sessions online. Each session has a booking code which needs to be entered. The codes are:

E	7.30am to 8.45pm	£5.00
B	8.00am to 8.45am	£4.00
S	3.00pm to 5.00pm	£7.00
M	3.00pm until 5.30pm	£8.50
L	3.00pm until 6.00pm	£10.00

Any children not collected by the time that has been booked will be charged at the next rate. Children who are not collected by 6.00pm, an additional charge of £10.00 per child will apply.

Any cancellations must be made by 10.00am on the day of the booking. Cancellations made after this time will still be charged.

Payment must be made online in advance of the week ahead.

We also offer a daily ad-hoc system of booking should parents need to use the service in an emergency. Please telephone the school office on 01706 229832.