



Broughton Fields
Care Club Parent Information
& Admission Pack

September 2025

*Flexible, fun and safe wraparound care for
Broughton Fields families — before and after the school day.*

Contact Details

Address: Broughton Fields Care Club, Broughton Fields Primary School, Milton Road, Broughton, Milton Keynes, MK10 9LS

School telephone: 01908 235994

Care Club mobile (during session times): 07512 935187

Ofsted registration number: 134072

Playleader: Mrs Sally Cameron

Team: Miss Leanna Kirk, Mrs Queenie Leung, Mrs Margo Yazdanjoo

Care Club at a Glance

Breakfast Club	7:40am – 8:35am (breakfast served 7:40am – 8:15am)
After School Club	End of school – 5:00pm or End of school – 6:00pm
Location	School hall (with access to other spaces across the school)
Activities	Outdoor play, arts & crafts, role play, construction, board/group games, cooking and baking
Food	Breakfast: cereal, yoghurt, toast, fruit. After school: light snack around 4:00pm (fruit/veg plus toast/wraps/pasta/crackers).

Welcome

We are delighted to offer a successful before- and after-school provision for families who need care outside normal school hours. Our Care Club provides a warm, relaxed, 'home-from-home' environment where children can wind down, play, and take part in enriching activities led by experienced staff.

Sessions and Fees (from 1 September 2025)

Session	Daily rate	Weekly rate (5 days)
Morning (Breakfast Club)	£4.50	£22.50
After school until 5:00pm	£8.50	£42.50
Full after school until 6:00pm	£10.25	£51.25
Full days (breakfast + full evening)	—	£71.25 (includes £2.50 discount)

Booking, Invoices and Payment

- All sessions must be booked and paid for in advance.
- Invoices are raised monthly (around the 20th) for the following month. Payment is due at the beginning of the next month (as stated on the invoice).
- Preferred payment method is ParentPay. We also accept cash or cheque (payable to "Broughton Fields Primary School", with your child's name and invoice number on the back).
- Childcare Vouchers are accepted. Please use the account name "Broughton Fields Primary School" and include your child's name and invoice number as your reference. Contact the school office if you need a specific voucher account reference.
- Tax-Free Childcare is accepted. Please sign up via gov.uk; once approved, you will receive a unique payment reference for your child. Please provide this to the school office so we can allocate payments correctly.
- If you may have difficulty making payment on time, please speak to the school at the earliest opportunity. Where payment is not received by the due date, your child's place may be rescinded.

Changes, Cancellations and Non-Attendance

- A notice period of four school weeks applies to any change of sessions or cancellation of a place. Please put requests in writing to the school office.
- To maintain staffing levels and availability, changes or refunds are not permitted for sessions missed due to school day trips or term-time holidays. Exception: no charge is made when a child attends a school residential trip.
- Once a change/cancellation is received, original sessions may not be available. Your child may be placed on the waiting list.
- Fees remain payable in full for all booked sessions, whether attended or not, or if collected early.

Arrival, Collection and Authorised Adults

- Entry and exit is from the side door to the right of the main school entrance before the metal gate. Access is via a doorbell.
- Children must be collected by a parent/carer or a designated adult. You may authorise additional collectors (including siblings aged 12–15; parents remain responsible for the sibling who collects).
- If your child is not attending a booked session, please inform the school office during school hours or the Playleader during Care Club sessions.

If Your Child Is Uncollected

We have the highest regard for the safety of children. If a child is not collected, we will:

- 1) Inform a member of the school leadership team once collection is more than 15 minutes late.
- 2) Call the parent/carer/designated adult using all available contact details and leave messages requesting a prompt reply.
- 3) Supervise the child with at least two staff, offering support and reassurance.
- 4) If no contact is made after repeated attempts and a further 30 minutes has elapsed, the Playleader will contact local social services for advice.
- 5) If responsibility is passed to a child protection agency, we will leave a message and a note on the Care Club door explaining what has happened and how to contact social services.
- 6) Under no circumstances will a child be taken to a staff member's home or leave the premises unless absolutely necessary in the course of waiting to be collected.

Late Collection Charges

- £5.00 for all late collections beyond paid session times (after 5:00pm or after 6:00pm) up to 6:10pm.
- After 6:10pm: the £5 initial charge plus £10 per 15 minutes, or part thereof.

Behaviour Expectations

Care Club follows its own behaviour and reward system, mirroring the school's behaviour policy to ensure consistency. We provide a relaxed, homely environment, but expectations of manners, behaviour, respect and courtesy remain the same as during the school day.

Persistent concerns and ignored boundaries may lead to withdrawal of the Care Club place. The Playleader (Mrs Cameron) and a senior leader (Mr Rae) will meet parents to agree a behaviour contract; failure to adhere may lead to immediate withdrawal of the place.

Food: Breakfast and After-School Snack

Breakfast is served from 7:40–8:15am and typically includes a mixture of cereal, toast, yoghurt and fruit. To enable the hall to be ready for the school day, limited breakfast options are available for arrivals after 8:15am.

During after-school sessions, children sit together to enjoy a light snack around 4:00pm—fruit and vegetables are always offered, accompanied by options such as toast, wraps, pasta or crackers. This is a snack, not a meal.

We will always cater for children's dietary requirements and have protocols in place where a child has food allergies.

Activities

Across the week children can enjoy:

- Outdoor play and sports
- Arts and crafts
- Role play and construction
- Board games and organised group games
- Cooking and baking

Working in Partnership with Parents and Carers

We recognise parents and carers play a fundamental role in a child's development. Our team is committed to working in partnership to provide high-quality, safe and stimulating care, learning and play opportunities. We will:

- Welcome and value parents/carers in all dealings with Care Club.
- Listen and respond promptly to concerns.
- Make information and records held on a child available to parents/carers, unless subject to investigation by police or other statutory agencies.
- Provide Care Club policies/procedures to parents/carers on request.
- Encourage comments on policies and consult regularly on planned activities.
- Operate an "open door" policy—please speak to staff about settling or any problems.
- Deal with complaints swiftly and effectively in line with the School Complaints Procedure.
- Provide confidential means to comment on our work.
- Keep parents/carers updated with any operational changes (e.g., opening times or fee levels).

Safeguarding, Medical and Permissions

All medical information held in school is available to Care Club staff. But, for clarity, we do ask for an additional admission form updated annually to ensure the most up-to-date information is held. This form includes medical information, dietary requirements, allergies and preferences. We request GP details and consent for emergency medical treatment should this ever be required prior to your arrival. Any medication held in school is available to Care Club staff.

All member of Care Club staff have a valid first aid certificate with two holding a full paediatric first aid qualification.

FAQs

Can I book ad hoc sessions?

Spaces permitting, ad hoc sessions can be booked through the school office and must be paid for in advance (preferably via ParentPay). If we do not hold an admission form with emergency contact details, you must complete one prior to the session.

What happens if there is a school or PTA event after school?

Please collect your child at their normal Care Club finishing time, or request and pay for an additional session in advance (subject to availability).

What should my child bring?

A named water bottle and appropriate clothing for outdoor play; please avoid bringing toys from home unless specifically requested by staff.

How do I let you know about changes to medical/dietary needs?

Please inform the Playleader or school office immediately and update your admission form.

Who do I contact if I'm running late?

Call the Care Club mobile on 07512 935187 as soon as possible.

Appendix 1: Admissions Form

(2025/2026)

Child's Full Name: _____

Date of Birth: _____

Preferred name to be used at BFCC: _____

Home Address: _____

Postcode: _____

Year group and class: _____ Gender: _____

Religion: _____ Languages spoken: _____

Parent/Carer Contacts (indicate who has Parental Responsibility)

Contact 1: _____ (Parental Responsibility) Y/N

Relationship to child: _____

Home Address (if different): _____

Telephone: _____ Work: _____ Mobile: _____

Email: _____

Contact 2: _____ (Parental Responsibility) Y/N

Relationship to child: _____

Home Address (if different): _____

Telephone: _____ Work: _____ Mobile: _____

Email: _____

Contact 3: _____ (Parental Responsibility) Y/N

Relationship to child: _____

Home Address (if different): _____

Telephone: _____ Work: _____ Mobile: _____

Email: _____

Additional authorised collectors (including siblings aged 12–15)

Name: _____ Relationship: _____ Number: _____

DOB (if under 15): _____ Parent signature: _____

Name: _____ Relationship: _____ Number: _____

DOB (if under 15): _____ Parent signature: _____

Medical and Dietary Information

Doctor's Name: _____

Doctor's Address/Telephone: _____

Significant health issues (including SEND/physical disabilities): _____

Dietary requirements, allergies, preferences: _____

Permissions:

Sun cream provided by parent; child self-administers (Yes/No)

Face painting during activities (Yes/No)

Sessions Required (tick)

Please indicate sessions for each day:	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Evening until 5pm					
Evening until 6pm					

Start date for sessions: _____

I consent for my child to take up a place at Care Club according to the terms and conditions set out in this pack. I understand the expectations and obligations relating to both myself and BFCC.

I understand that persistent late or non-payment of fees will jeopardise my child's continued attendance at BFCC.

I confirm the information above is correct and I will contact the Playleader immediately if any details change.

In the event of a serious incident at Care Club, I expect the Playleader or delegated member of staff to contact me immediately using the emergency number above. If my child requires immediate medical treatment before I can get to the hospital, I authorise the Playleader or delegated member of staff to consent to emergency medical treatment on my behalf.

This authorisation remains valid unless I contact the Playleader to withdraw it.

Signature of Parent/Carer: _____ Date: _____

Appendix 2: Admission Pack – Renewal (September 2025)

Please complete, sign, date and return.

Child's Full Name: _____

- ☐ I have read the September 2025 Admission Pack and agree to the terms and conditions.
- ☐ There are no changes to contact details or pupil information (e.g., allergies/dietary requirements).
- ☐ I wish to continue with my current booked sessions.
- ☐ I have completed an application for a sibling to start in September.
- ☐ I would like to make changes to booked sessions as below:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Evening until 5pm					
Evening until 6pm					

Change effective from: _____

Any other changes: _____

Signature of Parent/Carer: _____ Date: _____