



Parents Handbook

Clwb ar ôl ysgol

Waunfawr

CLWB AR ÔL YSGOL WAUNFAWR- STATEMENT OF PURPOSE

Welcome to Clwb ar ôl ysgol Waunfawr

We hope your child will be very happy here and benefit from the facilities offered.

The main aim of Clwb ar ôl yr ysgol Waunfawr is to provide quality, accessible out of school childcare offering a range of play activities in a welcoming atmosphere.

The club provides childcare service between the hours of 3 and 6pm. Club staff will walk to collect children from school at 3pm and then again at 3.30pm. The Club will be open until 6pm Monday to Friday. The Club is only open during school term.

The club is registered with CSSIW and is a member of Clybiau Plant Cymru .

GENERAL INFORMATION

The Clwb is located in:

Y GANOLFAN, WAUNFAWR

Contact telephone number - 07918613859

Registered Person phone number – 07900251419 – you are more than welcome to phone/text this number and I will pass message on to club.

E-mail

clwbarolysgolwaunfawr@hotmail.com

We also have a facebook page which is updated regularly.

Opening times

Monday to Friday -3.00- 6.00 pm

You must ensure that you collect your child promptly at 6pm. If you foresee that you will be late, please contact the staff as soon as possible. If the child is not collected within 15 minutes the staff will contact the person named on the

registration form. If the child is not collected within 30 minutes Social Workers will be called.

Fees

£7.00 per session 3/3.30-5pm

£10.50 per session 3/3.30 -6pm

(Fees will be revised regularly)

You will need to let staff know if you need the service until 6pm before hand.

Permanent Staff

Leader - Rachel Hanks

Assistant - Anest Bryn Griffith

Occasional assistant(when we have over 16 children in club)- Becky Parry

Both have relevant qualification in Childcare and also a current first aid certificate and Food Hygiene Certificate.

The Committee

The Club is a charity that rely on parents and friends of the Club to help raise funds . The Committee will meet at least six times a year. The Committee members are as follows:

Registered Person:Rhian Roberts Jones **Chairperson:** Rhian Roberts-Jones

Secretary: Mererid Llwyd **Treasurer:**Gudrun Janssen and Lowri Jacks-Harris:

Other Members

Admission

Admission age is between 4 and 11. The ratio of staff to children is 1:8 .You are required to pay a deposit of £30 when registering in order to secure his/her place. This will be paid back to you once you have given at least a month's notice that your child is leaving. This payment will not be reimbursed if you decide to cancel.

We conform to the 'Care and Social Service Inspectorate Wales' registration conditions regarding the number of children admitted. We currently receive

children from 4 – 11 and have spaces for up to 16 children. Staffing levels meet the requirements set by CSSIW at all times. The ratio of staff is 1:8.

Uwch arweinydd/Senior Playworker:	Rachel Hanks
Is-arweinydd / Assistant Playworker:	Anest Bryn Griffiths Becky Parry
Person Cofrestredig/CSSIW Registered Person/ Responsible Individual:	Rhian Roberts Jones
Person Mewn Gofal CSSIW Person in Charge:	Rachel Hanks

Facilities

The Club has two rooms for its use - main hall and the classroom. The kitchen is located in the classroom where the staff will prepare refreshments .Toilets are located next door to the classroom.

Activities

The Club offer a range of activities that are a vital part of the child's development by providing a variety of experiences; for example crafts, walks, cooking, sports, computer games and also a quiet corner to do homework or practise instruments. We will be working closely with parents and they can see samples of activities on a regular basis.

Routines

14.50	Staff begin work and set up club ready for children's arrival
15.00	Staff go to nominated collection point to meet children and escort to Club
15.15	Children arrive. Complete daily attendance register
15.30	Key stage 2 children arrive
15.30-16.00	Snack time – taking heed of any individual needs
16.00-18.00	Structured and free play
18.00	All children collected [Time and signature of authorised person collecting updated on form]
18.00	Club closes, staff tidy up and put toys away
18.00	Staff finish work

Club daily Routine

Staff work closely with parents in ensuring that you are involved in all of your child/children's activities and records are kept of their developments. Regular information is provided for the children for example , through wall displays, photographs and examples of their work and newsletters.

Language

Welsh is the language of the club and children are encouraged to play and communicate through the medium of Welsh.

Terms and Conditions

All parents will be required to read and sign the contract and fill the Registration and permission forms. We have all the policies that are in compliance with the CSSIW as well as policies that are approved by Clybiau Plant Cymru. You are welcome to read these in the Club by appointment.

Emergency

Parents' phone numbers are kept and they will be contacted if there is an emergency. In the event of an emergency we will phone 999 . The leader has a Paediatric First Aid Course certificate.

Compliments and Complaints Procedures

We welcome suggestions and constructive criticism from parents/carers and children to help us maintain a high quality provision. Please speak with the senior playworker if you would like to make any suggestions. [A suggestion box is also always available by the Club's entrance.] However, from time to time a parent/carer or child may find it necessary to follow the complaints procedures, copies of which can be found by asking the playworker or otherwise you can contact CSSIW at any time through this address or phone number

Uwch Arolygydd AGGCC, Rhanbarth Gogledd Cymru, Swyddfeydd y
Llywodraeth, Sarn Mynach, Cyffordd Llandudno. LL31 9RZ: Rhif ffon - 0300 790
0126

Equal Opportunity

The Club seeks to ensure that all children are given equal respect and opportunity. We will not exclude children, whatever their nationality, gender, race, colour, religion, background or ability.

Special Needs

The Club is committed to give due attention to every child with special needs. A partnership will be secured between the Club and the parent/carers, statutory agencies, local and national voluntary agencies, including working with any educational establishment that it is or will provide for the child.

Behaviour

Our aim is to provide an environment based on clear, fair and consistent guidelines that promote a child's understanding of acceptable behaviour. The club adopts positive methods of managing behaviour. We believe that physical punishment of children is unacceptable. Bullying—No form of bullying will be tolerated. Staff will view such incidents seriously and encourage children to speak out. Any behaviour that is a cause for concern will be discussed with parents.

Amddiffyn Plant

Our aim is to protect all children in our care. We are committed to ensuring that the rights of the child are paramount and that there are procedures in place that ensure that children are protected. The Club support the principles of the United Nation document 'The Rights of the Child' and the 1989 Children's Act.

All staff, committee members and volunteers follow All Wales Child Protection guidelines and we are aware of the Local Safeguarding Children Board and will work together under the Children Act 2004.

Health and Safety

Everything that is reasonably practical will be done to ensure the health, safety and wellbeing of everyone at the club. Every child is insured against accident under our insurance policy.

If your child has a contagious illness, you are required to adhere to the periods designated by the HPA. Visit the website here for more information; www.hpa.org.uk.

Holidays

The club will follow the same holidays as Gwynedd schools (ysgol Waunfawr) including INSET dates. To see a copy of the calendar log on to the website www.gwynedd.gov.uk. We will notify you in advance of any other changes.

How can you help...

Payments – The fee must be paid one month in advance. It would help greatly if you were willing to set up a Direct Debit to pay the Club on the 2nd day of each month. (We will provide further information every term regarding this.)

If this is absolutely impossible for you, we can come to an agreement that you pay the Playworker by money or cheque in an envelope labeled with name, date and amount at the beginning of each week.

We will not expect anyone to pay for INSET days as the club will be closed. We will compensate all for the price of the session at the end of the week if you have registered and paid by direct debit.

Full fee needs to be paid if child is absent or on holiday from the club.

*****Also we do require a £30 deposit per family when your child starts*****

Parents can use childcare vouchers from your employer to pay for the care.

Registration details: W140000777

Here are the details of the Club Bank Account: Bank Name: Natwest.
Account Number: 15091937. Sort code 521 039. Please give the name of your child / children as a reference please.

Reviewing the Statement of Purpose

The committee will ensure that this Statement will be updated annually or earlier if necessary and then transfer the current document to CSSIW Office and a copy will be available on display.

