

Happy Days Holiday Club / Clwb Gwyliau Hapus Ysgol Llangynnwr / Llangunnor School

Statement of Purpose

Aims and Objectives

The aim of Happy Days Holiday Club/Clwb Gwyliau Hapus is to provide quality, accessible out of school childcare offering a range of play activities in a welcoming atmosphere.

Children for Whom Care is Provided

The club operates for boys and girls of any school aged 3-14 years as stated in the admissions policy. The Club caters for 40 children, in line with our Care and Social Services Inspectorate Wales (CSSIW) registration.

The Club offers a child centred environment meeting the social, physical, intellectual, creative and emotional needs of children and recognising the individual needs of each child who attends.

Opening hours

- The holiday club opens between 8:00 am and 5.30 pm every day during all school holidays.

Staffing

Staffing levels meet the requirements set by CSSIW at all times.

1:8 ratio (one adult to 8 children). Minimum of two staff at all times.

Registered Person and Person in Charge- NNEB	Sandra Rowlands
Named deputy- NNEB Qualification	Emma Davies
Named deputy- Cache Level 3 Child Care	Lisa Davies

(There are two named deputies, Emma Davies with over 10 years experience and Lisa Davies with over 2 years experience working within holiday club and after school club setting)

Volunteers assist in the club at various times. All staff and volunteers have Disclosure and Barring Service enhanced checks (DBS) and where relevant checks by the Independent Safeguarding Authority and a full induction to the Club.

Club Premises/Facilities Offered

The Club is based in Llangunnor School, and has access to the School Hall.

The Club provides appropriate areas for a range of needs including a food preparation/dining area (morning and afternoon snack), a quiet area, a large play area and outdoor play space. Toilet and first aid facilities are available as well as storage and administrative space. There are a suitable number of toilets available for use by the children attending the Club, and separate toilets for use by staff.

Within the hall, all the children will be free to choose any of the supervised and structured activities throughout the day. The hall will be divided into two, one being an infant area and the other for the juniors. This will enable the children to have the choice and opportunity to interact with each other in many settings for free structured play or organized activities. The club will also have the full use of the large playing field with rugby posts, the use of the climbing frame and large yard adjacent to it. All activities outside will also be well supervised by staff.

The rest off Llangunnor School will not be available for use by any adult or child in the Holiday Club.

[No pets are kept on the premises on the premises.]

Services Offered

In line with the arrival and collection policy, a member of staff will greet children and parents at the main double door entrance at the rear of the School Hall (Next to the School Canteen) and accompany them into the club premises where the children are registered.

Snacks and drinks are available at the beginning of the session. All food and drinks offered is in line with our healthy eating policy, and meets the dietary needs and preferences of children as indicated on the child's registration form.

Activities Offered

A wide variety of activities are offered. Some activities will be planned weekly by Playworkers, whilst still offering opportunities for free play. Children will be encouraged to participate in the planning and evaluation of activities and ideas for equipment when it is being purchased.

Languages Used

The main language of the Club is English and Welsh. Bilingual signs will be used where appropriate.

Terms and Conditions

The terms and conditions for using the Club are set out in our parent/club contract and club policies and procedures. Parents/carers must sign this before their child starts attending the Club. This contract includes arrangements for collection of fees.

Children will be provided with various activities which are not always structured, E.g:

- Craft
- Play Doh
- Computer Games
- Construction Toys
- Books
- Jigsaws
- Imaginary Play Activities
- Dressing Up Clothes
- Board Games
- Sports Equipment
- Outdoor Play
- Cars Garages
- Pool Table
- Small Bouncy Castle
- Table Tennis
- Tents and Tunnels
- Fuzzy Felt
- Trainsets
- Castle
- Dolls House
- Etc.

Circle time will also enable children to request and suggest other interests, items or ideas that are not in the club.

Admissions Policy

The Club is open to any child aged 3-14 years attending any School. The parent/carer must complete and sign the child registration form and parent/club contract confirming that they have read and understood the policies and procedures outlined in the parent/carer handbook and agree to abide by the terms and conditions of the Club prior to the child attending. Parents/carers must inform the Club of any changes to the information provided.

Parent/carers must give notice in writing to the management when they wish to terminate their contract with the Club.

All children and adults are treated with equal concern and respect. No child will be discriminated against on the grounds of race, colour, ethnic or national origin, religious beliefs, disability or in any other matter to do with the club.

In order to ensure fairness in the allocation of places, the following criteria will be taken into consideration:

1. While available places exist these will be allocated on a first come - first offer basis.
2. Then, first priority will be given to children of working parents / single working parents, parents who are studying, or training to re-enter the workforce.
3. Then places will be given to children who are booking for every day of the week.
4. Then siblings of children already at the Club will have priority over others
5. Provision will be made for social services, employer or other sponsored places.

Places can be reserved in advance in order to secure placements and payment is required on booking.

Fees must be paid in advance when booking your child's place or can be paid on arrival. This is not refundable. In exceptional circumstances, which will be determined by the management committee, credits maybe offered.

If the Club is over-subscribed a waiting list will be kept and administered by the senior Playworker.

The management committee reserves the right to refuse admission to, or terminate a contract with the parents of any child whose behaviour is, in our opinion, not in the best interest of the other children's health and safety. (This course of action would only be implemented once our agreed procedures for addressing unacceptable behaviour have been exhausted).

The Club is open to any child attending any school. We have a detailed admissions policy which can be found in the family's handbook. A copy can also be obtained from the person in charge.

Contact Information

Contact name:	Sandra Rowlands
Contact telephone number:	07988893789
Contact address:	Llangunnor Primary School Penymorfa Lane Llangunnor Carmarthen SA31 2NN
Email address:	s.s.rowlands@btinternet.com

This address should be used for all written correspondence to the Club, including any correspondence to the management committee and/or the Registered Person/ Responsible Individual.

Arrangements for complaints and concerns

We welcome suggestions and constructive criticism from parents/carers and children to help us maintain a high quality provision. Please speak with the senior Person in charge if you would like to make any suggestions.

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 in the family's handbook. A copy can also be obtained from the senior Person in Charge, or the CSSIW (Address below).

CSSIW
Government Buildings
Picton Terrace
Carmarthen
SA31 3BT

Tel: 0300 7900 126

Arrangements for dealing with an emergency

The Club has comprehensive emergency procedures. Details can be found [in the parents handbook], or can be obtained from the senior Playworker.

This Statement of Purpose and all policies and procedures are reviewed and updated as necessary and/or in line with any changes in regulation and at least annually. Any changes to the service are notified to CSSIW. The Club notifies parents/carers of any changes to the Club's policies and procedures.

As a registered provider, we are obliged to carry out a quality of care review on an annual basis and a report will be produced and shared with the service users.

Reviewed [enter date]

All Policies

1. Statement of Purpose
2. Admissions Policy
3. Arrival and Collection of Children Policy
4. Special Needs Policy
5. Admissions Policy
6. Equal Opportunities Policy
7. Confidentiality Policy
8. Behavior Policy
9. Missing Children Policy
10. Hygiene and Healthcare Policy
11. Child Protection Policy
12. Disciplinary Policy
13. No Smoking Policy
14. Anti-Bullying Policy
15. Child Induction Policy
16. Children's Participation Policy
17. Data Protection Policy
18. Food and Drink Policy
19. Harassment and Bullying Policy
20. Individual Needs Policy
21. Media Policy
22. Play Policy
23. Sun Care Policy

***** PARENTS PLEASE NOTE: IT IS YOUR RESPONSIBILITY TO FAMILIARISE YOURSELF WITH THE ABOVE POLICIES. *****

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Childs Name:	
Signature of Parent:	Date:

Happy Days Holiday Club/ Clwb Gwyliau Hapus
Llangunnor School,
Penymorfa Lane,
Llangunnor,

Reviewed [enter date]

Carmarthen.
SA31 2NN.

CONTRACT BETWEEN PARENTS AND CLUB.

The club is open to all children aged between 3-14 years of age a ratio of 1 to 8 for children under 8. The club will not open on bank holidays or the two weeks over the Christmas period. The club will open for all other school holidays depending on the need of the parents. Places will be given on a first come first served basis.

Open	8.00 to 17.30	£25
	8.00 to 12.45	£15
	12.45 to 17.30	£15
		Extra siblings £5 off

All children must be picked up no later than 17.30 as a fee of £20 will be charged as two members of staff would have to be paid to stay with your child, and £20 every half hour there after. All fees are to be paid prior to your child attending the session. Full time children will need to bring a packed lunch. Healthy snacks and drinks will be provided by the club in the morning and afternoon.

Most of the staff are fluent Welsh speakers and will converse to the children in Welsh when possible. Most of the staff are NVQ 3 qualified and are DBS checked on a yearly basis. Staff also have first aid certificates and attend all courses necessary, when needed. We cater for children of all needs, special dietary requirements, ethnic groups and disabilities.

All policies and procedures are available upon request and are kept in the club at all times, and regularly reviewed. All children must be registered before they attend the club.

Our aim in the club is for the children to be happy, feel safe and secure in an environment which is stimulating and encourages as many new experiences in a caring atmosphere. We want all parent and children to feel that they may approach all staff at any time about any concerns or issues that may arise. Our purpose is to make sure that all children receive the best and happiest standard of care during their time at our club.

An unruly behavior of a child will exclude them from the activity for a short period of time. (Behaviour policy available)

Fire drills are carried out on a weekly basis and are recorded.

We will regularly ask parents/guardians for input or ideas to help us continue to improve our service, whilst the children have circle time with staff for them also to have input in

Reviewed [enter date]

how the club is run. A suggestions box will be on display daily. The club will work closely with the CSSIW to ensure all policies and procedures are followed correctly to the highest of standards possible.

Medicines will be administered by staff on completion of a medication form to be signed by staff and parent. Any child with an infectious ailment or illness will be unable to attend the club until they are well. (48 hours after episode) When a child becomes ill or has an accident, parent/guardian will be contacted immediately and emergency services if needed. All accidents will be recorded in an accident book. Any special Dietary needs are met.

Consent for sun cream:

I consent to the staff of Happy Days Holiday Club/Clwb Gwyliau Hapus applying sun cream to my child when required.

Signed..... Date.....

Consent for Paracetamol: (E.g Calpol)

I consent to my child being given paracetamol by the staff of Happy Days Holiday Club/Clwb Gwyliau Hapus with my permission given via telephone. Club/Clwb will provide Calpol.

Signed..... Date.....

**Thank you for your time and support.
Kindest Regards,**

Sandra Rowlands

Parents Signature..... Date.....