Prospectus

Bryn Coch Club
Victoria Road
MOLD
Flintshire
CH7 1EW

Dear Parents/Carers

I have pleasure in presenting this information booklet as a first step in the process of our long partnership between the home and club. We welcome you and look forward to developing a warm and happy relationship with you as parents and trust that your child will have happy and fruitful years at our childcare club.

Due to the large size of the school, a high standard of accommodation and our excellent resources are able to offer all pupils a wide range of opportunities to enjoy pre-school and both before and after school. We firmly believe that all children are of equal value, both as students and members of the school community.

It is important to ensure that a balance is kept in development personal attributes in children such as self discipline, loyalty, involvement in a team and respect for others. These goals can best be realised when pupils and parents work together for the common good.

In conclusion may I emphasise that you as parents are always welcome to visit the childcare club to discuss any aspect of its running.

Yours sincerely

L Williams MA Ed NPQH
Responsible Person / Trustee

All About Us

General Information

Bryn Coch Club operates from a purpose-built hut within the grounds of Bryn Coch School, offering a welcoming atmosphere.

Opening hours Monday – Friday (7.45am to 6.00pm) *

We cater for children aged from 2 years to 11 years.

Bryn Coch club is an approved Flying Start setting

***Extended hours are only available to children aged 3 upwards, whom attend Bryn Coch Nursery. Please note spaces are limited.**

We are registered to have 150 children in the setting (before and after school club) which includes 45 children in Preschool. We welcome all children to our setting providing we can meet their individual needs (we will always try our best to do so)

Preschool and Wraparound

Our Preschool and Wraparound children benefit from sharing our large engaging space. An abundance of activities happen on a daily basis which include, singing, stories, construction, music-making, jigsaws, small world, movement, role-play, mark making, loose parts and so on.

We also have art and craft / sand and water play areas, together with a secure outdoor space with plenty of outdoor equipment and resources, including an outdoor classroom for our children to enjoy and learn in.

We mainly communicate through the English language but we do talk and promote Welsh in the setting on a daily basis.

The team are qualified Preschool professionals and are supported by an experienced Person in Charge.

Breakfast and After School Club

Bryn Coch Club aims to offer affordable, quality, accessible childcare run by qualified staff to support those parents who require extended hours.

Due to the large size of the school, our purpose built setting and excellent resources, we are able to offer all pupils a wide range of opportunities to enjoy within the club.

The team are managed on a day to day basis by an experienced Person in Charge

All About Us

Aims and Objectives

(In line with the school's philosophy,) the aims and objectives of the club are as follows:

- To provide and develop a reliable, affordable and quality childcare facility, before, during and after school;
- To offer parents a facility which will enable them to enhance their opportunities to participate more fully in the labour market;
- To provide a service that meets the varying needs of the community;
- To reduce the dangers that children may face without adequate care;
- To provide a secure and happy environment, rich in a variety of rewarding and carefully planned experiences, so that children can learn, play, achieve and have fun;

Operation of the Service

Bryn Coch Club is a Charitable Incorporated Organisation managed by a group of trustees, including the Headteacher (Responsible Person). The day to day operation of the club will be the responsibility of the senior management team, whom will be employed in accordance with the local authority Social Services Department and the All Wales Out of School Childcare Clubs Development Team.

The main area is situated within a purpose-built building on the Foundation Phase yard. FP Children and preschool children register within this building, whilst Year 2 KS2 children register in the small hall, before having the opportunity to choose to play in other supervised areas including the yard, the hall and the field. CCTV is situated in the main building and outside areas of play for the wellbeing and security of both children and staff.

During term time children will be brought to the Before School, Morning and afternoon sessions by their parent/carer and be escorted to class at the start of the school day. After school Foundation Phase children are brought to club, while KS2 children find their way independently.

The premises will be open to everyone, irrespective of his/her colour, race, nationality, or religion.

Curriculum

Our children learn through play, and doing lots of fun-filled, stimulating activities.

Staff plan the activities with the early year's curriculum in mind, and ensure the children have broad and balanced experiences, including languages (English and Welsh), mathematics, creative, physical, social and environmental activities. ICT is incorporated into activities where possible.

We want our children to enjoy new experiences so that their self-esteem and confidence grows and develops. They are praised and encouraged, which helps our children to grow into well-adjusted, inquisitive and happy young people.

Staff and Parents working together

As parents are the most important adults in a child's life, a close partnership must be forged between parents and staff for the benefit of the child. Bryn Coch Club staff chat with parents at the beginning and end of the day, sharing information about the child. Generally, we constantly seek improvement at Bryn Coch Club and welcome any suggestions that parents may have!

Staff

A childcare setting is only ever as good as the staff who work within it. At Bryn Coch Club, we have a superb team, who are well-qualified and experienced. Most importantly, they are kind, caring, and place a lot of emphasis on knowing each and every child and treating them as individuals. They have the ability to create an extremely friendly and welcoming atmosphere.

The Club will be supervised and managed by suitably qualified staff who are appointed on a child to staff ratio of 1:8 and 1:10 comprising a senior playworker, 1:4 for under 3's in playgroup/wrap around care. There will be a minimum of two staff at each session and the appropriate police and health check documentation will be completed by all those involved with the club.

The Club Manager and senior management team will be responsible for the day to day running of the club and management of the staff. All staff will be encouraged to attend relevant training courses to enhance the quality of provision at Bryn Coch School Club and their own personal development.

A relief list of staff is organised to cover illnesses, leave, training etc.

Without our team, Bryn Coch Club would not be the success it is!

Behaviour

At Bryn Coch Club, we aim to teach our children right from wrong in a positive manner.

We praise when children behave in the appropriate manner, and respond to unacceptable behaviour with sensitivity and skill. Our favoured methods are redirection, distraction, choices and consequences, starry sky and the invitation for a child to take time out, e.g. if a child just needs a short time away from what they're doing/ who they're playing with.

At all times our staff are consistent and fair. If we are at all concerned about a child's behaviour, we chat with parents and together devise a plan of action to promote better behaviour.

Our Five Positive Rules

We will respect/try and be nice to everyone at the club	• This covers discriminatory language, violence towards people or property, bullying, fighting etc. • It further supports the rule about listening to staff. • It can be used to encourage negotiated settlements of disagreements, and sharing of resources.
We will respect the club's and other people's property	• Damage to property, whether owned by the club or children attending. • Also covers the building, which is important in shared use space.
We will stay within club space	• This makes running away and wandering around non-club areas unacceptable; the safety element should be emphasised here.
We will listen to the grownups	• Supports staff role as responsible adults, and ensures that children understand that the staff do have disciplinary powers (to a degree). • Again, staffs' role in ensuring the safety and well-being of children is important.
We will have fun	• This should be obvious, but it does support the other four rules, and can be used to back them up, "How can Cerys be having fun if you're choosing to hit her, taking her things, etc."

Security

For the safety of all the children, it is extremely important that all gates and external doors are closed securely behind you.

Nobody is allowed to enter the building unless they have been invited by a staff member.

If any person other than those stated on the registration form is picking up a child, we must be informed who that person is and a password must be provided.

Without notification from a parent, the child will remain in our care, and the parent will be contacted to confirm arrangements.

Fire

We have fire drills on a regular basis; fire alarms and fire equipment are checked annually.

Valuables

Children should not bring jewellery, money valuables to club.

If it can be avoided, toys should not be brought from home.

All articles are left at owner's risk.

Essentials To Bring

Parents provide nappies and wipes for their child.

A spare set of clothes should be available for both pre-school and wraparound children.

If your chid is being potty trained more spare sets should be brought in.

Sun care products and a sun hat for outdoor play must be available for during the warmer weather.

Waterproofs and wellies should be brought to club for the winter months to ensure our Preschool and Wraparound children can still enjoy outdoor play during the wetter / colder months.

Please ensure such items (and bottles/ beakers) are labelled with your child's name.

We do ask that when a child is sent home in spare club clothes, the items of clothing are washed and returned to club promptly.

Inspection Reports

We appreciate that selecting childcare for your child is not an easy task, and the more information you have about various settings the better.

Our latest inspection report is available at www.careinspectorate.wales

Meals*

Breakfast is available for all children

Preschool and Wraparound children are provided with morning and afternoon snacks – a packed lunch should be provided by the parents

After school club children are provided with an afternoon snack

Vegetarian, medical and special diets are catered for.

***We are a traces of nut free environment**

Illness

We understand the difficulties of taking time off work when your child is unwell, but there will be instances when we will be unable to have your child in nursery or club, for the protection of other children. Your cooperation in following our guidelines is gratefully appreciated.

Please do not bring your child if they're showing the following: -

- Temperature of 38*c /100.4*f
- Vomiting/ diarrhoea
- Infectious disease, e.g. Chickenpox, German measles.
- Undiagnosed rash.

For sickness and diarrhoea, your child should be clear of symptoms for 48 hours before returning to the setting.

Should a child become sick during the day, every effort will be made to contact the parents. The Manager reserves the right to remove a child to the doctor/ local hospital in the event of an emergency.

We aim for all of our staff to be qualified paediatric first aiders.

Our team can administer medicine, but a medical consent form must be completed and signed beforehand.

Accidents and Incidents

All accidents will be recorded on the online accident form, a copy will be emailed to parents / carers for signature.

Registration

In order to secure a place for your child within any area of Bryn Coch Club you will be required to complete and sign our registration form.

Initial inquiries regarding registration should be made with Clare Murphy, Club Manager, contact details:
Email –Bryncochclub@bryncoch.wales Telephone – 07566252495

The registration process will require you to provide basic details to enable the club manager to commence the registration process, following which an email link will be sent to you, to enable you to fully complete and digitally sign the registration form.

By signing the form you are accepting the terms below and agreeing to make payment of the monthly invoice promptly

Agreement

Information Security

You agree to us electronically recording and storing this information. All information is secure and will be encrypted using 256-bit encryption technology.

Accurate Information

You confirm that the information you have provided is both complete and accurate and you understand that the giving of false information could invalidate your childcare contract terms and conditions.

Confirmation

I confirm I have read the terms & conditions and privacy policy of the Nursery and agree to comply with them and any updated regulations and instructions where necessary.

Bookings

Sessions for your child / children at Bryn Coch Club must be booked in advance via the club manager, contact details above.

Charges will be applied for any sessions booked but not attended

Changes

Please remember that we need to know if your child (or children) will not be attending a booked session for any reason. Even if you have informed the school, we still need to know! Please either contact the club directly or send a message via the online system.

Policies and Procedures

We have the following policies and procedures in place at Club:

Admissions & Children Safety

- Admissions, arrivals and collection Policy
- Lost Child Policy
- Child Not Collected Procedure
- Behaviour Management Policy and Procedure Policy
- Intimate Care Policy
- Medication Policy and Procedure (Including treatment of Asthma and ongoing Medical conditions)
- Nappy Changing and Toileting Policy
- Safeguarding Policy
- Health Care Needs Policy
- Suntan lotion Policy

Equality & Participation

- Children's Participation Policy and Procedure
- Complaints Procedure and Children's complaints Procedure
- Parental Involvement Policy and Procedure
- Contract between Provision and Parents registration form
- Code of Conduct for Parent/Carers
- Privacy and Confidentiality Policy and Procedure
- Equality and Inclusion (including additional needs) Policy and Procedure

Operating Procedures

- Statement of Purpose
- Operational Plan
- SeeSaw Policy
- Retention of Data
- Freedom of Information
- CCTV

Premises & Safety

- Food and Drink and Helathy Eating Policy and Procedure
- Health and Hygiene Policy
- Health and Safety (environment) and Emergency Evacuation Policy and Procedure
- Play Equipment and Resources Policy and Procedure
- Lockdown Policy

Fees/ Terms and Conditions*

Before and After School Club

Session	£
Morning 7.45 – 8.45 **to include breakfast item if required**	4.40
FP 3.00 – 4.00	4.40
FP 3.00 – 5.00	8.80
FP 3.00 – 5.30	11.00
FP 3.00 – 6.00	13.20
KS 3.20 – 4.00	4.40
KS 3.20 – 5.00	8.50
KS 3.20 – 5.30	10.70
KS 3.20 – 6.00	12.35

Preschool & Wraparound

** **We accept childcare funding** **

Session	£
Morning/Lunch 8.50 am-12.45 pm	19.80 **WRAPAROUND ONLY**
Lunch/Afternoon 12.45 – 3.00	18.70 **WRAPAROUND ONLY**
Full Day	33.00 **PRE-SCHOOL**
Morning 8.50 – 11.20	14.30 **PRE-SCHOOL**
Afternoon 12.45 – 3.00	14.30 **PRE-SCHOOL**

***when a child is not collected by 6pm a late collection charge of £20.00 is applied to the account. A fee of £20.00 is also charged if you child/children attend club without an agreed booking. This is a safeguarding issue.**

For before and after school club the fees are invoiced at the start of the month. All fees are payable by the 18th of the month immediately following the invoice period. Please note a **£20 fee will be debited** to all accounts that are not settled by the requested date.

Wraparound charges may be invoiced in advance of attendance and are payable as agreed prior to joining.

The above charged are all inclusive - there are no hidden extras.

Lunch and morning / afternoon snacks are all provided.

Fees are due at all times except the following:

When Bryn Coch Club is closed (School / Bank holidays / Christmas closing).

There is a 10% deduction when a second child from the same family attends on a regular booking pattern

When a child is absent through sickness, fees are not charged – please let us know if your child is absent
Normal fees apply during time off for holiday. For holidays taken during school time, approved by Mrs Williams, a reduction of 50% of standard charges will be applied to the account. A minimum of one weeks notice is required.

Equality of Opportunity

At Bryn Coch Club we ensure at all times that we act without prejudice in any matters, relating to gender, race, culture, age, ability or background.

We engender a commitment in every child and employee to equality of opportunity by their personal contribution to a happy and caring environment, and by their respect and appreciation of each other as individuals.

Complaints Procedure

Most problems are resolved swiftly due to having an ongoing dialogue between parents and staff on a daily basis.

However, if you do want to speak to the Manager or Person-in-charge, please feel free to do so. This should normally resolve any matters.

In the unlikely event that you are still not satisfied with the response to your complaint, you may contact the CIW at any time. They have responsibility for the regulation of children's day care in Wales.

They may be contacted at:

Address:
Government Buildings
Sarn Mynach
Llandudno Junction
LL31 9RZ

Telephone:
0300 7900 126

CIW Registration CYM00003365

Arrangements to Review the 'Statement of Purpose'

We will review the statement of purpose annually, or sooner if there is a need. We will inform CIW of any changes to the service as they occur.