

**Croft Village**  
**Pre-School**  
**& wrap-around care**  
“Every child is unique”



**After-School Club  
Parent Handbook  
2015/2016  
Croft Primary School**

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## Introduction

Dear Parents and Carers,

Croft Village Pre-school partnership provides the wrap around care provision in Croft Primary School. We opened in September 2014 and are proud to be entering our second year in providing wrap around care.

Our aim is to serve the parents and children of Croft Primary School by providing high quality childcare in a safe, secure and stimulating environment for children from reception, to year six.

Croft Village Pre-School and wrap-around care, is a small, privately run setting, owned by a Partnership (Janet Cowley, Brian Cowley & Helen Gregory).

For the past four years, we have run Croft Village Pre-school and breakfast club in the Memorial Hall. The setting was inspected in November 2011 and received 9 outstanding judgements. This quality has been transferred to the wrap around provision at Croft Primary School.

From the outset the Partnership wants to stress the importance of close links with parents. These links have been a strength of the pre-school and have been extended to the wrap-around care. We liaise in a variety of ways with parents; formally by questionnaires, newsletters, and informally by email and having an open-door policy. We will continue to work closely with parents

We also work closely with the Governing Body, Staff and Head teacher at Croft Primary School. It has been a positive first year. We thank them for their support.

This handbook is designed to clarify some of the routines and procedures followed by after school club. It is not exhaustive but hopefully you will find it useful.

We look forward to entering our second year providing after school provision at Croft Primary School.

Yours sincerely,

*Helen*

Helen Gregory (BA Hons) on behalf of Croft Village Pre-school Partnership)

## **Where are we based?**

Croft After-School Club is registered with Ofsted, and is based in a Croft Primary School. The club is open from 15.10 until 18.00 weekdays, during term time.

We are registered to use a designated classroom and recently have been given an extra area outside the classroom for role-play and craft activities. We have access to food preparation facilities, toilets and a designated outside play area. The school hall will be available for us to use from 16:30 each day.

## **What will my child do at After-School Club?**

The After-School club is not an extension of the school day.

All children are entitled to play; it is intrinsic to their quality of life and an important part of how they learn and enjoy themselves.

According to the *Statutory Framework for the Early Years Foundation Stage (2014)*, "Play is essential for children's development building their confidence as they learn to explore to think about problems and relate to others. Children learn by leading their own play and by taking part in play that is guided by adults."

At Croft Village Pre-School wrap-around care, we recognise the importance of play to a child's development and follow the Playwork Principles. We also aim to include the community of Croft in offering activities.

Children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including dressing up, home corner, craft, board games, construction, computer games, physical play, cookery, and reading. In addition other resources are available for the children to select from our equipment library.

Please see "Playwork Principles" poster, on the next page.

# The Playwork Principles

These Principles establish the professional and ethical framework for playwork and as such must be regarded as a whole. They describe what is unique about play and playwork, and provide the playwork perspective for working with children and young people. They are based on the recognition that children and young people's capacity for positive development will be enhanced if given access to the broadest range of environments and play opportunities.

- 1 All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and well being of individuals and communities.
- 2 Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.
- 3 The prime focus and essence of playwork is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
- 4 For playworkers, the play process takes precedence and playworkers act as advocates for play when engaging with adult led agendas.
- 5 The role of the playworker is to support all children and young people in the creation of a space in which they can play.
- 6 The playworker's response to children and young people playing is based on a sound up to date knowledge of the play process, and reflective practice.
- 7 Playworkers recognise their own impact on the play space and also the impact of children and young people's play on the playworker.
- 8 Playworkers choose an intervention style that enables children and young people to extend their play. All playworker intervention must balance risk with the developmental benefit and well being of children.

The Playwork Principles are held in trust for the UK playwork profession by the Scrutiny Group that acted as an honest broker overseeing the consultations through which they were developed.



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## **We will support and facilitate play by:**

- Providing an environment which is safe and suitable for playing in.
- Setting up the Club so that activities are ready before the children arrive.
- Providing a range of equipment, resources and activities on a daily basis, and keeping a record of these to ensure that varied play opportunities are offered
- Encouraging children to request additional or alternative equipment as they choose, and if a request has to be refused, explaining why.
- Not expecting children to be occupied at all times.
- Making outdoor play available every day, unless the weather is particularly bad.
- Involving children in planning activities, to reflect their own interests and ideas.
- Planning activities that enable children to develop their natural curiosity and imagination.
- Allowing children freedom of creative expression, particularly in artistic or creative play.
- Intervening in play only when necessary: to reduce risks of accident or injury, or to encourage appropriate social skills.
- Warning children in advance when an activity or game is due to end.
- If children choose to do homework, a facility will be built in the classroom for them to do so.

## **A typical session at After School Club:**

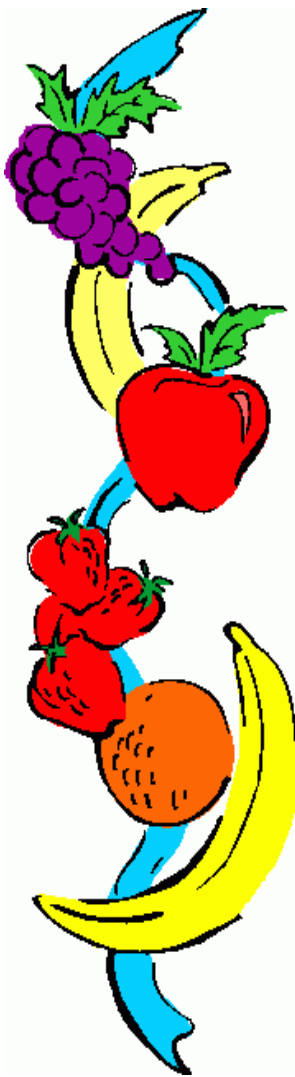
<b>From 3:10pm</b>	<b>Juice/Water and a biscuit</b>
<b>3:30pm</b>	<b>Craft activity and free flow play indoor and outdoor</b>
<b>4:30pm</b>	<b>Snack time</b>
<b>From 5pm</b>	<b>Free flow play indoor and outdoor</b>
<b>From 5pm</b>	<b>Hall activities</b>
<b>6pm</b>	<b>Club is closed 6pm prompt</b>

## **What will my child eat?**

Questionnaire results, show that parents want healthy snacks for their children.

The food we will provide at the Club is **not intended as a substitute for a main evening meal**. We will provide healthy snacks, including fresh fruit and vegetables. We will promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. We will use fresh ingredients and follow statutory guidelines. Fresh drinking water will be available at all times. We will meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting, but request that food be consumed whilst sitting at the snack table. Here is a flavour of what a menu might offer;

# Snack Menu



Toast and butter  
with a topping of your choice, including:

- jam
- honey
- marmite
- chocolate spread
- cheese
- ham
- hummus

Crackers  
Bread sticks  
Pitta bread

Selection of fresh fruit and vegetables,  
including:

- apples
- oranges
- grapes
- bananas
- cucumber
- tomatoes
- carrot sticks
- peppers

## **Biscuits**

Drinks, including:  
water  
orange juice  
blackcurrant juice

## How will the club be staffed?

Our Club will be staffed by Our Team Leader Dawn, and one or two Nursery Nurses, Jodie and Helen. In addition we have volunteer staff. We aim is to provide a smooth transition between school and club.

All of our staff have significant experience of working with children and undertake professional development training. All staff members have an enhanced disclosure certificate (old CRB). We maintain a staff/child ratio of 1:8 for children under the age of eight, in line with statutory requirements.

The club is staffed by Dawn, Jodie and Helen. However sometimes if cover is required we will staff the afterschool club with our preschool staff.

STAFFING	QUALIFICATION
Chelle Forber Manager	LEVEL 3
Rachel Ferguson Deputy Manager	LEVEL 3
Charlotte Dugdale-Storey	LEVEL 3
Suzanne Tarburton	LEVEL 3
Kate Webb	LEVEL 3
Dawn Williams	LEVEL 3
Helen Gregory	LEVEL 6
Jodie Boulton	LEVEL 2

Chelle Forber: Manager for Breakfast club, Afterschool club and preschool and covers the role of Early Years Foundation Stage Co-ordinator& Child Protection Officer.

## How do I know that my child will be healthy and safe at the club?

### Policies and procedures

The Club has clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are kept at the Club and are available for parents to consult at all times.



## **Behaviour (children)**

Children and staff have created rules for acceptable behaviour whilst at the Club. These are displayed at the Club for everyone to see.

We have a clear **Behaviour Management Policy**, a copy of which is available to all parents and carers:

The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club straightaway. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club. See our **Suspensions and Exclusions Policy** for full details.

## **Behaviour (adults)**

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises. See our **Aggressive Behaviour Policy** for more details.

## **Illness**

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him/her to the Club for 48 hours after the illness has ceased. See our **Illness and Accidents Policy** for more details.

## **Accidents and first aid**

Every precaution is taken to ensure the safety of the children at all times and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. For full details see our **Illness and Accidents Policy**.

## **Medication**

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a **Permission to administer medication form** in advance. See our **Administering Medication Policy** for more details.

## Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child's key person, the Manager, or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action.

All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days.

A full copy of our **Complaints Policy** is available on request.

## TERMS AND CONDITIONS

### Admission

Our Club aims to be accessible to children and families who attend Croft Primary School. Admission to the club is organised by the Manager and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending. See our **Admission and Fees Policy** for more details.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Re-enrolment for September is required at the end of the summer term. We cannot keep a place open for your child unless you complete a new registration form.

### Payment of fees

**The current fees are £10:00 per day (flat rate) Fees are payable on 20 of each month in advance by cash or cheque, bank transfer or childcare vouchers. We accept vouchers from a wide range of schemes such as Edenred; Sodexo; Fidelity. Cheques should be made payable to "Croft Village Pre-School".**

#### Parent/carer

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given).

We do not charge for bank holidays and professional training days.

Please ensure that fees are paid promptly. Non-payment for more than one month may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Manager.

#### How to pay your bill

Standing Order (Preferred option of payment to be paid by the 20<sup>th</sup> of each month)

Cash or Cheque (by the 10<sup>th</sup> of each month)

Please make cheques payable to Croft Village Pre-school.

Standing Order Details:

Account Number:24124974

Sortcode:010246

Home branch – Culcheth

**1 month notice must be given should you wish to leave the after school club.**

If you have any queries please ring Brian Cowley **07855 764926**

## **Changes to days and cancelling your place**

You must give us one month's notice of termination, or of changes in attendance. If you need to change the days that your child attends, please contact the Manager. We try to accommodate such changes wherever possible. We cannot swap your day unless previously agreed with the manager due to ratios.

## **Temporary changes**

Please remember that we need to know if your child will not be attending the Club for any reason. Even if you have informed your child's school, you still need to notify us as the school does not automatically pass this information on to us. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

If you know in advance of any days when your child will not be attending during the following week, please try to let the Manager know by **THURSDAY** at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this Handbook.

# Croft Village Pre-school and wrap around care

## 2015-2016 School Calendar

August 2015						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Setting closed/Holidays



Staff training Day (no school for children)



Bank holiday



Croft Carnival Day

**Our Contact Details:**

**Manager: Chelle Forber 07961840382 (Phone available 7:30 am until 3:30pm Term Time)**

**Provider: Helen Gregory (07415606510)**

**Email: [croftvillagepreschool1@gmail.com](mailto:croftvillagepreschool1@gmail.com) (Chelle Forber)**

**Email: [croftvillagepreschool@gmail.com](mailto:croftvillagepreschool@gmail.com) (Jan Cowley)**

**Breakfast club/Afterschool Phone number: 07572535131(Dawn Williams)**

**Village Pre-school and wrap-around care is sponsored by Croft Building Services:**

## **CROFT BUILDING SERVICES**

### **BUILDING WORK**

- Home extensions
- Loft conversions
- Property maintenance
- Refurbishments



### **JOINERY**

- Windows
- Doors
- Wooden and laminate floors
- Fitted kitchens
- UVPC fascia and gutters



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