

Trefonnen After School Club



Play Leader - Samantha Pugh
Registered Individual - Jessica Stuart-Lyon
Chair - Jo Harris

To contact the after school club please text or call us on the clubs mobile number 07444 056 468. This can be used to advise the club of any issues regarding your child and attendance issues. Please leave a clear message, your name and the name of your child and a contact number.

You can also contact us during After School Club Hours only (3:30pm to 5:30pm) by ringing the school on 01597 822 190.

Our Statement of Purpose

Trefonnen afterschool club is an out of school care facility opening five afternoons a week, caring for children age 4 years and above, based in the Llandrindod Wells area.

The setting is housed in a classroom, the secure outside play space and the main hall within Ysgol Trefonnen Church in Wales Community Primary.

Using trained staff and by planning to meet individual child needs, the setting provides excellent childcare for families within Llandrindod and the surrounding area.

Mission

Our charitable objectives are to provide the necessary facilities for daily care, recreational facilities and education of children and young people during out of school hours and holidays.

Trefonnen Afterschool club's mission is to provide child care that meets the needs of each child and family in a safe, educational environment. We pride our focus on the individual needs of each child, while providing *quality, reliable, safe and affordable* child care.

About us

Trefonnen After School Club has been running since 1998 and we are registered with CIW to provide out of school care. We can care for up to 16 children from 4 years old and up.

Our opening times are between 3:30pm and 5:30pm Monday to Friday on days when Ysgol Trefonnen is open.

Trefonnen After School Club is primarily an English based setting which is committed to offering a safe, secure play environment in which children can develop to their full potential and be valued as individuals. Some assistants are fluent in Welsh and this allows Welsh to be encouraged in the setting also.

The Play Leader, Responsible Individual and staff are fully conversant with 'National Minimum Standards for Regulated Childcare for children up to the age of 12 years' (NMS) and the Child Minding and Day Care (Wales) Regulations 2010, which is the legislation that references the NMS.

Care Inspectorate Wales (CIW) conduct inspections of this setting every three years.

Trefonnen After School Club is a full service child care/development facility that cares for children 4 yrs old and up, located in Ysgol Trefonnen Church in Wales Community Primary.

The club aims to provide care for children with Special Educational Needs wherever possible, (please refer to our Special Educational Needs Policy).

Please note: the club will need to assess each individual case to ensure that we are able to meet the specific care requirements.

Governance and Management

Trefonnen After School Club is a Charitable Incorporated Organisation (CIO) which means it is a company and a charity run by a voluntary board of trustees with limited liability. The board meets each term to review and agree the policies and procedures, finances, staffing and other issues arising. The accounts are verified annually and board reports annually to the charity commission. An Annual General Meeting and report to parents is provided annually during the Autumn Term.

Current Trustees are: Jo Harris (Chair), Cath Ealey-Fitzgerald (Vice-Chair), Leah Morrey (Treasurer), Marina Williams (Secretary), Jessica Stuart-Lyon (Registered Individual), Ben Williams.

Charity Number: 1 160 313

Admissions policy

Before you register with Trefonnen After School Club, you are encouraged to visit the club during our normal opening hours, making yourself known to staff.

This will give you the opportunity to see how Trefonnen After School Club is run and give you an insight to the activities that take place and the atmosphere in which your child will be cared for.

We understand how worrying it is for parent(s)/guardian(s) when a child first attends club and everything will be done to ensure this runs smoothly. We encourage parents to work with staff to see that this is satisfactory and that both you and your child/ren feel comfortable within their surroundings.

Should you decide that you would like your child to attend Trefonnen After School Club, you will be required to complete and sign our registration form.

The registration form includes arrival and collection times, language, illness or disability, allergies, religion etc. The club aims to follow parent/carer (s) instructions as closely as is possible.

The club is required by law to keep records containing information about the children which will assist the club in providing the best possible care. Any development notes kept will be shared with the child's parent/carer(s).

Parent participation

Parents are encouraged to feel part of the club. When fundraising events are being organised we would appreciate the help and co-operation of all parent(s)/guardian(s) of children registered at the club.

We welcome parents interested to help raise needed funds to support the club. This may involve selling raffle tickets, volunteering to participate in fun sponsored activities, or helping with publicity events.

The club holds an Annual General Meeting of the trustees to report on finances, administration and governance. Parents are invited and strongly encouraged to attend and to reply to any questionnaires or surveys so that we can ensure the club provides the quality and range of care required.

Staffing

All of our staff hold or are working towards relevant qualifications and are relevant level NVQ trained.

Whilst working at the club, staff will attend on-going training to ensure their knowledge and skills within the childcare setting are kept up to date.

They also carry or are working towards required qualifications in food hygiene and child protection.

Staff are employed in line with the regulations governing childcare, including an enhanced DBS check to ensure all employees/volunteers are suitable to work in a childcare setting.

Students and Volunteers

Students and Volunteers have the opportunity to work within the After School Club and each individual will have a Disclosure and Barring check before being able to work with the children.

Students and Volunteers will not count as a member of staff in the adult/child ratios unless a volunteer is suitably qualified.

Students and volunteers will be aware of the importance of confidentiality within the setting and will have signed an agreement before commencing.

Staff

Sam Pugh – Play Leader

Jilly Wilson – Play Assistant

Emily O’Connell – Play Assistant

Angie Sedgewick – Play Assistant

Debbie Jarman – Relief Play Assistant

Jackie Micah – Relief Play Assistant

Fees

Admissions and Fees Policy

Trefonnen After School Club cares for up to 30 children aged 4 years and over primarily serving the children of Ysgol Trefonnen.

Places are offered on a first-come first-served basis within the correct age ranges. When all places have been filled, any additional children will be placed on a waiting list and we will notify their parents if any places become available due to cancellations.

Booking procedure

Parents must complete the necessary paperwork, i.e. the registration, booking, sun-cream permission and photo permission forms, before their children can attend the Club. The registration forms should be returned to the Club as soon as possible.

Fee structure 13th April 2015

3:30pm to 4:30pm = £5.50

3:30pm to 5pm = £6.50

3:30pm to 5:30pm = £7.50

4:30pm to 5:30pm = £4.50

Late collection after 5:30pm at the discretion of the leader will result in a penalty charge of £20 to help cover the additional staff cost of staying late and as an incentive to ensure collection on time. Please refer to the Uncollected children policy.

Payment terms

All fees are payable weekly in order to secure your child's place at Trefonnen After School Club.

- Fees can be paid by cheque, cash or directly into the after-school club bank account. We are also a provider of the governments childcare tax free scheme. More information can be found at <https://www.gov.uk/tax-free-childcare>
- Fees are charged for booked sessions whether the child attends or not unless notice is given by 10am that morning.

Cancellation policy

If your child will not be attending a pre-booked session the club requires notice before 10am on that day by text or call to the club mobile phone. If this notice is not given the full fee will be payable.

Holidays & closure

The After School Club is only open during school term time only. Please refer to Ysgol Trefonnen opening times to find out the dates open. When the school is shut there is no charge from Trefonnen After School Club for this period.

If we experience heavy snow or other eventualities Trefonnen After School Club will reserve the right to close, please call the club to confirm a closure.

Collection of children

The club will not release your child/ren to any person that is not listed as an authorised person on your records. If you would like anybody else to pick up your child/ren, please inform us by telephone prior to his or her arrival.

Snacks

COVID-19

Due to the current situation Trefonnen After School Club will temporarily not be providing snacks for the children during their

time in the club. Please ensure that you provide an extra snack and drink for your child/children during this time.

The snacks given at Trefonnen After School Club are toast, fruit, crackers, carrots and breadsticks at 3:45pm to 4pm. The drinks available are no added sugar squash and water. Water is available at all times.

Those children that attend from 4:30pm onwards will be offered crackers, breadsticks, carrots or fruit and either of the drinks on offer.

Chewing gum and bubble gum is prohibited for health and safety reasons.

Special Dietary Needs

If a child has any special dietary needs please discuss this with the play leader. Trefonnen After School Club will work with the parent(s)/guardian and child to try and accommodate their requests. Children's allergies are clearly displayed in the kitchen area for all staff/volunteers to be aware of.

Sick children

Trefonnen After School Club cannot care for your child if he/she is unwell and would respectfully request that you do not send your child when ill.

To prevent the spread of infection/disease to other children, please notify us of any infectious diseases so we can inform other parents with what infection their children may have come into contact.

If your child becomes unwell whilst in our care, we will contact you to collect them.

You will be asked when you register your child to sign a consent form giving us permission to take your child to hospital in an emergency and to give consent to the doctor in charge to administer the appropriate treatment if it is deemed necessary before you arrive. You will of course be informed immediately.

Medication prescribed by a doctor can be administered to your child only with your written authorisation.

Visitors

Any visitors to the After School Club need to sign in using the Visitors Book, which is displayed on a table in the lobby area. Visitors need to enter their name, date, time, organisation and whom they are visiting in the club. Staff will greet visitors at the front door. Visitors must prove their identity before being able to enter the club. Staff will ask for identification. Once permission is given to enter, the Play Leader will allow access into the lobby. Visitors will not be granted entry if they cannot prove their identity or have a valid reason to being in the setting.

Communications and Complaints

Comments are welcome from parents/carers and feedback and evaluations are greatly received and taken into consideration.

As part of communicating with parents the After School Club sends home a termly newsletter outlining what the children have been doing for that term as well as any news that parents need to be made aware of for example committee member vacancies.

Any concerns of parent(s)/guardian(s) and children are treated with our prompt attention and dealt with respectfully. You are encouraged to discuss matters of concern with a member of staff. If you are not satisfied with the way in which your concerns are dealt with then you should talk to the Play Leader or Chair of Trustees.

We want you to inform of us of anything that you are not happy with as soon as possible so that we can rectify the situation. Most problems can usually be resolved informally however, if you need to contact CIW, they have a duty to ensure that legal care requirements are being met.

Our statement of purpose

This statement of purpose is continuously monitored by management. It is then reviewed annually.

Routine*

3:30pm – Collect children

3:30pm to 3.45pm – Complete the register

3:45pm to 4pm – Snack time

4pm-4.45pm – complete any planned craft activities linked with our craft theme

4:30pm – a member of After School Club staff will go and collect children from other clubs e.g. welsh club

5.30pm – Close

*This schedule may be subject to change if circumstances dictate.

Sessions

During the free play sessions we offer a range of activities and play opportunities. We feel some structure is important. During our sessions we complete a wide range of craft activities based around the current theme we are looking at.

We have set rules that the children come up with themselves and follow whilst they attend club. These rules help the children to have an enjoyable session when they attend. The rules are displayed within the club and all children have signed to say agree to follow them. We feel it is important for the children's opinions and voices to be heard.

During the nice weather we make use of the outside area and our equipment which all the children really enjoy.

Quality Standard Report

The Trustees and staff monitor and review the service of the setting through feedback from parent(s)/guardian/carers and the children (if age appropriate).

The setting is inspected by CIW and follows the CIW's advice and recommendations.

Our policies

Copies of all policies are available at the club and on the After School Club pages of the website

Admissions	Health, Hygiene and Medical
Anti-bullying	Healthy Eating
Arrival and collection of children	Lost child procedure
Behaviour and discipline	Medication
Behaviour management	Nursery closure
Child induction	Parent participation
Child Protection	Special Educational Needs
Complaints procedure	Volunteer
Confidentiality	Operational plan
Equal opportunities	How to act in an emergency
Fire evacuation procedure	No smoking
Disciplinary procedure	Health and Safety

Ysgol Trefonnen After School Club
For the Year Ended 31st December 2021

Balance brought forward

Community Account	8,715.85
-------------------	----------

Income

Fees and furlough	7,370.63
-------------------	----------

Expenditure

Wages	9,091.26
Payrol fees	332.10
Independent Examination Fee	180.00
Insurance	290.75
	<hr/> 9,894.11

Balance carried forward

6,192.37

Community Account

6,192.37

There is an overpayment of PAYE in wages of £430.40