



## **LITTLE LADYBIRDS @ BRO FFAWCETT AND AFTER SCHOOL CLUB**

### **Thank you for making enquiries/enrolling your child/ren at LITTLE LADYBIRDS @ BRO FFAWCETT AND AFTER SCHOOL CLUB**

This Parent Information Booklet is designed to answer some of your questions and queries that you may have.

Our Staff are very committed and aim to provide a caring and happy play environment for the children. Staff are trained to meet the requirements of the Care Standards Inspectorate for Wales (CSSIW) whose minimum standards we work under. A copy of these are held at the Club or can be accessed via their website. Current staff details can be found in this booklet.

The Club is managed by a voluntary committee and is made up of volunteer parents and Head Teacher from the School. Please feel free to contact myself or any other Committee member regarding the Club, our details can be found in this booklet.

Please feel free to bring your child/ren to visit the Club before he/she officially begins to attend, by arrangement with the Senior Playworker. This will enable you to meet the staff and become familiar with the setting, routine and activities that we offer.

There are a number of Policies and Procedures we work to within the Club and examples are given in the Parent Policy Booklet, Health Eating Policy being one. The full set of Policies and Procedures can be accessed by parents upon request from either the Senior Play Worker or a Committee member.

Please return your completed Child Registration Form, duly signed and dated, in an envelope marked Confidential to the Senior Play Worker.

Elizabeth Knight  
Headteacher & Registered Person

### **Aims and Objectives**

The aim of **Little Ladybirds@Bro Famau and After School Club** is to provide quality, accessible Full Day Care provision and out of hours provision offering a range of play activities in a welcoming and nurturing environment.

### **Children for Whom Care is Provided**

The clubs operate for boys and girls aged 2 - 11 years as stated in the admissions policy. The Club caters for up to 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**

- Ladybirds@Bro Famau opens between 9.00am - 3.15pm every day during school term-time.
- Children can attend Breakfast Club from 8.00am
- The after school club opens between 3.15 pm and 6.00 pm every day during school term-time.

### **Staffing**

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

### **Ladybirds@Bro Famau**

Senior Playworker:	Lisa Lopuc
Assistant Playworker:	Ellie Dyke
Assistant Playworker:	Nia Jackson
CSSIW Registered Person/ Responsible Individual:	Elizabeth Knight
CSSIW Person in Charge:	Lisa Lopuc

### **After School Club**

Senior Playworker:	Lisa Lopuc
Assistant Playworker:	Elin Dyke
CSSIW Registered Person/ Responsible Individual:	Elizabeth Knight
CSSIW Person in Charge:	Lisa Lopuc

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

### **Club Premises/Facilities Offered**

The Club is based at Ysgol Bro Famau, Llanferres site and has the use of the after school club room, some classrooms, hall, library and outdoor play areas.

The Club provides appropriate areas for a range of needs including a food preparation/dining area, 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. There is a suitable place for changing nappies.

### **Services Offered**

Parents/Carers will drop off children at 9am or 1pm and a member of staff will register the child.

In line with the arrival and collection policy of the Club, staff will collect children from the Nursery Class in Foundation Phase classroom at 11.30am and accompany them to the club room where the children are registered.

Snacks and drinks are available during each 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 however, Incidental Welsh will be used throughout the day. Bilingual signs will be used where appropriate.

### **Club Routine**

Usual routine of Little Ladybirds@Bro Famau

9am -12pm	Greet children. Complete daily attendance register – Themed activities. Snack.
12:00-1:00pm	Lunch then outdoor play.
1:00- 3:15pm	Greet children Complete register. Structured and free play. Snack
3:15pm	Ladybirds closes. Children are collected.

Usual routine of the After School Club:

3:15-3.30pm	Greet children arriving at club. Complete daily attendance register
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Little Ladybirds at Ysgol Bro Famau and After School Club

3.15-3.45pm	Snack time
3.45- 5.30pm	Structured and free play
5:30pm	Club closes

**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.

**Admissions policy**

The Club is open to any child who would like to attend. We have a detailed admissions policy. A copy can also be obtained from the senior playworker.

### Contact Information

Contact name:	Mrs Lisa Lopuc
Contact telephone number:	01352 810242
Contact address:	Ysgol Bro Famau Tyn Llan Llanferres Denbighshire
Post code:	CH75SP
Email address:	bro.famau@denbighshire.gov.uk

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 playworker 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 handbook. A copy can also be obtained from the senior playworker.

### 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.

**The 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.**

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