

The Fun Club at Ysgol Maes Y Felin

Charity Number 1201378

For the purpose of this document The Fun Club at Ysgol Maes Y Felin is referred to as The Fun Club



Operational Plan

Our operational plan demonstrates how the Fun Club is organised and administered and how we adhere to the CIW requirements and follow The Fun Club policies and procedures which are reviewed and amended accordingly

Background information

The Perth y Terfyn Fun Club opened in September 1999 and was situated in Ysgol Perth y Terfyn Infants School. In September 2016 Ysgol Perth y Terfyn and Ysgol Y Fron (Junior School) amalgamated and moved to a new site. Perth y Terfyn Fun moved with the schools and was named The Fun Club . The new school was named Ysgol Maes Y Felin and we are based in a modern, safe and well equipped, purpose-built childcare building in the grounds of Ysgol Maes y Felin. We converted to a charitable Incorporated Organisation in December 2022, changing our name to The Fun Club at Ysgol Maes y Felin at the same time.

About us

Club Details

Organisation Name	The Fun Club at Ysgol Maes y Felin		
Club Address	Ysgol Maes y Felin Pen y Maes Road Holywell CH8 7EN		
Club Telephone Number	07871068462		
Club Correspondence Address	As above		
Date Club Opened	1999 as Perth y Terfyn Fun Club 2016 as The Fun Club		
Legal Status	Charitable Incorporated Organisation (CIO)		
CIW Registration Number	W14/00000681		
Age ranges of children admitted	From age 3 to age 11		
Type of Club	After School Club, Holiday Club, Wraparound Care		
Opening Times	ASC 3.00 pm.	HC 7.45 am.	WAC 11.00 am.

Club Premises/Facilities Offered

The Club is based in Ysgol Maes y Felin, Holywell and has the use of a purpose-built childcare building in the grounds of the school. We also have an outside play area and for sports we can use the school yard.

The Club provides appropriate areas for a range of needs including a food preparation room, 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.



Management Committee

Chairperson	Rebecca Jones
Treasurer	Sioned Butters
Secretary	Claire Poole
Committee member	Jade Keenan
Committee member	Lois Hughes

Management

The Fun Club at Ysgol Maes y Felin is managed by a Management Committee consisting of parents and other affiliated members. The Committee is responsible for the financial management of the group, employing the staff, overseeing the policies and procedures and ensuring the group complies with statutory and other guidelines.

Staff/Personnel

Name of CIW Responsible Individual/Manager	Alison Jones BA Hons
CIW Person in Charge of After School Club	Deborah Harker NVQ 3 CCLD NVQ 33Playwork
CIW Person in Charge of Holiday Club and Wraparound	Debbie Hillier NVQ 3 CCLD NVQ3 Playwork
Playworker	Joanne Cumming NNEB, Jennifer Alshorn(WT NVQ 2 CCLPLD), Mo Duffy NVQ 3 Playwork, NVQ 3 CCLD) , Paula Thomas (WT NVQ 2 CCPLD), Melissa Bryce Level 2 Classroom Assistant
Safeguarding Officer	Deborah Harker
Nominated First Aider	Debbie Hillier
Person with responsibility for behaviour	Debbie Hillier
Person with responsibility for Data Protection	Deborah Harker

The Manager (or the Deputy, in the absence of the Manager) is responsible for the day-to-day running of the group, ensuring that policies and procedures are followed, planning and organising the activities, ensuring the delivery of the care, overseeing the staff for all settings and monitoring observation and assessment of the children.

Staff Development

All members of staff are encouraged to attend training courses as part of their on-going professional development, to ensure the children have enriched learning opportunities to meet their individual needs from our learned educators, or as necessary for the development of the setting.

Arrangements to attend training are made through the Manager and approved by the Management Committee.

On recruitment, staff (and volunteers) are vetted in line with regulatory requirements which includes a DBS enhanced disclosure check and receive induction which includes health and safety and safeguarding policies and procedures during their first week of employment.

Staff are qualified to levels that meet or exceed National Minimum Standards for Regulated Day Care and staff qualifications and training needs are reviewed on training plans during quarterly supervision sessions and annual appraisals.

Staff meetings are held once a month or once a term to discuss any matters of and areas for development. Outcomes of these meeting contribute to the Club's action plans for improvement and ongoing review of quality of care.

The Club always works to a minimum of 1:8 adult to child ratio (for children aged 3 - 7 years and a minimum of 1:10 adult to child ratio for children aged 8 - 12 with at least 2 members of staff present at all times.

Children are cared for in groups of no more than 19 children at any time. We do not operate a Key worker system but ensure that all children we care for are supported by our staff.

We offer three different services to our families.

The Fun Club at Ysgol Maes y Felin is open weekdays during school term time and provides wraparound care for children between the ages of 3 and 4. We offer afternoon sessions (11-3pm).

We also offer After School care during term time for children between the ages 3 and 11. Session time 3 - 5.30 pm

During the holidays we operate a Holiday Club for children between the ages of 3 - 11. We offer all day care and parents can choose to book a place for the morning (7.45 - 12.45pm), afternoon (12.45 - 5.45pm) or all day (7.45 - 5.45pm)

Our Ethos

We offer your child a place to learn and play in a warm, safe and caring environment, where indoor and outdoor activities are culturally sensitive and meet each child's individual needs and areas of learning.

Children are inspired to learn and play by committed staff who provide equal opportunities to find new interests and extend a child's experience, thus providing a natural progression towards the next stage of learning.

We respect and support the diversity of all children and their families, by promoting positive values and attitudes and ensuring that they feel included, safe and valued.

Our Setting aims to:

Provide high quality care for all children the children we care for.

Offer your child a place to learn in a warm, safe and caring environment where indoor and outdoor activities are culturally sensitive and meet each child's individual needs and areas of learning.

Make sure children are inspired to learn and play by committed staff who provide equal opportunities to find new interests and extend a child's experience, thus providing a natural progression towards the next stage of learning.

Respect and support the diversity of all children and their families by promoting positive values and attitudes and ensuring that they feel included, safe and valued.

A day at The Fun Club at Ysgol Maes Y Fellin

At The Fun Club we believe in the following principles;

A Unique Child

Principle: Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

Positive Relationships

Children learn to be strong and independent from a base of

loving and secure relationships with parents and caring, supportive and knowledgeable staff.

Enabling Environments

The environment plays a key role in supporting and extending children's development and learning.

Learning And Development

Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and interconnected

Daily Routine Term Time

11.00 am.	Children arrive from Early Entitlement to Wraparound Care
11.30 am.	Children arrive from Nursery to Wraparound Care - children are escorted by school staff. Register is completed
12.00 noon	Children have their lunch
12.30 - 2.30 pm.	Structured and free play - both inside and outside
2.30 - 2.45 pm.	Outside play
2.45 - 3.00 pm.	Children collected by parents or children move to After School Club
3.00 pm	Children arrive at After School Club. Juniors walk from the classroom with teachers permission, Infants are brought to After School Club by school staff and Wraparound Children are already in After school club All children are marked in the register as they arrive
3.00 - 4.15 pm.	Structured and free play both inside and outside
4.15 - 4.35 pm	Snack time
4.35 - 5.30 pm	Structures and free play
5.30	All children collected and staff finish work

Daily Routine - Holiday Club

7.30 am.	Staff arrive to set up for the session
7.45 am.	Children start to arrive at Holiday Club
7.45 - 10.00 am.	Structured and free play both inside and outside
10.00 - 10.30 am.	Snack
10.30 - 12.00 am.	Structured and free play both inside and outside
12.00 - 1.00 pm .	Lunch
1.00 - 1.30 pm.	Outside play
1.30 - 3.00 pm.	Structured and free play both inside and outside
3.00 - 3.30 pm	Snack
3.30 - 5.45 pm.	Structured and free play both inside and outside
5.45.	Home time

Playing outside

The children are encouraged to play outside, and there are always at least two staff members there to play games and supervise the children. There are lots of opportunities and resources for them to explore - the outdoor space is fully fenced and secure, with a covered area and a soft play surface. There are vehicles, climbing frame, play houses and a mud kitchen as well as other resources to play with.

Lunch

Staff are on hand to help any child who needs help. Lunch is eaten together and we encourage children to eat their sandwich first!. After lunch, toys get brought out again and activities set out on the tables.

Free flow play

Children can also get out the toys they want to play with. This way children can make independent choices and stay safe. Play provides young children with opportunities to learn and develop through doing and talking. We plan and provide a range of play activities which help children to make progress in each of the areas of learning and

development. There is always a mix of free choice and adult-led activities, and children have lots of opportunities to play individually and with friends.

Group Time

Towards the end of the afternoon session, there will be 'carpet time' and all children will be asked to sit on the carpet for a group activity. Children may listen to a story, sing songs and rhymes, or have time for 'show and tell'.

This is only a guide to a 'typical' day. We often have themed activities depending on the time of year, and sometimes we have visitors coming into the playroom. It is lovely when we have parents or friends of The Fun Club coming in to talk about or show the children something they do or bringing in a pet or craft activity. If you would be prepared to do something like this, please contact our manager and she will be very pleased to hear from you. Wraparound children are collected by their parents at 3 o'clock or may stay to play in our After School.

Hometime

Parents and carers may arrive to collect their children from After School Club at any time, up to 5.30 pm. (Wraparound Care home time is 3.00 pm.) Whenever a child is collected the supervisor must sign them out. Children over the age of 8 are only released from the care of the provision under arrangement that have been pre-agreed with the parents.

In the case of a parent or carer failing to collect the child, the Senior Playworker calls the named contacts (including emergency contacts) to come to the Club to take the child home. In the event of no contact being made after 30 minutes the Senior Playworker contacts the Duty Officer at Social Services to advise them of the situation and take their advice on further action. The responsible individual is also informed.

Safeguarding and Child Protection

We have a statutory duty to safeguard and promote the welfare of the children in our care and we work to the guidelines of the local safeguarding board. Staff members receive training to log possible issues for concern and report them to our Child protection officers, Alison Jones, Deborah Harker and Debbie Hillier. We will always offer support including referring to appropriate agencies when necessary to help families in difficulty. Our child protection policy sets out our responsibilities and how we carry them out in more detail.

SENCO & ENCO

At The Fun Club at Ysgol Maes y Felin we aim to meet the needs of each individual child. The setting works to the requirements of the Additional Learning Needs Code for Wales 2021. Our Co-ordinator for Equality is Debbie Hillier and our co-ordinator for Special Educational Needs is Deborah Harker. We will involve parents if we feel children need extra support, and will work with other professionals where this is helpful for children's development or welfare, e.g. speech therapists, health visitors or social workers.