

The Fun Club

Charity Number 1201378

Statement of Purpose

Address – Ysgol Maes y Felin, Pen y Maes Road, Holywell CH8 7EN

Telephone number - 07871068462 or Ysgol Maes y Felin 01352 711366

Aims and Objectives of the Service:

We are a Charitable Incorporated Organisation (CIO) and we aim to provide quality childcare for the children and parents from Holywell and the surrounding areas. Number and ages of children to be care for the Club is presently registered to care for a maximum of 19 children aged between 3 -13 at any one time. The rooms which we use are the main hall, a purpose-built childcare building in the school grounds and the food technology room.

After School Club

Person in Charge – Deborah Harker

Deputy Supervisor – Debbie Hillier

The children attending must be in full time or part time education. The service is registered to care for 19 boys and girls aged three to thirteen years. Children are accepted from Ysgol Maes y Felin and Holywell High School.

Holiday Club:

Person in Charge – Debbie Hillier

Deputy Supervisor – Joanne Cumming and Mo Duffy

The children must be in full or part time education. The service is registered to care for 19 boys and girls aged three to thirteen years. Children from any school may attend. **During covid 19 pandemic it is important that all children who attend are free from covid symptoms and not required to self isolate due to a cluster outbreak in their usual school.**

Please see Table below for Covid Symptoms and correct response

Covid 19

During the current pandemic we will do our best to ensure the safety of your children. Some of the measures we will adopt include extra hand washing, rotation of toys, good air flow throughout the room and regularly wiping all hard surfaces to ensure they are clean.

If a child starts to display symptoms we will isolate the child as much as possible and contact the parents for collection as soon as possible.

Situation	Actions to take	Child can return to childcare
<p>Child has covid_Symptoms</p> <ul style="list-style-type: none"> • A new continuous cough – coughing a lot for more than an hour or 3 or more coughing episodes in 24 hours • A high temperature -back or chest feel hot to touch • A loss in taste or smell or a change in what they can taste or smell 	<p>Inform childcare setting immediately</p> <p>If your child experiences the symptoms they must self-isolate immediately and arrange a test online or by calling 119</p> <p>Self-Isolation means staying at home</p>	<p>If the test comes back negative child can return to the childcare setting and household no longer need to self-isolate</p>
<p>Child has a positive covid test</p>	<p>Inform childcare setting immediately</p> <p>Child must isolate for 10 days</p> <p>Rest of household must isolate for 14 days</p>	<p>After a minimum of 10 days child can return to childcare setting</p> <p>Rest of household have to isolate for 14 days as a minimum</p> <p>Symptoms can last for several weeks but child may return 10days after positive test</p>
<p>Child has negative test result</p>	<p>May return to school when well enough to do so</p>	
<p>Child is ill (not covid symptoms)</p>	<p>Follow settings usual guidelines</p>	<p>Settings guidelines</p>
<p>Someone in household has symptoms</p>	<p>Inform childcare setting</p> <p>Member of household must get a test as above</p> <p>All members to isolate until test result</p> <p>If positive All members of household to isolate of 14 days</p> <p>Person with covid to isolate for 10 days</p>	<p>After 14 days and in agreement with setting provided no Covid symptoms develop (see above)</p>
<p>My child is told to isolate by NHS Trace and track</p>	<p>Child must isolate for 14 days</p> <p>Rest of household do not need to isolate unless child displays symptoms</p>	<p>After 14 days and in agreement with setting provided no covid symptoms develop (see above)</p>
<p>We have travelling and need to quarantine</p>	<p>Isolation for 14 days</p>	<p>Return to setting provided no covid symptoms displayed (see above)</p>

Wrap round care

Person in Charge – Debbie Hillier

Assistant – Joanne Cumming

The children attending must be in part time education. The service is registered to care for 19 boys and girls aged 3 – 4. Children are accepted from Ysgol Maes y Felin. **During Covid 19 pandemic children can be picked up from school gate at 3.00 maintaining social distancing measure in place at this time.**

Language Used:

We are an English club and all staff are English speaking. However, we do celebrate the Welsh culture.

Opening Times:

After School Club:	3.00 p.m. – 5.30 p.m.	Monday to Thursday
Holiday Club:	9 weeks of school holidays - days as required by parents	
	7.45a.m. – 12.45 p.m.	Morning Session.
	12.45 p.m. – 5.45 p.m.	Afternoon Session.
Wrap round care	for children attending morning nursery	
	11.30a.m. – 3.00 p.m.	Mon – Friday (Term Time)
	For children attending Early Entitlement	
	11.00a.m. – 3.00 p.m.	Mon – Friday (Term Time)

Children with Additional Needs:

Children with Additional Needs have a right to be included and for their needs to be met. The Club will ensure there is at least one member of staff with an awareness of the requirements of the S.E.N. Code of Practice. If staff have concerns over the needs of a child, they will discuss these with parents and consider how to meet those needs. If permission is given by parents, staff will discuss the needs with school staff and will work with parents, school and other relevant bodies to meet those needs.

Staff will ensure that wherever possible, children with additional needs will have access to facilities, activities and play opportunities with their peers. The hall is on the ground floor and has wheelchair access. Toilets are also on the ground floor. Where intimate care is required, staff will ensure the child's privacy is maintained.

Staff will endeavour to attend relevant training and gather information to increase their knowledge of the needs of any children in the Club.

Admissions:

See attached policy.

Terms and conditions:

Terms and conditions are stated in contract/child registration form and parents sign to say they have read and agree with them

Complaints Procedure:

See attached policy

Emergency Procedure

We have a comprehensive emergency plans as detailed in

1. Procedures To Be Followed In The Event Of A Child being Lost Or A Parent Failing To Collect A Child - see attached policy
2. First Aid procedure – see attached policy
3. Fire drill procedure –see attached policy

Contact Information:

The Club is required to have details to enable us to contact parents in an emergency and enable us to deal with any medical emergencies. To this end we attach a Registration Form which includes details of second contact number. Please let us know of any change to address, employment or contact details.

Staff:

The ratio of staff to children will be at least one member of staff per eight children, regardless of the age of the children. Two members of staff will be on duty at all times.

The Supervisor is a qualified N.V.Q. 3 Play Worker and the Deputy also holds a qualification in child care. All other staff are experienced and are working towards N.V.Q. qualifications. At least one person with a first aid qualification is on duty at all times.

Daily Routines – After School Club:

Children from Maes y Felin are escorted from their classrooms to the After school club by their teachers. Children from Holywell High School are allowed to walk to the Club provided permission is received from their parents. If children stay late in Maes y Felin to attend activities, the teacher organising the activities will escort the children to the afterschool

club. During Covid 19 pandemic there will be some extracurricular activities provided by Ysgol Maes y Felin therefore children will be brought to club by their teacher at 3.00, 3.10 or when extracurricular activity has finished.

To promote healthy and safety and reduce the risk of Covid we will be taking the following steps. In addition to children washing their hands after visiting the toilet and before food we will now increase handwashing and children will wash their hands on arrive at the club, when going out to play and when returning to indoor space, also prior and after certain activities.

Daily Routines – Holiday Club:

Children must be booked in 24 hours in advance. Holiday Club is in the hall and purpose built childcare classroom. The children will be brought to the childcare classroom door by their parents. To promote healthy and safety and reduce the risk of Covid we will be taking the following steps. In addition to children washing their hands after visiting the toilet and before food we will now increase handwashing/hand sanitising and children will wash their hands/sanitize their hands on arrive at the club, when going out to play and when returning to indoor space, also prior and after certain activities.

Daily Routines – Wrap Round Care

Children from Maes y Felin will be collected from their classrooms and wrap round care will take place mainly in the purpose built childcare classroom in the school grounds.

Activities include art, craft, physical play, outdoor play (weather permitting), imaginative play and games. Resources available include art materials, balls, skipping, ropes, tennis equipment, dressing up clothes, books, board games, computer, Play Station, television and video.

Children have free choice of activity.

To promote healthy and safety and reduce the risk of Covid we will be taking the following steps. In addition to children washing their hands after visiting the toilet and before food we will now increase handwashing and children will wash their hands on arrive at the club, when going out to play and when returning to indoor space, also prior and after certain activities.

The aim of all the staff is to provide a safe, caring environment where children can relax and have fun! Parents / carers are welcome at any time. During the Covid 19 pandemic parents and carers are encouraged to contact us via email or telephone as parents/carers are not allowed in the school building at this time.

All parents are informed that The Fun Club at Maes y Felin support The Welsh Government and Public Health Wales Test Track Trace and Protect. Parents are required to sign the detail sharing form prior to their child's first visit.

In accordance with the Data Protection Act, The Fun Club make sure that your details are kept absolutely secure in a locked filing cabinet.

Any changes to this service must be reported to the CIW by the Responsible Individual

If parents have any worries or complains about the Club which cannot be resolved by talking to the Supervisor, they may contact the following:

C.I.W., North Wales Region, Government Building, Sarn Mynach, Llandudno Junction.

LL31 9RZ Telephone No.: 0300 790 0126

Chairperson: **Date:**

Supervisor: **Date:**

Date To Be Reviewed:September 2023