

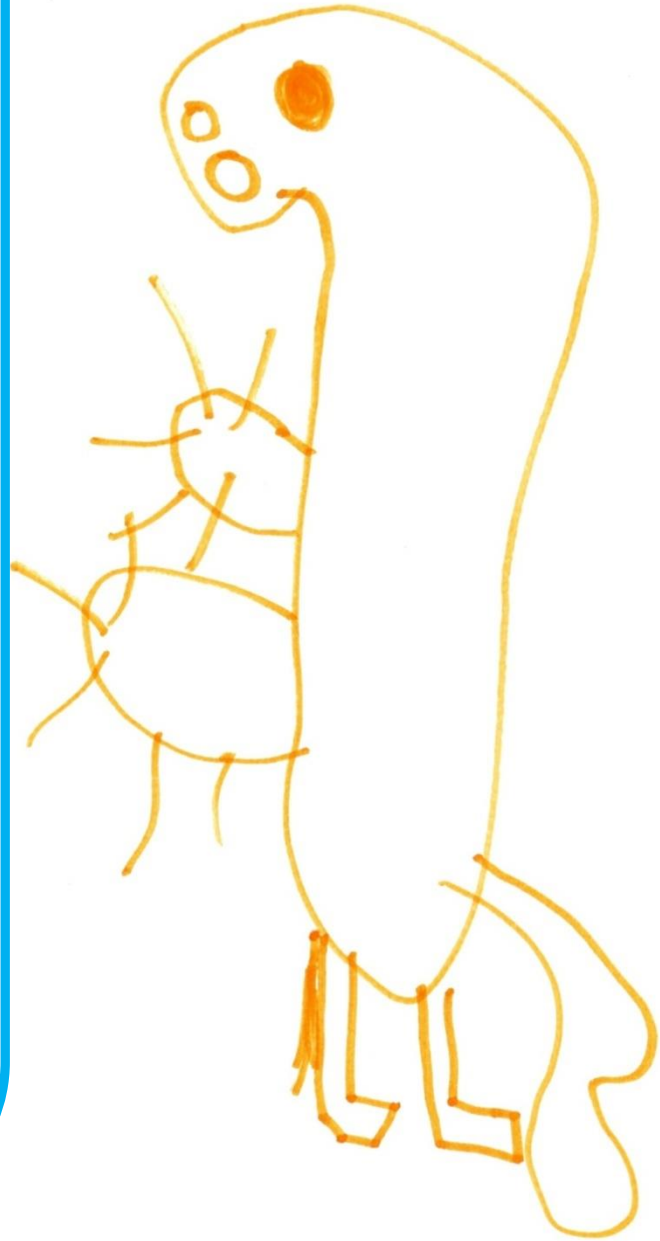
# Trelawnyd Fun Club



## Parent Pack

# Contents

- Pg 1- Welcome to Trelawnyd Fun Club/Fun Club Background
- Pg 2 -Management and staff
- Pg 3 -Aims and Objectives
- Pg 4- Breakfast Club
- Pg 5- After-School Club
- Pg 6- Holiday Club
- Pg7-8 -Menu
- Pg 9 -Fun Club Gallery
- Pg 10- Trips and Outings
- Pg 11-23- Policies and Procedures
- Pg 24- Dates for your diary
- Pg 25- 'Our Fun Club is Number 1!'
- Pg 26 -Session Prices and times





# Welcome to Trelawnyd Fun Club!

Dear Parent/Carer,

We are very pleased to welcome you and your child to Fun Club! We aim to provide a friendly, safe, and fun environment for your child's Out-of-School care. We believe strongly that Children develop best when Staff and Parent/Carers work together.

You know your child better than anyone else and you have already helped him or her to get off to a great start. We want to continue this work and invite you to talk to us about the needs of your child.

This prospectus explains how the club operates. We hope you find it informative and if you have any questions, please feel free to ask us.

We hope you and your child enjoy your time here at Trelawnyd Fun Club and we look forward to working together with you.

The Fun Club Team

## Fun Club Background

Trelawnyd Fun Club was opened in September 2005 by Tiny Tots Day Nursery (Prestatyn) senior management team to provide quality care to all children of school age.

Fun Club is registered for 24 children, operating a Breakfast Club from 8 am till 8.50am and an Out of School Club from 3 pm till 5.30 pm.

We offer full day care during the school holidays, training days etc.... operating at Tiny Tots out of school club facility from 7:00am till 6pm.

The Club takes place at Trelawnyd VA School within our own designated classroom, and we also have use of the hall, and outdoor area.

Trelawnyd Fun Club is registered under the Children's Act 1989 with the Care Inspectorate in Wales (CIW) and is inspected bi-annually.

# Management and Staff

Trelawnyd Fun Club has a qualified staff structure appropriate and in excess of legal staff/child ratios. We work very closely with parents, the PTA and Trelawnyd VA School so the Club is able to deliver the best possible care. Our high standards are maintained with regular quality reviews to maintain best practice in all we do. All staff are encouraged to attend training courses to keep up to date, continually develop skills and help implement new ideas within the setting.

Fun Club staff are First aid trained, DBS checked, have had Child Protection training, and hold British food hygiene certificates. Tiny Tots and Trelawnyd Fun Club are proud that 100% of our staff have or are working towards a Childcare qualification at Level 2 or above. All staff in senior positions are fully qualified for their position.

## **Tina Jones MBE - Senior Manager/Proprietor**

- Established Tiny Tots in 1972
- NVQ Level 5 qualified
- Mother of 2 daughters



## **Vickie Latham- Deputy Manager**

- Joined Tiny Tots in July 2005
- BA Honours degree in Childhood Studies
- Mother of 1 daughter



## **Ffion Taylor- Playworker Assistant / Nursery Nurse**

- Joined Tiny Tots in May 2020
- BA Honours degree in childhood studies



## **Ally Smith - Nursery Nurse**

- Joined Tiny Tots in June 2022
- Cache Diploma level 3 childcare qualified

# Aims and Objectives



Trelawnyd Fun Club creates through our aims and objectives a home from home environment for all children to be safe, stimulated, and happy in.

The Aims and Objectives of our Fun Club are:

- a. To recognise that the children's needs are paramount and must override all other considerations. Whether these needs arise from race, culture, language, religion, or disability, we will provide places, if appropriate, with team members who are trained to give the child and parents/main Carer support.
- b. To support the children's families and to work in partnership with parents/Carers and other professionals.
- c. To encourage Parents and Carers to visit the Fun Club at any time and to provide an atmosphere that makes the child and the parent/Carer happy and comfortable.
- d. To provide quality care and education for all children within the Fun Club and create a developmentally appropriate activities to meet the needs of each individual child.
- e. To formulate and encourage equal opportunities for both Children and adults.
- f. To support staff on training courses enabling them to develop skills and confidence through the sharing of information and taking full responsibility for their group.
- g. To serve the needs of parents of school age children wishing to enter employment, training, or education, through developing a partnership with all the schools our children attend to help aid continuity





# Breakfast club

Our Breakfast Club helps to take the stress out of the morning school run.

**Open every weekday from 8.00 am – 8.50 am**, you drop off and we do the rest!

We make sure your child has a healthy breakfast with their friends to give them the fuel they need for their busy day ahead. They can choose from a variety of cereals, toast, fruit, and drinks such as juice and milk.

A variety of quiet games and activities are also on offer, to get those brain cells stimulated!

Finally, when its time our staff will escort the children to their classroom raring to go, keen to learn!

N.B All children attending Holiday Club in the school holidays prior to 8.30am will receive breakfast.



# After-school Club

Our qualified and experienced School Escorts will collect your children from their class and bring them to start the fun again in our after-school club located in the school, open every weekday from 3.00 pm – 5.30 pm.

Children have a drink and snack before getting stuck into activities. We make full use of the school playground for lots of sports, games, and fresh air as much as possible.

We also use the school hall and our own designated classroom for all our indoor activities such as arts and crafts, cooking, and messy play. We also have quieter areas and activities for those preferring to relax after a busy school day. We try to cram as much fun in as we can, so expect very tired children at the end of the day!

A hot meal, dessert and drinks are provided (so no cooking for Mums and Dads required!). This is freshly prepared on the day by our Tiny Tots cooks and brought up to Fun Club at teatime. Please see page 8 for our three-week menu.

The children have a say in creating the club that *they* want, with our 'Suggestion Box' for all their ideas for trips, activities, and resources they would like, and 'Club Rules' that they have decided, to maximize everyone's enjoyment of the Club

Pick up is from our 'FUN CLUB' door around the side of the school, look out for our blue door!



## Some of the Activities include:

- \* Outdoor activities.
- \* Art and Crafts
- \* Football academy.
- \* Gardening.
- \* Trips.
- \* Den building.
- \* Themed weeks.
- ...the list is endless!!





# Holiday Club

End the School Holiday boredom with holiday club! Full day sessions with our qualified and experienced staff are available, with sessions to suit you.

All the fun takes place at **Tiny Tots out of school club** facility open weekdays **7.00am - 6.00pm** during all school holidays and school training days and with all our activities and trips going on, there's never a boring moment! Our days are action packed from start to finish.

Themed weeks, Team games, outdoor cooking, Mini Olympics, discos, trips out etc....

Forest School is always a big success!

We'll always let you know in advance through letters, social media and newsletters about what activities, events and trips that are planned for the holidays.

We also provide full lunch, tea and dessert during the school holidays, and breakfast for those booked in before 8.30am

If you would like more information or a holiday booking form, please speak to one of the Fun club staff.





# Menu

Dinners (and lunches in the holidays) are freshly prepared each day at Tiny Tots by our experienced cooks. We use local suppliers for all our meat, fruit and vegetables, and our Fun Club staff have British Food Hygiene certificates. Our menu is planned for a three-week period.



Week 1	Breakfast 7:45am - 8:15am (Served with milk or water)	Morning Snack (holidays) 9:30am (Served with milk or water)	Lunch (holidays) 12:00pm (Served with fruit juice or water)	Snack 1:45pm/ 3:15pm (Served with milk or water)	Tea 4:30pm (Served with fruit juice or water)
Monday	Selection of cereal	Selection of fruit with a cracker, breadstick or ricecake	Tuna and sweetcorn mini pizza, fresh fruit/salad *** Banana cake	Selection of fruit with a cracker, breadstick or ricecake	Beef Lasagne with mixed vegetables *** Fromage Frais
Tuesday			Macaroni cheese with mixed vegetables *** Jelly with fresh fruit		Cowboy pie and baked beans *** Easy peel banana
Wednesday			Fish fingers with peas and sweetcorn in a cheese sauce *** Fresh fruit and ice cream		Chickpea and vegetable curry with boiled rice *** Fromage Frais
Thursday			Cheesy beans with whole meal toast *** Greek yogurt with a fruit puree		Roast pork, cauliflower and broccoli cheese and mashed potato *** Choc ice
Friday			Chicken sandwiches, boiled egg quarters, fresh fruit/salad *** Rice pudding		Beef Chili with kidney beans, baked beans and boiled rice *** Fromage Frais



Week 2	Breakfast 7:00am - 8:15am (Served with milk or water)	Morning Snack (holidays) 9:30am (Served with milk or water)	Lunch (holidays) 12:00pm (Served with fruit juice or water)	Snack 1:45pm/ 3:15pm (Served with milk or water)	Tea 4:30pm (Served with fruit juice or water)
Monday	<b>Selection of cereal</b>	<b>Selection of fruit with a cracker, breadstick or ricecake</b>	Oven omelette (finely chopped ham, cheese, mushroom, peppers), fresh fruit/salad *** Greek yogurt with a fruit puree	<b>Selection of fruit with a cracker, breadstick or ricecake</b>	Sweet and sour pork and mixed vegetables with boiled rice *** Fromage Frais
Tuesday			Cheesy beans with a buttered roll *** Fruit salad		Mince pie with mashed potato, carrots, green beans and gravy *** Cornflake cake/Oat biscuits
Wednesday			Scrambled egg with whole meal toast *** Fresh fruit and ice cream		Corned beef hash with mixed vegetables and gravy *** Fromage Frais
Thursday			Macaroni cheese with mixed vegetables *** Rice pudding		Sausage casserole with baked beans and mashed potato *** Easy peel banana
Friday			Tuna and salmon patties with spaghetti *** Jelly with fresh fruit		Chicken risotto with peas and sweetcorn *** Fromage Frais

Week 3	Breakfast 7:00am - 8:15am (Served with milk or water)	Morning Snack (holidays) 9:30am (Served with milk or water)	Lunch (holidays) 12:00pm (Served with fruit juice or water)	Snack 1:45pm/ 3:15pm (Served with milk or water)	Tea 4:30pm (Served with fruit juice or water)
Monday	<b>Selection of cereal</b>	<b>Selection of fruit with a cracker, breadstick or ricecake</b>	Cheese and mayonnaise roll, boiled egg quarters, fresh fruit/salad *** Fresh fruit with ice cream	<b>Selection of fruit with a cracker, breadstick or ricecake</b>	Salmon and tuna pasta bake with peas and sweetcorn *** Fromage Frais
Tuesday			Cheesy beans with whole meal toast *** Fruit salad		Shepherd's pie with buttered carrots and swede and mash potato *** Melt in moments
Wednesday			Vegetable fingers and spaghetti *** Banana cake		Sausage and mash, carrots, and peas with gravy *** Fromage Frais
Thursday			Tomato and vegetable pasta bake *** Greek yogurt and fruit puree		Roast chicken, cabbage, cauliflower, and mashed potato with gravy *** Easy peel banana
Friday			Turkey mayonnaise sandwiches, boiled egg quarters, fresh fruit/salad *** Jelly with fresh fruit		Spaghetti bolognaises with mixed vegetables *** Fromage Frais



# Fun Club Gallery



# Trips and Outings

From sandcastle competitions to den building at Forest Schools, we love getting out and about and making the most of the school holidays.

We use our well-equipped Tiny Tots vehicles, all of which have booster seats and emergency and first aid kits. We also make sure we bring all the essentials with us like mobile phones, sun cream, water, and our Tiny Tots high-vis vests.

During the holidays we like to join up with Tiny Tots Out of School club to plan group trips and enjoy lots of fun and games!

We ensure that all trips are thoroughly planned, and risk assessed and that you are fully informed of all the details and what your child will need to bring with the Fun Club staff.

Before every school holiday we ask the children for their ideas on where they would like to go, at children's meetings and using our 'Ideas Suggestion Box'.

**School holiday boredom ends here!**



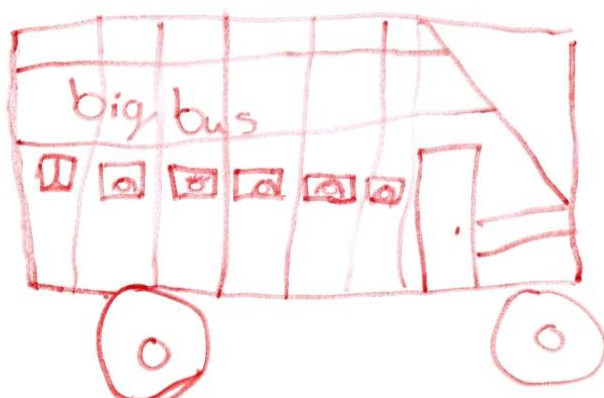
**Anglesey**



Being bug detectives on our outing up 'The Gop'

Just some of our recent trips:

- \* Forest Schools
- \* The Adventure Trail
- \* Beach
- \* Castles
- \* Gypsy Wood
- \* Park
- \* Cinema
- \* Green Wood
- \* Anglesey
- \* Picnics
- \* Welsh Mountain Zoo....





## ACCESS TO INFORMATION POLICY

We believe at Trelawnyd Fun Club that an open access policy is the best way of encouraging parental participation.

Parents are welcome to view the policies and procedures that govern the way in which Trelawnyd Fun Club operates at any time that we are operating by simply asking the playworker in charge, however as this would require withdrawing a member of staff from their usual duties it would be hoped that arrangements could be made in advance so to fit in with our routine.

## ACCIDENT PROCEDURE

If a child attending the Fun Club is injured and requires urgent medical treatment it will be the responsibility of the Fun Club to make sure that it is provided the quickest possible way. This may mean that the child will have to be taken to hospital by a senior playworker or that the ambulance has to be called.

In the case of an injury, where one or both parents need to be contacted by telephone, this should be undertaken by a senior Playworker after the immediate needs of the child have been met.

In certain cases when we are not able to contact the parents a senior playworker will accompany the child to hospital taking medical notes with them.

## ACCIDENT AND INCIDENT FORMS

From time-to-time minor accidents do occur in a setting where young children are interacting together.

We consider that Fun Club offers excellent supervision, but occasionally accidents do occur. These are recorded on accident /incident forms however slight the injury or incident as a record for the parents to see.

The parents/carers will be shown a record of this when they collect their child at the end of the day, they will be asked to sign that they have read and understood the nature of the accident/incident.

The forms will then be filed.

## ADMISSIONS POLICY



The out of school childcare club is open to any child attending Ysgol Trelawnyd VA School, and surrounding schools.

No child shall receive less favorable treatment on the grounds of race, colour, ethnic or national origin, religious beliefs, disability, or the ability to pay.

To ensure fairness in the allocation of places, the following criteria will be taken into consideration: -

Priority will be given to children of working parents / single working parents, parents who are studying, or training to re-enter the workforce.

- Then places will be given to children who are booking for every day of the week.
- If places are limited, siblings of children already at the club will have priority over others.

While available places exist, these will be allocated on a first come - first offer basis.

Provision will be made for social services, employer or other sponsored places, and subsidised placements.

Priority will be given to children who attend Trelawnyd School.

Places can be reserved.

Admission forms showing children's registration details must be updated regularly.

Fees must be paid in advance when booking. Fees are not refundable.

If the club is oversubscribed, a waiting list will be kept and administered by the senior management team.

The management committee reserves the right to refuse admission to any child whose behaviour is, in its opinion, not in the best interests of the other children's health and safety. (This course of action would only be implemented once agreed procedures for tackling behaviour problems have been fully exhausted).

## ALLERGIES

On completing our Fun Club registration form, all allergies the child has developed must be noted, the information will be added to our allergies list, which is displayed in our designated classroom.

If a child develops further allergies after registration, it is the responsibility of each parent to inform Trelawnyd Fun Club in writing for the information to be added to their details.

## BEHAVIOUR AND DISCIPLINE POLICY

Staff, acting as role models and displaying considerate attitudes encourage acceptable social behaviour. Unacceptable behaviour is quickly identified and dealt with positively. Reasons are always explained to the child involved and good behaviour is always praised.

Children will not be shouted at or verbally abused. Slapping or smacking is not allowed.

We will not tolerate hitting, fighting, spitting, or swearing.

Unacceptable behaviour will be dealt with by the playworker explaining the misbehaviour to the child concerned in private. Notes will be kept for reference. In severe cases 'Time Out' or loss of privilege will be used.

Trelawnyd fun club believes in promoting positive behaviour.

Trelawnyd fun club will encourage and work alongside other professionals when dealing with behaviour through a disability.

If the child continues to misbehave and is causing disruption to the running of the club, then the senior playworker / coordinator will discuss the matter with the parent / guardian. The parent will be aware of the gravity of the situation and the possibility that the child may have to be excluded from Club if his / her behaviour does not improve. If there has been no improvement, the parent / guardian will receive written notification that exclusion is under consideration. Final action is the exclusion from Club.

## COMPLAINTS PROCEDURE

If you have any concerns or a complaint about the service that you receive at **Tiny Tots** Nursery or Trelawnyd Fun Club, please let the management know. The management will want to take some details to make sure that they have all the information needed to investigate the complaint. This will include:

Your name

The nature of the complaint

Date and time of the complaint

Complaints will be dealt with promptly and fairly and in a confidential manner. You will receive a written/verbal response to your complaint within seven working days of making your concern known.

If you are not satisfied with the response received by **Tiny Tots**, or if you have serious concern about the quality of care your child is receiving, you should contact the Care Inspectorate Wales (CIW).

Your regional office is:

CIW North Wales Region,  
Government Buildings,  
Sarn Mynach,  
Llandudno Junction  
LL31 9RZ

[www.ciw.org.uk](http://www.ciw.org.uk)





## COVID-19 POLICY

Information about Covid-19

Who is at risk?

Preventing the spread of infection

Guidance on dealing with suspected or confirmed cases of COVID-19

Guidance on cleaning after a case of COVID-19 (confirmed or suspected)

Information about the virus

Covid-19 is an infectious disease caused by a newly discovered coronavirus. The virus was first identified in Wuhan City, China in January 2020.

Most people infected will experience mild to moderate respiratory illness and recover without requiring special treatment. The symptoms are:

New persistent cough

Temperature above 37.8

Loss of taste

This policy and associated risk assessment is to limit the spread of infection within the setting.

Who is at risk?

All patrons of the setting are at risk including staff, children, parents/carers of the children attending, any other individuals involved in the day-to-day operation of the setting.

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long term conditions like diabetes, cancer, and chronic lung disease.

How is COVID-19 spread?

From what we have learnt about the virus, COVID-19 is most likely to happen when there is close contact (within 2 meters) with an infected person.

Droplets produced when an infected person coughs or sneezes (respiratory secretions) containing the virus are most likely to be the main mean of transmission.

There are 2 routes by which people could become infected:

Secretions can be directly transferred into mouths or noses of people who are in close contact with an infected person, and could be inhaled into the lungs

It is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes.

Preventing the spread of infection.



Continued.....

The general principles to help prevent the spread of COVID-19 are:

Thorough hand washing procedures, soap, and water for at least 20 seconds

All staff and children will be required to wash their hands immediately upon arrival at the nursery and before leaving.

Paper towels will be available to dry hands and be disposed of easily

Before food preparation

Before leaving the nursery

Covering your cough or sneeze with a tissue, disposing of the tissue, and washing hands “catch it, bin it, kill it”

Anyone showing symptoms should self-isolate for 7 days

Avoid touching eyes, noses, and mouth

Using an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available

Cleaning

Frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, furniture, and toys. The areas will be cleaned regularly using appropriate cleaning products and methods. Rigorous checks will be carried out by managers to ensure that the procedures are being fully always adhered to.

Social Distancing

The recommended distance for safe distancing is 2m, however this is extremely difficult to maintain in a setting such as a nursery. The following changes will be made to the running of each session:

Parents will be asked to practice safe distancing of 2m whilst waiting to drop off and collect their children.

Lunch times and snack times will be staggered to keep to group sizes small

We will implement “bubbles” where the same staff members and children will stay together for the whole day

Outdoor play will be encouraged as much as possible

Guidance on dealing with a suspected or confirmed case of COVID-19 within the setting

In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they will be collected as soon as possible and isolated at home in line with the NHS guidance.

Whilst waiting for the child to be collected they will be moved, if possible, to a room where they can be isolated behind a closed door (with appropriate adult supervision) if this is not possible, the child will need to be moved to an area which is at least 2 meters away from the rest of the setting. A window will open for ventilation.

Continued.....

If the child needs to use the toilet in the time, they are waiting to be collected they will use a separate bathroom, if possible. The bathroom will be cleaned and disinfected before used by anyone else.

The staff member responsible for the child during this time will be a staff member from their 'bubble'. The staff member will wear appropriate PPE including a face mask while waiting with the child.

In an emergency, the manager/supervisor is to call 999 if the child becomes seriously ill or injured.

The person responsible for cleaning the area will wear appropriate PPE.

The member of staff who has been in contact with the child displaying symptoms does not need to go home unless they develop symptoms themselves. The member of staff will adhere to strict hand washing routines as usual (20 seconds)

In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they will return home immediately and isolate at home in line with the NHS guidance. Staff members will be able to be tested for Covid-19 if displaying symptoms.

#### Guidance on cleaning the setting after a case of COVID-19

Coronavirus symptoms are similar to flu-like illness such as cough, fever, shortness of breath etc. once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to the current recommend workplace legislation and practice.

#### These include

All surfaces and objects which are visibly contaminated with bodily fluids

All potentially contaminated high-contact areas such as toilets, door handles and telephones

All potentially contaminated high-contact areas such as toilets, door handles and telephones

All waste that has been in contact with the individual, including used tissues, masks, aprons etc. should be put in a separate plastic bag and tied and disposed of.

#### Lateral flow testing

The use of lateral flow antigen tests allows nurseries to identify asymptomatic cases that would otherwise go undetected. All staff at Tiny Tots Day nursery carry out COVID-19 rapid lateral flow tests twice a week. All results are recorded by the manager.



# CHILD PROTECTION POLICY AND PROCEDURE

We intend to create in our club an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

Due to the many hours of care we provide to children it is possible that Fun Club staff are the first people to become aware that there is a problem. Should any member of staff have concerns for the welfare of any child they would immediately report it to senior management team.

The Fun Club has a duty to report any suspicions of abuse to the Denbighshire/ Flintshire Child Protection Team. The Children Act of 1989 (section 47(1)) places a duty on the Child Protection Team to investigate such matters. The Fun Club will follow procedures set out in the Wales Safeguarding Procedures document.

The Fun Club procedure would include making detailed notes of suspicious injuries and any explanation offered, careful consideration would be given as to where and how these records are stored and accessed, as with all records, strict procedures for confidentiality must be observed.

In all cases the child's welfare is the overriding concern and the staff training programme will reflect the Fun Clubs commitment to child protection at all levels.

## COLLECTION OF CHILDREN

### COLLECTION FROM SCHOOL

- Children will be collected from the classroom by a club worker and safely escorted to the childcare club in the school hall.
- The school teachers and children will know the club workers, or in the case of new workers they will wear a badge initially.
- In the case of walking, there will be a ratio 1:8 staff to children. The staff will have a list of children to be collected and the children's names will be checked off before leaving the school premises. Staff will only leave when they are satisfied, they have everyone. In all circumstances the staff will have relevant police checks carried out, to comply with social services fit person's status.

### COLLECTION BY PARENTS

- Parents must give the names of all persons authorised to collect their child on the registration form, and only persons named will be able to take the child, unless prior arrangements in exceptional circumstances have been made known to the senior playworker.
- The person collecting a child must approach a club worker so that club workers know who is being collected, and by whom, and can sign the children out.
- Parents must notify the club in good time about attendance / non-attendance of their child.
- In the case of a parent/carer failing to collect the child, the Senior Playworker will call the partner or emergency contact to come to the club to take the child home.
- If a parent is unreasonably late in collecting their child without contacting the club to inform us of any unexpected delays – or is persistently late, a charge will be made.
- No child will ever be left unsupervised because a parent/carer has failed to collect him/her.



## IF A CHILD IS NOT AT SCHOOL FOR COLLECTION AT SCHOOL PICK UP AS ARRANGED THEN THE FOLLOWING WOULD OCCUR:

- Discussion with the class teacher, if the child has attended school, then there would be a full search of the school to find the child. If the child cannot be found then the emergency contact and parental contact numbers would be used to check the parents have not picked the child up themselves, if there is no positive response from this then the police would be contacted, and their advice taken.
- If the child did not attend school, then the parents and emergency contact numbers would be used to ascertain the whereabouts of the child. If there were no positive results from this course of action, then the police would be contacted, and their advice taken.
- In each instance following the event the Care and Social Services Inspectorate for Wales would be contacted and a full incident report written up by the Senior Playworker.

## IF A CHILD IS AT SCHOOL WAITING TO COME TO CLUB BUT NOT BOOKED IN THEN THE FOLLOWING WILL OCCUR:

- Discussion with class teacher, teacher to contact parent and ask them to collect their child as additional numbers would place club over their registered numbers. The child is the responsibility of the school NOT the club, if the child is not booked in.
- If parent cannot collect child, teacher will contact child's emergency contact.
- If they cannot collect child and there is room in the club, teacher to phone parent to advise that child will be in the club for collection.
- Teacher will then escort the child to the club and book him/her in with the club staff
- In each instance following the event the Care and Social Services Inspectorate for Wales would be contacted and a full incident report written up by the Senior Play worker.

### NB

- Under the Children Act 1989, parents do not lose parental responsibility except through an adoption order. This means that divorced parents retain rights of contact with their children unless the courts have made an order that they should not do so. Playworkers therefore do not have the right to stop divorced parents from collecting their children unless they are aware of a court order preventing contact between the parent and the child(ren)
- This situation would apply in the same way if the parents were in the process of separating. A mother's request that the children do not go home with their father cannot be guaranteed unless there is a court order preventing him from having contact with them.
- Parental responsibility is given to both parents if they are married when the child is born or subsequently. Otherwise only the mother has parental responsibility. An unmarried father can acquire parental responsibility through a court application, as can a guardian, grandparents etc.
- Parents should be in a FIT state to collect their child(ren). If a parent arrives in an "unfit" state, though, for example, alcohol or drug abuse, the playworker should notify Social Services, and should refuse to hand over the child(ren) to the parent.

The safety and wellbeing of the child will be of paramount importance



## EQUAL OPPORTUNITIES POLICY

We aim to make sure that

- No child will receive less favourable, treatment on the grounds of race, colour, ethnic, or national origin, religious beliefs, disability, or the ability to pay, in any matter to do with the out of school club care.
  - Both the management committee and the staff will ensure that the services they provide are accessible to everyone.
  - This policy will be actively promoted through our decision-making, employment practices and service provision, and we will strive to monitor its implementation and its effectiveness.
  - The staff will encourage non-stereotypical behaviour and anti-discriminatory practice and will include multi-cultural activities when activity planning.
  - The club will adhere to these equal opportunities policy.
  - If an incident of name calling, bullying, racism or sexism is reported or observed by a member of staff, relating to a child, parent, or another member of staff, this will be immediately challenged by the member of staff concerned. If the problem persists, the details will be passed on to the Senior Playworker, who in turn will arrange to speak to the parents of those involved, the parent or the staff member.
  - Our club will actively encourage recruitment of both sexes and value their diversity of experience and skill. All staff will be encouraged to access training in accordance with regulations and their professional development.
- Trelawnyd Fun Club takes great care to treat everyone as a person, with equal rights and responsibilities to any other individual, whether they be adult or child.

Discrimination under sex, race, colour, creed, marital status, ethnic or national origin, political belief or disability has no place in Trelawnyd Fun Club, and should any person believe that this policy is not being totally complied with, it is their duty to bring the matter to the attention of the officer in charge at the earliest opportunity.

## FACEBOOK POLICY

The **Tiny Tots** Day Nursery Facebook Page is provided for the parents and staff of the nursery and out of school clubs. The Nursery Managers are the page administrators and will update on a regular basis to:

- Provide information about any new nursery development
- Post reminders of events taking place
- Share nursery news.
- To show photos of activities, trips, or special events

[Closed Facebook page](#)

Our Facebook Parents Group is different from our website and Facebook page, in that it is a closed, members only group. ONLY current families who attend the nursery will ever be able to access the group and once a family leaves the nursery, they will be deleted from this group. All posts from families are checked and vetted by **Tiny Tots** Management before being allowed to post and any photos of children posted by the nursery will only be done with the families' consent. The Facebook Parents Group is purely a facility to share valuable information about what we do with the children whilst they are at nursery and for families to share what their children do at home with the nursery. It is not for marketing gains or public awareness at any time.

We also invite your thoughts and comments and look forward to what you have to say i.e., share news, stories, tips. The page administrators reserve the right to remove any comments at any time, but we hope that won't ever be necessary. The intent of this policy is to protect the privacy and rights of Tiny Tots Day Nursery parents, children, and staff.

For example, we will remove postings that.

- Display group photographs of children without the necessary parental consent.
- Name specific individuals in a negative way.
- Are abusive or contain inappropriate language or statements.
- Easily identify individuals in defamatory, abusive, or generally negative terms.
- Do not show proper consideration for others' privacy.



# HEALTH & SAFETY POLICY

## HEALTH

- The temperature in the club will be maintained at not less than 65 degrees.
- There will no smoking in any rooms used by the children
- Children should have some opportunity of access to outdoor play – weather permitting
- Staff should be aware of any child's special health conditions and appropriate care can then be made available (in consultation with the relevant parent).
- Please do not send your child to the club if he or she is unwell. If your child will not be attending the club due to illness, you must inform the club or Tiny Tots nursery.
- If a child is not feeling well enough to participate, it will be our policy to provide a quiet place to lie down or encourage him/her to participate in quiet activity. Any child will be observed for any worsening symptoms. Their parent/carer will be notified verbally the same day.
- If a child's condition worsens to such an extent that the playworkers are seriously concerned, and suspects urgent medical treatment is required, then the parent/carer will be notified immediately, and if necessary, an ambulance will be called.
- If a child is exposed to a communicable disease, it will be our policy to contact the parents in writing, likewise we appreciate parents' co-operation if their child comes down with an infectious disease, so that the appropriate steps can be taken to notify other club users if necessary.
- In the unlikely event of parents not being available a senior officer or team leader in charge will assume charge and if necessary, take the child to the hospital along with relevant details.
- Medicines will only be administered when the appropriate documentation has been completed and signed by the parent/carer.
- All medicines will be stored in a locked medicine cabinet which is clearly signed.
- A first aid box will be available, and the contents checked and kept up to date. Likewise, all members of staff will have an up to date first aid certificate.

## SAFETY

- An emergency and fire drill notice will be displayed in the hall.
- Fire drill will be practiced on a regular basis and details recorded.
- Equipment will be regularly monitored and checked for safety.
- Equipment will be well maintained.
- Quality reviews and risk assessment will be carried out on a regular basis.
- All staff will be aware of the correct use of equipment used by the club.
- Children will not have unsupervised access to the kitchen.
- Heating equipment must be regularly serviced and only heaters with a fire- guard can be used.
- A register of children and adults will be completed at the start of each session.
- Smoke detectors are installed and should be regularly checked.
- Two adult workers will be always present, and children will be always supervised.
- The exits to the building must be always kept clear.
- The premises will be checked before locking up at the end of each session.
- A safety check on the premises, both indoor and out will be made at the beginning and end of each session.
- The spread of toys will be controlled to ensure safety for others in the room.
- Equipment offered to children will be appropriate for the age and stage of development of the child.
- Equipment available will be used according to manufacturer's instructions.
- Accident forms and incident forms will be available for the reporting of all accidents. And filed accordingly.
- Electrical points will be kept covered. When in use leads and wires will be adequately guarded.
- Appropriate safety arrangements will be made for children with disabilities or learning difficulties.
- A staff member will be appointed as safety officer / coordinator and will be responsible for bringing the safety policy to the attention of everyone and for monitoring all aspects of safety.

## HEALTHY EATING POLICY

It is our aim to foster and encourage an interest in healthy eating amongst the children.

All children will be offered healthy meals when attending the club.

Whilst the children attend during holidays, the Fun Club, they will have 3 meals catered for, breakfast, lunch, and tea. Along with two snack times and drinks are always available.

In order that we can fulfill our commitment to healthy eating it will be necessary to prohibit the consumption of sweets, fizzy drinks, chewing gum etc. on the premises. We therefore ask that parents do not provide their children with snacks unless there is a specific dietary requirement to do so. In this case, parents should consult with the Senior Playworker in advance.

When need necessitates children bringing in a packed lunch during holiday club, which need to be kept cool, will be stored in named poly bags in the club refrigerator, at the correct temperature. All food, which does not need refrigerating will be kept in the children's named lunchboxes and stored in the coat rack. If the children are on an all-day trip out, Parents will be requested to provide an ice pack in the lunchbox to keep the food at a suitable temperature.

## HYGIENE

- Hands must be washed after using the toilet. Running water, soap and towels will be available.
- Tissues will be used and disposed of hygienically.
- Staff are aware of how infections – including HIV infections are transmitted.
- Rubber gloves will be available for clearing up after spills of bodily fluids.
- Floors and other surfaces will be disinfected.
- Spare laundered clothes will be available in case of emergencies.

## PARENTS AS PARTNERS

The staff at Trelawnyd Fun Club work with parents in providing quality care and education for their children. While always remembering that parents are the first educators of their young children, our aim is to support their essential work, not to take their place.

We will:

- Make all parents aware of the Fun Clubs policies and procedures
- Consult regularly with all parents regarding their child's care.
- Ensure that all parents have opportunities to contribute their own skills and knowledge to the activities of the Fun Club
- Consider all suggestions put forward by parents.
- Operate an open house policy for all parents who need our help and support.
- Keep parents fully informed of any changes in Fun Club policies by way of newsletters and informal meetings.



## PLAY AND LEARNING POLICY

At Trelawnyd Fun' Club we aim to meet children's individual needs and provide opportunities for the children to develop their social, physical, intellectual, emotional, creative, and linguistic capabilities.

We will:

- Provide activities, which are suited to the age and stage of development of each individual child.
- Ensure children are involved in the drawing up of the club's activity programme.
- Vary activities provided i.e., staff led, child initiated, formal and informal.
- Ensure children can actively choose which activities they participate in.
- Promote group work, paired activities, and activities to be completed by an individual.
- Encourage staff to promote fair play, sharing, positive interaction and turn taking during play
- Our Playworkers will actively engage with children to support and enhance the developmental experience.
- Trelawnyd Fun' Club will provide a structured and varied programme of activities in which the Playworkers will play an active role.

## MEDICATION FORM

All medication must be recorded daily on a medication form, details of the medication must be accompanied by a signature of consent by the parents/carer and subsequently administered by a member of the Fun Club team. All doses of medication must be recorded and signed for by the same member of staff.

## MEDICATION POLICY

It is the policy of Trelawnyd Fun Club that all medicines will normally only be given to a child that has had them prescribed by their medical practitioner.

The greatest care will be taken to see that these are administered according to the instructions and a signed record of all medication administered shall be made by senior staff on the medication form previously signed by parents/carers.

When a child attending Trelawnyd Fun Club becomes unwell it is our usual practice to contact the parent/carer and discuss the situation. Should they request administration of medication to minimize the child's distress as an interim measure, and the medication be available, then the staff will administer it making the necessary entries on a medication form and later signed by the parent/carer.





## SPECIAL NEEDS POLICY

Trelawnyd Fun Club aims to have regard to the All-Wales Code of Practice on the identification and assessment of special educational needs, and to provide a welcome and an appropriate learning opportunity for all children.

Children with special needs like all other children are admitted to our nursery after consultation between parents, proprietor, and team leader of the Fun Club.

Our system of observations and record keeping which operates in conjunction with parent's, enables us to monitor children's needs and progress on an individual basis.

If it is felt that a child's needs cannot be met in the nursery without the support of a one-to-one worker, funding will be sought to employ one.

Trelawnyd Fun Club works in liaison with external bodies including health visitors, psychologists, social workers, and pediatricians to meet the children's specific needs.

## STAFF TRAINING AND DEVELOPMENT POLICY

Trelawnyd Fun Club values its team of staff very highly. We accept that it is in the interest of Fun Club the nursery, the children, and the individual that each team member is given the opportunity to develop their personal skills to their maximum and to broaden their knowledge and skills in caring for children.

To facilitate this, we.

- Hold staff meetings on a regular basis.
- Are currently training all unqualified staff to the National Vocational Qualification in Childcare and Education level II and III
- Encourage where practical staff to attend external and in house training courses.
- Encourage staff to pass on their knowledge to those less experienced.

## TRANSPORT POLICY

Trelawnyd Fun Club provides on trips and outings. We have our own people carriers which will seat 7 people including the driver. All children wear appropriate safety restraints and all the safety equipment used is of a high standard.

\*\*The safety of each child in our vehicles is paramount\*\*

- All cars used have fully comprehensive commercial insurance cover, they are serviced on a regular basis and any work needed to be carried out is done so promptly.
- The designated drivers hold full driving licenses, are over 25 and in a good state of health.
- All drivers carry mobile phones for emergency use.
- If an occasion arises where we must use a private hire company or courtesy car for the transportation of our children, a member of staff would always be present and the same safety procedures used.

# Dates for your diary-2022



**January 2022:** New Year

**January 4<sup>th</sup> 2022:** Tiny Tots / Holiday Club reopens for the New Year

**January 10<sup>th</sup> 2022:** School reopens- spring term (before and after school care)

**February 21<sup>st</sup> - February 28<sup>th</sup> 2022:** Schools closed for half term-Out of school open (holiday club 7.00am-6.00pm)

**March 1<sup>st</sup> 2022:** Schools reopen- spring term (before and after school care)

**April 11<sup>th</sup> - April 22<sup>nd</sup> 2022** - Schools closed for Easter holidays- Holiday Club open (holiday club 7.00am-6.00pm)  
CLOSED **April 15<sup>th</sup> 2022** (Good Friday) and **April 18<sup>th</sup> 2022** (Easter Monday) this also includes the nursery

**April 26<sup>th</sup> 2022:** Schools reopen- summer term (before and after school care)

**May 2<sup>nd</sup> 2022:** Tiny Tots closed for May Day Bank Holiday

**May 30<sup>th</sup> - June 3<sup>rd</sup> 2022:** Schools closed for half term- Holiday Club open (holiday club 7.00am-6.00pm) CLOSED  
**June 2<sup>nd</sup>** (Spring bank holiday) and **June 3<sup>rd</sup>** (Queens Platinum Jubilee) this also includes the nursery

**June 6<sup>th</sup> 2022:** Schools reopen (before and after school care)

**July 21<sup>st</sup> - September 2022:** Schools closed for summer holidays- Holiday Club open (holiday club 7.00am-6.00pm)

**August 29<sup>th</sup> 2022:** Tiny Tots closed for summer Bank Holiday

**September 2022:** School reopens- autumn term (before and after school care)

**October 9<sup>th</sup> 2022:** Tiny Tots **50<sup>th</sup>** year Anniversary!

**October 31<sup>st</sup> – 4<sup>th</sup> November 2022:** Schools closed for half term- Out of school open (holiday club 7.00am-6.00pm)

**November 7<sup>th</sup> 2022:** Schools reopen (before and after school care)

**December 23<sup>rd</sup> 2022:** Schools closed for Christmas holidays

**Mid December:** Children's Christmas parties

**December 23<sup>rd</sup> from 6pm:** Tiny Tots closed for Christmas

Tiny Tots will re-open for the New Year **January 3<sup>rd</sup> 2023**

# Making friends, having fun!

25



## Our Fun Club is Number 1.

\*Excellent CIW Inspection reports

\*Hot meals, puddings and healthy snacks included

\*Home cooked; fresh, hot nutritious meals made on the day

\*Staff are First Aid trained, DBS checked and holds British Food Hygiene certificates

\*Before and after school care with Breakfast Club and Fun Club

\*Fully qualified, experienced, and motivated staff

\* Holiday Club with action packed days and trips



# Session times and Prices

## Breakfast Club

Open from 8.00 am – 8.50 am.

Includes a healthy breakfast, activities and escorting to class

You drop off...we do the rest!

**£2 a session**

## After School Club

Open 3.00 pm – 5.30 pm.

Includes collection from class, full activity program, and snack, drinks, hot meal, and dessert the fun continues after school!

**£9 a session**

## Holiday Club

Full day care with our qualified Play workers is available 7.45am - 6.00pm during all school holidays and school training days. School holiday boredom ends here!

**Please contact us regarding your requirements for pricing**

# Contact Details

Please contact Tiny Tots on **01745 856683** to join in all the fun!

**More information can be found at...**



We take your child's safety, security and above all  
Enjoyment, *seriously!*



We would like to thank Trelawnyd VA School and staff for their continued support in  
Helping us operate Fun Club for over 15 Years.

