

Eyton Extras After School Club



Statement of Purpose

Updated: October 2018

Our Statement of Purpose

Our aim is to provide accessible, affordable quality childcare for school aged children out of school hours. We hope that our service will be able to support working families and those in education or training. We also aim to provide a stimulating recreational and educational programme of quality play activities for children. We provide care through the medium of English, we use Welsh phrases to promote Welsh as a living language.

This statement of purpose will outline the operation of our service.

Opening Hours

We are open five days a week (Monday to Friday) during term time between the hours of 3.15pm and 5.30pm.

Children Cared For

We provide care for children aged between 3 and 11 years old. We are registered with the 'Care and Social Services Inspectorate for Wales' (CIW) to care for a maximum of 16 children under the age of 12 years.

We firmly believe in the equality of opportunity and welcome children from all cultural and religious backgrounds. We also welcome children with special needs. We have facilities to cater for those with behavioural and educational special needs. Please contact the registered person or senior playworker whose details are listed at the end of this booklet to discuss your child's particular needs in confidence.



Admissions Policy

The out of school club is open to any child attending Eyton School. No child shall receive less favourable treatment on the grounds of race, colour, ethnic or national origin, religious beliefs, disability or the ability to pay.

In order to ensure fairness in the allocation of places, the following criteria will be taken into consideration:

- Priority will be given to children with 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.
- Siblings of children already at the club will have priority over others.
- Provision will also be made for social services, employer or other sponsored places.

While available places exist, these will be allocated on a first come, first offer basis. If the club is over-subscribed a waiting list will be kept and administered by the senior playworker.

Places must be reserved in advance on a Monday morning, when possible, in order to secure placements and fees must be paid after receipt of a weekly bill.

The management committee reserves the right to refuse admission to any child whose behaviour is, in our opinion, not in the best interest of the other children's health and safety (this course of action would only be implemented once our agreed procedures for tackling behaviour problems have been exhausted.) All other policies are available to be viewed on request or on the website www.eytonprimary.co.uk look for 'Our Team' then 'Eyton Extras'.

Staff

As we are registered with the CIW we adhere to the national minimum standards for staff operating a childcare service. The person in charge has at least a level 3 qualification recognised on the Care Council for Wales' current list of Accepted Qualifications for the Early Years and Childcare Workforce in Wales or Skills Active's Integrated Qualification Framework for Playwork which is appropriate to the post. The assistant is working towards at least at level 2 from the Care Council for Wales' current list of Accepted Qualifications for the Early Years and Childcare Workforce in Wales or Skills Active's Integrated Qualification Framework for Playwork.

An on-going programme of training is available to our staff and personal development is actively encouraged. This programme includes training opportunities in the areas of equal opportunities and managing difficult behaviour, food hygiene and first aid.

For under 8's we operate a 1 to 8 child ratio in order to comply with the national minimum standards. However, should we take the children out of their normal environment, then we are likely to increase the ratio to ensure safety.



Details of What Children Can Do at Club

- Register on arrival
- Snacks - These comply with the Healthy Schools' commitment of Eyton School.
- Structured activities - including Techno Toys, Bingo, Craft - children are encouraged to join in and theme nights are posted on the school website www.eytonprimary.co.uk Look for 'Our Team' then 'Eyton Extras'.
- Free Play - These areas are out each night - craft, construction, homework, quiet area
- Quiet area is available for those children who need a place to 'chill out' for whatever reason.

The activities we offer cover the full spectrum of child development. They range from physical to creative and include:

- Theme weeks eg. Pirate Week, Techno Week, Caribbean Party
- Team games both indoors and out
- Art and Craft
- Story Telling
- Sports evening
- Themed workshops—provided by outside specialists

We aim to make our activity programme inclusive, so that children of all abilities can take part.



Registration and Collection



Children attending the club must have completed a registration form submitted to the playleader. This form is vitally important as it contains specific information about your child, such as allergies, special needs, emergency contacts, etc.

You can obtain a registration form from the playleader or from the website www.eytonprimary.co.uk Look for 'Our Team' then 'Eyton Extras'. You should keep a copy for yourself so that you can check it periodically for accuracy. Any changes in our child's circumstances need to be communicated to the playleader as early as possible.

To book your child into the club you need to call/write to school to reserve your place on a Monday morning (where possible). Payment is not required when booking. A detailed account will be sent to you the following week for payment within 7 days. We are limited on the numbers of children we can accommodate.

Only those listed on the child's registration form will be allowed to collect a child. Any changes in this should be communicated to the playleader in writing for your child's safety

Review and Monitoring

This document will be reviewed annually in consultation with children, parents, the local authority and CIW.

Emergency Procedures

In the case of emergency the following procedures will be followed:



Fire: Operate the nearest alarm, exit through the nearest fire door, congregate on the school playground furthest from the building and take a register. The playleader will call the fire brigade.

Illness: Parents will be contacted immediately in the case of serious injury or illness. If an ambulance is needed parents will be called after the emergency services. In the case of minor injuries, a first aid record is kept and parents are asked to sign on collection of their children.

Adverse Weather: Parents will be contacted to collect their children as soon as possible. Children will remain indoors until collected.

Complaints

Any initial complaints about our service should be made to the playleader identified below. For our full complaints procedure, please see the handbook or website.

Playleader:

Mrs C Jones, Eyton Extras, Eyton Primary School, Bangor Road, Eyton, Wrexham, LL13 0YD Tel: 01978 823392
mailbox@eyton-pri.wrexham.sch.uk

Registered Person:

Mrs Louise Whitgreave, Eyton Extras, Eyton Primary School, Bangor Road, Eyton, Wrexham, LL13 0YD Tel: 01978 823392
Headteacher@eyton-pri.wrexham.sch.uk

We are registered with the Care and Social Services Inspectorate for Wales (CIW). Should you need to contact them about issues relating to our service, then you can do so at the following address:

Care and Social Services Inspectorate for Wales
North Wales Office
Government Buildings
Sarn Mynach
Llandudno Junction LL31 9RZ
Tel: 0300 790 0126



www.eytonprimary.co.uk/our-team/eyton-extras/