



Handbook for Parents and Carers

Chwarae Da
Llandrindod Wells C. P. School,
Cefnlllys Lane,
Llandrindod Wells,
Powys. LD1 5WA

Telephone: (01597) 825735 Between 3.45 p.m. and 5.30 p.m.
e- mail: chwarda@cefnllys.powys.sch.uk

Cefnlllys C P School
Telephone: (01597) 822297 (school)
E- mail: office@cefnllys.powys.sch.uk
Web Site: www.cefnllys.powys.sch.uk



INTRODUCTION

Chwarae Da is located within Cefnlllys C.P. School, Llandrindod Wells. We provide affordable childcare for all primary school children from Reception to year 6. The club caters for 16 children in line with Care and Social Services Inspectorate Wales (CIW) registration. The Club is open during school holidays and after school providing quality childcare in a fun, friendly, safe and stimulating environment.

The Club aims to provide children with the opportunity to develop their skills and knowledge through play. Children have the opportunity to choose their own activities and enjoy the company of other children from a wide age range. The main language at the club is English even though some incidental Welsh is present.

The premises offer indoor and outdoor areas including direct access to the school playing fields, playground, toilet facilities carpeted flooring and the school hall. Qualified staff are on hand to provide a wide range of activities from construction toys, role play, games and arts and craft, to outdoor activities such as parachute games and sports. There are planned outings to the local amenities and organised trips using the schools minibus with a registered driver. 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, we are likely to increase the ratio to ensure safety.

Equal opportunities will be considered in all aspects of the service the Club provides. We also welcome children with specific needs. Please contact a Play Leader to discuss your child's particular needs in confidence.



After School Club:

£8.00 per child per session.

Chwarae Da is open 5 days a week (Monday to Friday) After School Club, during term time, between the hours of 3.30 p.m. and 5.30 p.m.

The charging policy is based on payment in respect of one evening session i.e. any time between the hours of 3.30 p.m. and 5.30 p.m. No discount will be given for only part of an evening session.

Children are welcome to join Chwarae Da after the school clubs finish, but we would remind you that the cost of £8.00 per session still applies.

If Parents/ Carers arrive to collect their child 15 minutes or later, than the end of the session, then extra charge of £10.00 will be added.

Snacks are provided after school which include various fruits, toast, crackers and cheese with milk or water. The dietary needs of individual children are indicated on the registration forms which are kept in secure location but where all staff can access them.

Collection of children from school

In line with the arrival and collection policy, the teachers bring the children who are attending Chwarae Da to the designated area within the school (library), where two members of staff are waiting for the children. A register is then taken to ensure all children are present. The children are then escorted by the two members of staff to the Chwarae Da room.

Holiday Club:

During the school holidays, the Holiday Club opens every day (Monday to Friday) between the times of 8.45 a.m. and 5.30 p.m., unless advertised. Parents/Carers will be informed in advance of any closures. Chwarae Da does not open however, on Bank Holidays and through the Christmas holidays. Due to current staff working within the school, there may be times on inset days that we have to close.

Dates will be confirmed prior to the commencement of school holidays and will allow parents/ carers ample booking time. If Chwarae Da has to close on a particular day, parents and carers will be given as much notice as possible to make alternative arrangements.

Children will require a packed lunch, mid morning and afternoon snacks and drinks when attending Holiday Club.

CHILDREN THAT DO NOT ATTEND CEFNLLYS SCHOOL

When booking your child/ren in to Chwarae Da, we ask that you pay in advance to secure your child's place. We need to do this as your child is not set up on our Parent Pay system. If a payment hasn't been made prior to your child attending the session then the child/ren will not be able to attend.

COSTS - Holiday Club:

<u>Normal Rates:</u>	Half Day	£15.00	per child
	Full Day	£20.00	per child

Parents/carers with more than one child attending the Club at the same time will be charged at reduced rates, ask for more details.

Further reductions for families of three or more attending the same session are available. A half day is classified as any time from **8.45 a.m. to**

1.00p.m. for a morning session or from 1.00 p.m. to 5.30 p.m. for an afternoon session.

Clubs Activities

A wide variety of activities are offered. Some activities will be planned on a weekly basis by the play leaders. Space and opportunities for outdoor play is provided everyday, weather permitting. Children are encouraged to participate in the planning and have a suggestion book on activities and equipment that they would like to be made available.

Activities that are provided are age appropriate and suitable for all children attending the club.

Some activities we provide include:-

- Various art and craft activities
- Cooking sessions
- Construction play
- Messy play
- Fantasy toys
- Outdoor parachute games
- Team games
- Outdoor play equipment including scooters, balls, bats, barrels and den building
- Trips to local sites of historical interest or library
- Trips the local park and nature walks
- Trips off site using Schools minibus
- Computer and I-pads/ Wii and D.S's



HOW TO REGISTER YOUR CHILD

To register your child with Chwarae Da you can either telephone the Club during opening hours (3.30 p.m. - 5. 30 p.m.) on (01597) 825735 or contact Llandrindod Wells C.P. School (9.00 a.m. - 3.30 p.m.) on (01597) 822297.

You can obtain a registration pack from the Play Leader which must be completed and returned to the Club **prior** to your child attending. You should, however, keep a copy for yourself so that you can check it periodically for accuracy E.G- Phone numbers.

Any changes in your child's circumstances need to be communicated to the Play Leader as early as possible.

The form is vitally important as it contains specific information about your child such as allergies, specific needs, emergency contacts etc. and ensures that we have an up to date record of your child's health, medical history, doctor's name and the names of people authorised to collect your child.

Once your child is registered with the Club he/she can attend on any day, subject to the availability of places.

As well as completing the registration form you will be given the opportunity to read Chwarae Da's policies and rules and then you will be asked to sign a form saying that you have read, understood and accepted the terms and conditions as a legally binding contract.

BOOKINGS/CANCELLATIONS

To book your child into the club you need to call either Chwarae Da after 3.45 p.m. on (01597) 825735 or the school office on (01597) 822297 and reserve your place as soon as possible. Payment is required in advance for those children who do not attend the school. We are limited on the numbers of children we can accommodate. Bookings should be made at least 24 hours in advance. **Cancellations with less than 48 hours notice will be charged at the full daily rate.**

It is always advisable to book as early as possible to avoid disappointment. Places are limited and are issued on a first come first served basis, subject to our Chwarae Da Admission Policy.

In the event of illness or unavoidable absence the Club should be notified at least one day in advance. If possible, because of the nature of the Club and the need to plan well in advance for adequate childcare arrangements, especially during the school holidays, it may not always be possible to fill placements which have become vacant due to illness or absenteeism. **If your child is ill you will be charged the full price for the first day.**

Failure to advise us of non-attendance at the After School Club will result in you being charged at the full price of £8.00, or the Holiday Club costs Half Day- £15.00, Full Day £20.00.

It is the responsibility of the parents/carers to cancel places at Chwarae Da, not the class teacher or siblings attending the club. **Please inform Chwarae Da directly or Llandrindod Wells C.P. School Office.**

Children will only be released at the end of the session to an authorised parent or carer, unless previous arrangements have been made for another responsible adult to collect them.

Staffing

Chwarae Da is registered with the CIW. We adhere to the national minimum standards for staff operating a childcare service.

Appropriate experience is absolutely essential for the Play Leaders and assistant position. We will ensure that our Play Leader holds a relevant level 3 childcare qualification.

An on going programme of training is available to our staff and personal development is actively encouraged.

Staffing levels meet the requirements set by CIW at all times. Also 80% of staff have a high level of experience and various qualifications of working with children with SEN.

Play leaders

- Amy Davies
- Emma Lewis
- Susie Brown
- Jamie Shipley

Assistant Play workers

Michelle Evans
Emma Lewis
Amy Williams
Susie Brown
Jamie Shipley

Amy Davies Play Leader:

I am a qualified play care worker. I have worked with children for 15 years. After completing my A levels I worked in a nursery and achieved my NVQ Level 3 in Early Years Care and Education. I am now currently working at a local 3+ setting. I hold a First Aid certificate and a Food Hygiene certificate, Child Protection as well as other work related courses which included many special needs courses.

I have a Foundation Degree in Educational Studies and Social Inclusion and a B.A. (Hons) in Education and Social Justice.

I enjoy reading, walking and studying relevant courses to do with special needs.

Miss. Emma Lewis Play Leader/Assistant:

I have over 10 year's experience of working in schools in both junior and infant classes. I have been working in Llandrindod Wells C. P. School since December 2014 as a Teaching Assistant within the Foundation Phase. I hold many relevant certificates which include First Aid, Level 2 in Food Safety in Catering and my most recent achievement being on apprenticeship in Children's care Learning and Development, HLTA and ELSA trained..

Miss Susie Brown Play Leader/Assistant

I attended Coleg Powys in Brecon where I gained a National Diploma Level 3 in Children Care, Learning and Development, Basic First Aid, Health and Safety and Basic Sign language. Whilst undertaking that I attended a number of schools and nurseries to help gain experience.

Currently I work in Cefnlllys Primary school as an L.S.A, mid-day supervisor and in after school Club. I have been doing this for nearly 5 years and really enjoy it. In my spare time I enjoy spending time with my family.

Jamie Shipley- Play Leader/ Assistant

I attended NPTC Group Newtown Campus, studying Health and Social care. I then went on to work at Ysgol Cedewain in Newtown. I have undertaken several courses such as epilepsy, I also have First aid and Level 2 food hygiene. I currently work in Cefnlllys in the pre-school assessment centre as well as breakfast and after school club.

Miss Amy Williams Playworker:

I attended Builth Wells High School where I gained 10 G.C.S.E's. After that I attended Coleg Powys in Brecon where I obtained a Level 3 in Children's Care, Learning and Development, First Aid, Health & Safety and Sign Language. Through that I gained experience in local schools and nurseries.

Currently I am working in Llanelwedd Primary School doing Breakfast Club, Dinner duty, After School club and supply TA work when needed. I also Work in the school holidays at Chwarae Da as a Play Assistant. In my spare time I enjoy spending time with my friends and family, cooking and shopping.

Miss. Michelle Evans Playworker:

I am a qualified Learning Support Assistant. My qualifications include BTEC First Diploma in caring and BTEC National Diploma in Nursery Nursing. I have also completed many other courses including Webster Stratton and Elklan.

I have worked at Llandrindod Wells C. P. School for over 20 years. I am currently working in the Infant Specialist Centre

Caitlin Price, Freya Leatherland and Rhys Cadwallader-Jones - Relief

Play Workers

Currently all Studying in University and Work during the school Holidays.

CLUB RULES

- Share
- Be kind to others
- Be respectful
- Take care of our things
- Welcome everyone
- Listen to each other
- Tidy up your things
- Have fun
- Sit down together for snacks and lunch
- Take turns
- Be helpful

(These are decided by the children and staff)



CLUB POLICIES

If you would like to read any of the policies please ask the Play Leader at Chwarae Da, who will ensure copies are made available for you.

COMPLAINTS PROCEDURE

In the first instance approach the Play Leader who will attempt to resolve the issue/complaint. If all attempts fail then the complaint should be directed in writing to the management committee who will investigate the complaint and report back to all parties concerned with their findings. This should be done in writing within one month of receipt of the complaint. If, however, it is impossible to resolve the complaint within this time a written report on the progress of the complaint will be sent to all parties concerned explaining why there has been a delay in the procedures and the probable time of completion. This should be followed by details of the full findings as soon as possible.

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

Making a complaint to CIW

Carmarthen
0300 7900 126
0872 437 7303
CIW.Carmarthen@gov.wales

Care Inspectorate Wales
Government Buildings
Picton Terrace
Carmarthen
SA31 3BT

