

Danbury Before and



After School Club

Prospectus 2015

Registered Charity no: 1111808 Little Baddow Road, Danbury, Chelmsford, CM3 4NS
DfES/Ofsted number: EY418953, Accredited PSLA membership no: 10584
Tel: 0845 643 0076 or 01245 690678 (available part-time office hours only)

Welcome to Danbury Before and After School Club

We are run by Danbury Pre-School which has been established in the village of Danbury for over 40 years. In 2010, with the support of a grant from Sure Start, we have been able to build within the grounds of St John's primary school. Our fabulous new building is light, airy and spacious with book and home corners, large play areas, a dedicated computer corner for the children, purpose built toilets and washbasins, our own kitchen which also contains a "mini" area for the children where they can do their own washing up and wet play and access to hard play areas.

We offer care to children who are attending school from reception to year 6 during term time only.

Our breakfast club starts at 7.30am- 8.50am while our after school club runs from 3.10pm - 6.00pm.

The Danbury Before and After School Club mission is to give young children a creative and playful learning experience that enables them to

- **grow in confidence socially and emotionally**
- **be comfortable and happy with themselves**
- **enjoy and thrive in future learning situations**

In this prospectus we hope to give you as much information as possible to help you and your child feel happy with this new experience.

If you would like further information after reading this prospectus or would like to make an appointment to visit us, please contact Cheryl Smith or Charlotte Jones (Danbury Pre-School Administrator) on 0845 6430076 or 01245 690678 or e-mail us at info@danburypreschool.org.uk. Alternatively if you wish to apply for a place at our club then please fill in the application in this prospectus.



About Us

Our Aims

- To provide a safe, secure and stimulating environment
- To provide high quality care for all children

- To ensure equality of opportunity and values diversity for all children and their families
- To work in partnership with parents to help children learn and develop and add to the well-being of our community.

Playwork Principles

1. All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and well being of individuals and communities.
2. Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.
3. The prime focus and essence of Playwork is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
4. For Playworkers, the play process takes precedence and Playworkers act as advocates for play when engaging with adult led agendas.
5. The role of the Playworker is to support all children and young people in the creation of a space in which they can play.
6. The Playworker's response to children and young people playing is based on a sound up to date knowledge of the play process, and reflective practice.
7. Playworkers recognise their own impact on the play space and also the impact of children and young people's play on the Playworker.
8. Playworkers choose an intervention style that enables children and young people to extend their play. All Playworker intervention must balance risk with the developmental benefit and well being of children.

Who are we?

We are a registered charity run by an elected Committee of volunteers, mostly made up of parents of children attending the pre-school or before and after school club, not a private business. The Committee work in tandem with the staff to ensure the smooth running of both our ventures.

The Committee is responsible for:

- Supporting the senior staff in managing the finances and personnel;
- Making sure that we have - and work to - policies which help us to provide a high quality service;
- Making sure that we work in partnership with the children's parents;
- Fundraising.

We depend very much on the goodwill of parents and their involvement. Without the Committee we would not be able to operate and would have to close.

The Committee is elected at the Annual General Meeting held in March each year and generally meets twice a term.

The Annual General Meeting is open to the parents of all of the children who attend the setting. It is our forum for looking back over the previous year's activities and shaping the coming year's activities.

If you have any skills (e.g. finance, building, marketing, architecture, gardening, DIY, baking, etc.) that you think may be of use to us or if you could spare some time to support us and would like to join the Committee, please let the Committee know as everyone is welcome and additional resources are always gratefully received.

A list of the most current Committee members is included with this prospectus but please see the notice board in setting for any changes to the list of current members.

Our staff

We are proud of our friendly, highly qualified and experienced team of staff. The Supervisory team who run the daily sessions are dedicated professionals qualified to a minimum NVQ level 3 (or equivalent) and have many years of experience. There are approved First Aiders at each session.

We encourage all our staff to continue in their professional development by attending workshops and completing recognised training qualifications. Staff training is continuous to keep up with current best practice. Each member of staff and main Committee has or will receive Criminal Records Bureau clearance. Continuous professional development for all our staff is a priority.

Our team is made up of:

Staff with Child Care qualification

Cheryl Smith	Level 3	Hayley Gookey	Apprentice Training to Level 2	Staff with level 3 playwork
Jodie Smith	Level 3	Anna Acres	Level 2	
Jennette Williams	Level 3	Liz Wood	Level 3	
Charlotte Jones	Level 3			

qualification

Cheryl Smith and Jennette Williams

OFSTED and Policies

Our parent company Danbury Pre-School is regularly inspected by OFSTED with our most recent inspection having taken place in September 2011 where OFSTED judgement was *good with outstanding features*. A copy of our OFSTED report is available via our website www.danburypreschool.org.uk.

Our policy statements are available on our website and in the policy binder in setting. We can also provide hard copies of any of our policies on request.

1.	Administering Medication	July 2013
2.	Admissions and Fees	June 2013
3.	Behaviour Management	July 2013
4.	Complaints	July 2013
5.	Early Years Foundation Stage	July 2013
6.	Emergency Evacuation Closure Procedure	July 2013
7.	Equal Opportunities Policy	July 2013
8.	Missing Child Procedure	July 2013
9.	Mobile Phone Policy	July 2013
10.	Play Policy	July 2013
11.	Safeguarding Children Policy	July 2013
12.	Suspension and Exclusion Policy	July 2013
13.	Uncollected Children Policy	July 2013
14.		
15.		
16.		
17.		
18.		
19.		
20.		

The following Official Officers have additional responsible for the policies detailed below:

Achieving Positive Behaviour Officer	Cheryl Smith
Complaints Officer	Charlotte Jones
Equality Named Co-ordinator	Cheryl Smith
Health, Hygiene & Safety Appointed Officers	Jennette Williams, Anna Acres
Safeguarding Designated Person	Charlotte Jones
Safeguarding Designated Officer	Stacey Withey
Special Educational Needs Co-Ordinator	Kay Tipper

We work in partnership with staff and parents to update and review these policies on a regular basis.

Please contact a member of the Committee or speak to the Supervisor should you wish to discuss any of these policies. Your comments are most welcome. We would also like to invite you to help us review our policies on a regular basis via email. If you wish to be included in this reviewing process please give your email address to a supervisor.



Partnership

Parents and carers in partnership with us - How parents and carers can take part in the setting

The learning experience for children is considered one of the most vital. Children absorb an enormous amount of information and many professional writers on the subject are of the view that a child's character is fully formed by the age of 7 years.

Parents are the first and most important educators of their children. The before and after school club aims to work in partnership with you and your child's school in caring for and educating your child.

We would like to encourage you to:

- Exchange knowledge about your children's needs, activities, interests and progress with staff
- Being part of the management committee
- Building friendships with other parents

We will collect information about your child's needs, activities and interests and achievements. Your child contributes to the BAS Club scrapbook that is available to view at any time.

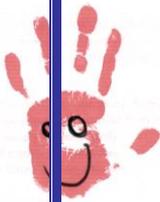
All children

We have a full range of play equipment to stimulate children through play allowing the children the opportunity to play both indoors and out.

Children are learning all the time and for them 'playing' is learning. It could be sharing with others, being creative on the craft table or being part of a team. We have lots of board games where we take turns and talk non-stop!

They explore, investigate, discover, create, practise, rehearse, repeat and consolidate their developing knowledge, skills, understanding and attitudes. Many of these aspects of learning are brought together effectively through playing and talking.

Above all we have a lot of fun together in a group so that your child will not be afraid to try new activities.



Starting your child at

Danbury Before and After School Club

To make sure that your child settles well, the staff will work with you to decide on how to help your child to settle into their new club.

We encourage you to make visits to the setting with your child before he/she starts so that they can become familiar with the surroundings. We also offer a free trial session that you can schedule at your convenience.

When your child starts, it may seem strange to begin with, and they may feel upset or anxious. Your child should soon settle into the routine, but we will always telephone you if there are any problems. You are also very welcome to ring us if you feel concerned about the care they have received.

What your child will need

Please make sure that your child is dressed in clothing suitable for the various activities. They will go outside in all weathers to play and explore. In the summer, please include a sun hat and sun-cream for your child.

Footwear, in particular, must be safe to use our to participate in all physical activities. Your child may be playing outside on the school field so a change of clothes is recommended to avoid having to wash uniform overnight.

It would be helpful if cardigans, coats, hats and shoes were all clearly labelled as children do not always recognise their own things!

If your child has pierced ears, please ensure that they only wear stud style earrings.



Drinks and Snacks

Milk, water and fruit juice are provided to drink. If your child cannot have any of these then we ask that they bring their own drink in a named container. Please complete the registration forms to advise us if your child has any special dietary requirements or allergies.

Sample menu

Before School	After School
<p>Cereal- selection Yoghurt- selection Fruit – selection Toast- selection of spreads</p>	<p><u>Main course</u></p> <p>Wraps Jacket potato Roast chicken Pizza Fish Sausage and Mash Pasta with cheese and sauce Spaghetti bolognaise Chicken burgers</p>
	<p><u>Desserts</u></p> <p>Fruit Banana and custard Yoghurt Swiss roll Chocolate mousse Chocolate eclairs Arctic roll Jelly and Ice cream</p>



A Typical Session

We organise our sessions so that the children can choose from and work at a range of activities and, in doing so, build up their ability to select and work through a task to its completion.

The children are also helped and encouraged to take part in adult-led small and large group activities that introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity - and are encouraged - to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom/s.

Supervised free play - The computer, television and games console are available each session for limited periods to encourage interaction and physical activity. Various games are available for the children to self select.

Health and Safety

Fire Register

We have a fire register inside where your child will be registered on arrival and departure. This is part of our fire precautions; we would use the list if necessary in the event of a fire. We have regular fire drills for the staff and children.

Illness

If your child is suffering from any of the illnesses listed below, please do not bring them to the club.

- Conjunctivitis – child can return 24 hours after starting treatment
- Diarrhoea – child should stay at home until their symptoms have settled for 48 hours
- Sickness – child should stay at home until their symptoms have settled for 48 hours
- Impetigo – until 24 hours after the start of treatment
- Chicken Pox – until scabs are dry

For any other specific illness, please contact the supervisor before bringing your child.



Sessions and Fees

Opening Times

Breakfast club is open 7.30- 8.50

After school club is open 3.10- 18.00.

Our breakfast club is for children after their 3rd birthday only and our after school is only for children attending primary school.

Once your child is registered with us, if a session is not full, a “pay and play” place can be offered on a first come first served basis. If you are interested on any day in utilising this service then please call the Administrator on 0845 643 0076. If you require a place at short notice please contact the setting directly and speak with a Supervisor for availability on 07944 746668.

If we have to close for any reason due to severe weather or other unavoidable circumstances, we will endeavour to contact all breakfast club parents by telephone, details will also be put on our website and we will contact Heart (radio).

Fees

Fees are payable monthly for the sessions your child is due to attend for that calendar month. Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, please talk to the supervisor, Administrator or a member of the Committee. For your child to keep her/his place you must pay the fees. If you have any difficulties with payment, please let us know and we will do our best to help.

Fees and Session Times (March 2012)

Breakfast Club

Day	Time	Price
Monday	07.30 - 08.50am	£5.00
Tuesday	07.30 - 08.50am	£5.00
Wednesday	07.30 - 08.50am	£5.00
Thursday	07.30 - 08.50am	£5.00
Friday	07.30 - 08.50am	£5.00

After School Club

Day	Time	Price
Monday	15.10 – 18.00pm	£12.00
Tuesday	15.10 – 18.00pm	£12.00
Wednesday	15.10 – 18.00pm	£12.00
Thursday	15.10 – 18.00pm	£12.00
Friday	15.10 – 18.00pm	£12.00

[USEFUL ADDRESSES & TELEPHONE NUMBERS](#)



OFSTED, Office for Standards in Education (OFSTED), National Business Unit, Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA
08456 404040 www.ofsted.gov.uk

HEALTH & SAFETY EXECUTIVE Area Office (East Anglia), Wren House, Hedgerow Business Park, Colchester Road, Springfield, Essex CM2 5PF

Tel: 01245 706200 www.hse.gov.uk

DEPARTMENT for EDUCATION and SKILLS, Department for Education and Skills

Caxton House, Tothill Street, London, SW1H 9FN

Tel: 0870 000 2288 www.dfes.gov.uk

PRE-SCHOOL LEARNING ALLIANCE, (Area Office)

E2, Market Road, Chelmsford, CM1 1LX

Tel: 01245 438563 www.pre-school.org.uk

THE SCHOOLS CHILDREN AND FAMILIES DIRECTORATE. EARLY YEARS AND CHILDCATE, PO Box 47, County Hall, Market Road, CM1 1QH

Tel: 01245 438500 www.earlyyears.essexcc.gov.uk

OUT OF SCHOOL INFORMATION AND DEVELOPMENT - 4 children

01245 438572 www.4children.org.uk



Main Committee 2014

Chair- Stacey Withey

Vice Chair- Wendy Beer

Secretary- Claire Peacock

Treasurer- Ron Matthews

Fundraising- Kirsty Finkle

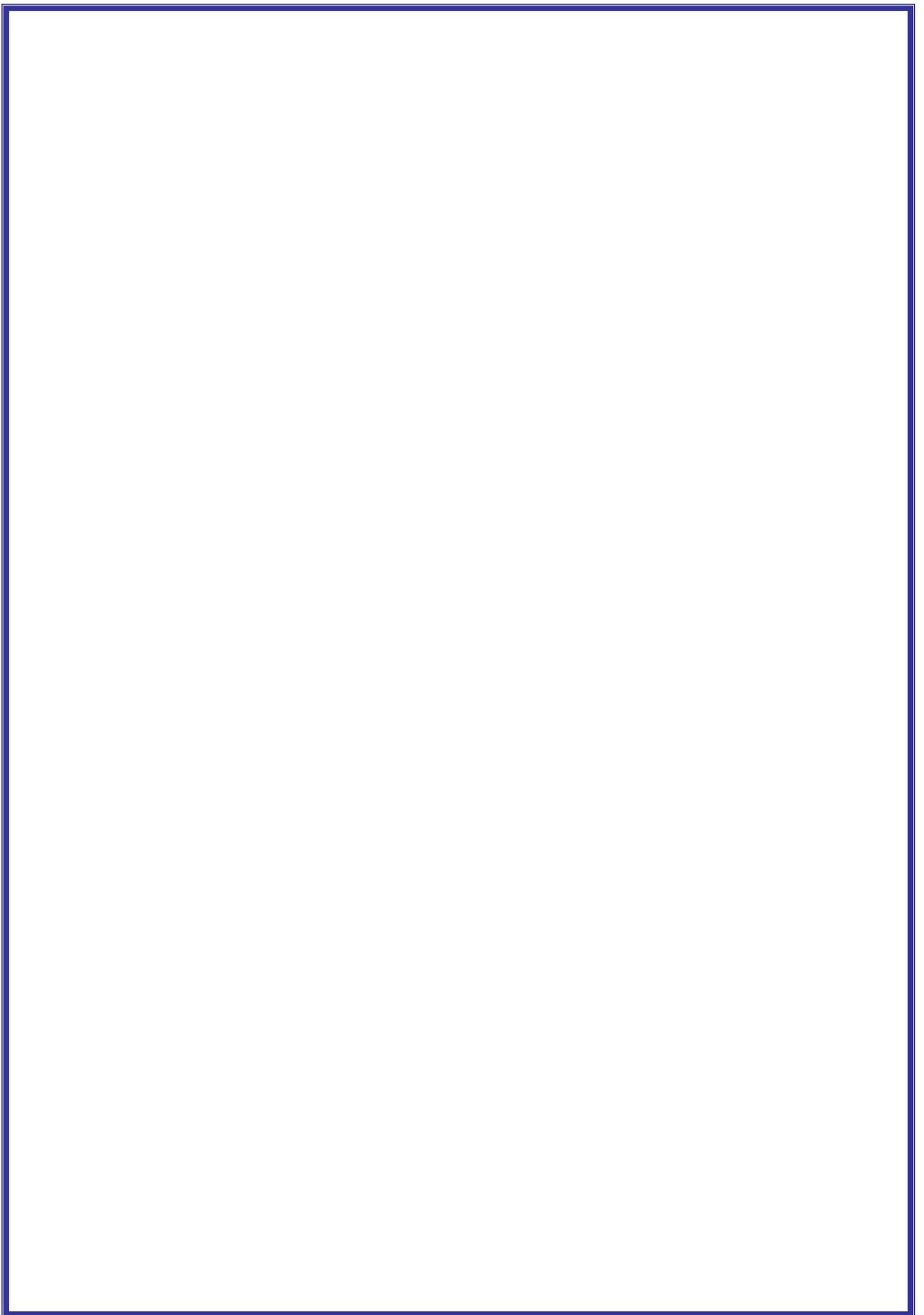
Publicity- Wendy Beer

Parent Liaison- Bianca Forrester

Projects- Louise Amato

Website- Kim Helm

Newsletter- Faye Murtha





Child's name

Class

Is registered to attend the Danbury Before and After School

Club on

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					
After School					

this term

Parent / Carer signature

Please hand this note to your child's school



Child's name

Class

Is registered to attend the Danbury Before and After School

Club this term and will attend a school club on the following

dates and times

Monday	Tuesday	Wednesday	Thursday	Friday

Parent / Carer signature

Please hand this note to the club staff to ensure your child is collected and delivered at the correct times