



Handbook for parents



**Cambo Wraparound, Cambo Morpeth, Northumberland NE61 4BE.
Tel: 07887 409641 Email: cambowraparound@hotmail.co.uk**

Welcome to Cambo Wraparound Afterschool!

We provide high quality childcare in a safe and stimulating environment for your child to enjoy with their friends. Some of our children attend because their parents are working and some simply because they enjoy being here.

We are a registered childcare facility working within Cambo first school meeting the national standards set by OFSTED and any child from the age of 3 years is welcome.

Introducing your child into Afterschool

Afterschool runs Monday to Thursday from 3.15pm to 6.00pm in the school term. [After school does not run on Fridays as the school organises football practice for children.]

We would suggest that you visit with your child to meet the staff, see the activities that are happening and let them see the other children enjoying themselves in our relaxed setting.

Please speak to Patsy to arrange a visit.

Activities

A wide range of activities are carefully planned to suit the needs and individual interests of all children in our care such as Cambo café, Movie night, cookery club, craft night and various organised sports activities to name but a few.

As well as these the children have a wide selection of construction, games, messy activities which children can choose from on a daily basis. Children are never forced to participate in something they don't enjoy and there are always enough resources available for there to be something they would like to do.

We have regular sharing sessions with the children about the activities and games they enjoy and what they like best about the club. We listen to their views about changes they would like to see and ideas for new activities they would like to include in the program. Each child has an Afterschool journal to record their interests and their views, this helps to focus weekly planning.

Early Years Foundation Stage

The EYFS is statutory for every provider who cares for children aged five years and under, this includes out of school providers who cater for young children.

'The Early Years Foundation Stage brings together and replaces the curriculum guidance for the foundation stage, the birth to three matters framework and the National Standards for under-8s Day Care and Childminding. Most requirements are applicable to all types of setting including out of school childcare- so that, wherever they send their children parents can be assured that essential standards of provision are in place.'

The framework is subject to change at present e.g. new government initiatives. The play based nature of our Afterschool setting supports the EYFS Framework, which is based on the principle that children learn through play. Our setting also has a role in complementing wider learning opportunities for young children.

We take very seriously our commitment to helping and encouraging children in our care to try all the activities and games we offer. Their efforts will never receive a negative response, praise and encouragement are given at every stage of the learning process.

We recognise that each child develops individual skills and abilities at different rates and this is reflected in the planning of activities.

The club has a commitment to ensure all staff members are trained to the highest standards and undertake regular training to enhance their professional development.

Cambo Wraparound is committed to building a "culture of safety" in which children are protected from abuse and harm in all areas of its service delivery.

An example of our daily routine:

Your child is collected from their class at 3.10 pm by a member of the Afterschool staff

Children sit on the mat for staff to complete the register.

The children can choose from a wide range of toys and activities.

An adult directed activity led by a member of staff (this can be anything from a craft activity to a board game.)

Toast/fruit is offered during the session.

The session closes at 6.00pm.

Equal Opportunities

We aim to offer every child the best possible care, learning and play experience in our facility, regardless of race, ethnicity, nationality, class, religion, culture, gender, language, special educational additional needs or disability.

All providers have a responsibility to ensure that diversity of individuals and communities is valued and respected not only so that every child is included and not disadvantaged, but also so that all children learn from the earliest age to value diversity in others and grow up making a positive contribution to society.

We do not tolerate racial harassment in any form. To encourage understanding of other races and cultures we research and celebrate festivals from around the world. Any alleged case of racial harassment will be dealt with according to the principles of the relevant policy.

We do not tolerate any form of bullying in our facility. We recognise that bullying takes many forms and is not simply restricted to children. This area is covered in much greater detail in the relevant policy.

To this end we have an Equalities/Inclusion/bullying policy which sets out our approach.

Suspensions and exclusions

Regrettably there may be occasions where repeated unacceptable behaviour makes it necessary to suspend a child's place within the club or exclude them. The reasons for this may be complex and staff will discuss the situation with the child concerned and their parents. The steps taken in this situation are set out in the Suspensions and Exclusions Policy.

Snacks

We are a healthy wraparound facility and encourage children to have healthy snacks. The children are offered a snack of toast or fruit and water whilst in Afterschool.

Information

To keep parents informed on upcoming events and activities we send out regular newsletters also and information via wraparound email.

At present we are currently developing our own website and hope to have this on line by 2012. Presently we include information on the school website which parents are able to access at: www.camboschool.net

Safety at Cambo Wraparound

Your child's safety is of utmost importance to us, we have policies and procedures in place to safe guard all of the children in our care . Daily risk assessments are carried out to ensure the safety of your child at all times.

Children are taught from the onset not to wander out from the hall into school unless they need to go to the toilet. They are taught always to ask an adult before they leave the hall. This applies to outdoor play where children are always accompanied by an adult outside on the yard and field, if using the pre-school garden the green door is left open on the hook with an adult outside to allow free flow play if they wish.

Government Staff ratios are always adhered to.

We only use toys and equipment bearing the appropriate standard marks and suitable for the age and ability of the children. Toys, games and equipment are checked regularly , any that are damaged are removed until they have been repaired or disposed of it irreparable.

Health and Safety

All school and Afterschool staff are trained in first aid [child paediatrics included]

If your child takes ill during the session we will reassure your child and make them comfortable. If we feel that your child needs to be taken home from the facility we will contact you using the emergency contacts list [given on your child's admission form]. Should it be necessary to take your child to hospital, you [or the emergency contact] will be informed of their condition and where they are being taken.

If the emergency portion of the form is signed [admissions form] for emergency procedures then a member of staff will give permission to medical staff to carry out any medical procedures, but only if waiting for your arrival will put your child at risk.

Visitors

Visitors area asked to sign the visitors register, they are accompanied by a member of staff to and from the club and at all times whilst in the room with the children.

School visits

Although we do not regularly go out of the school on visits and outings due to financial restrictions, we do have the relevant policies, procedures and risk assessments in place for when these occasions do occur.

Finance

We have a small budget, but are very resourceful with materials and equipment to ensure the children benefit from enjoyable and fun experiences.

Registering your child in Afterschool

All children who attend the Afterschool need to be registered with the setting. When you register you will be asked to fill in some forms which will include information such as child's name, address, medical history, dietary requirements and cultural beliefs. The information you give us on these forms ensures your child gets the best possible care whilst in our setting. All information and records held by Cambo Afterschool are protected and kept in a locked filing cabinet, this information is strictly confidential under the Data Protection Act (1998). Please see Patsy to obtain the relevant forms or you can download from the school website.

Booking in procedures for Afterschool

If you would like your child booked into Afterschool this can be done via:

Wraparound mobile number: [0788409641](tel:0788409641)

If your child is booked into the facility via Text Message/voice mail

Please ensure that you receive a response via text from a member of staff confirming your child is booked in.

We will initial the staff member dealing with the booking and record the method of communication used, beside your child's name, in the booking in file for future reference.(New procedure from 9th January 2012)

[If you do not receive a confirmation, please assume that your message has not got through and ring the Wraparound mobile number again.](#)

[If you still cannot get through then ring the school office.](#)

E mail address: cambowraparound@hotmail.co.uk

If your child is booked into the facility via email:

[Emails and texts will be checked at specific times each day 8.30am, 1.00pm and 2.45 pm. However technology can sometimes be very](#)

temperamental! If you do not receive a reply then please email again or use an alternative method to book your child into the facility.

If your child is booked into the facility via school telephone:

Verbal confirmation will be immediate and your child's name will be added to the Wraparound message book in the office.

If you are unable to book your child into the facility via the three methods above then parents can contact the school directly. However they must ensure that their child's name is entered onto the Afterschool register.

Occasionally children may think they are in Afterschool and can become quite upset when staff have not been contacted by parents. Please note if for any reason we are unsure as to whether your child is booked in or not Afterschool staff will ring parents for confirmation

If it is uncertain whether your child is attending After school then staff will ensure their safety and well being until parents are contacted.

Collecting your child from Afterschool

Parents are asked to access Afterschool from the playground entrance, as the buzzer from here is linked to the hall, you must ensure you have collected your child by 6.00pm at the very latest.

All children must be signed out of Afterschool by one of the people authorised to do so on the registration forms It is the responsibility of the person collecting the child to insert the time of collection for billing purposes. Please see the Afterschool Policies for more information (copies of which can be found on the Afterschool notice board in the school hall)

Fees and Payments for Afterschool attendances

Our current fee rate is £2.00 per hour for the first child of a family and £1.00 per hour for subsequent children if in Afterschool in the same session. This is kept deliberately low to enable as many parents as possible to use our service. If it comes necessary to alter the fee parents will be informed in writing, before any changes are implemented. All attendances are billed at the end of each month. The bill will be sent home in your child's school bag. When making a payment could you put it in an envelope marked "Afterschool Payment" and leave it in the school office.

Attendance

We keep a formal register of all persons who enter and leave Afterschool on which we record arrival and departure times.

Working together for your children

In Cambo Wraparound Afterschool Club we maintain the ratio of adults to children in the setting that is set through the Welfare Requirements. We also have volunteer parent helpers where possible to complement these ratios. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety.

The staff who work at our setting are:

Name	Job Title	Qualifications and Experience
Patsy Millen	Cambo Wraparound manager	Foundation degree in Early Years Practice level 5 Senco Training First Aider Designated person dealing in child protection
Sharon Birdsall	WraparoundDeputy/Leader	Level 3 in Pre-school Practise
Jayne Wright	WraparoundDeputy/Leader	Level 3 in Pre-school Practise
Caroline Laing	Wraparound Assisstant	Working towards level 3 childcare
Carol Flatman	Wraparound Assistant	Over 10 years experience working in Cambo first school

Patsy has had over 20 years experience in childcare and took on the role of Cambo Wraparound manager in November 2010. Patsy leads both Afterschool and Preschool. She is the Appointed First Aider, Inclusion Co-ordinator, Designated Child Protection Person, Health and Safety Officer,

Equality and Diversity Officer, Behaviour Management Officer and has attended all of the most recent EYFS training.

The designated person who co-ordinates child protection issues is:

Mrs Patsy Millen, Wraparound Manager [recent training 2012]

All staff who work within Cambo Afterschool regularly attend training in safeguarding children every three years and to this part, we have a comprehensive Safeguarding Children Policy, a copy of which can be found in the Afterschool Policies and Procedures file attached to the afterschool notice board in the school hall.

All staff bring their individual talents to the setting and have a wealth of knowledge and experience working with children. We are proud to offer such a fantastic service to families, and strive to make your child happy and secure in Afterschool.

Complaints

A full copy of our complaints procedure is contained in the operational plan and also in our policies file; please speak to Patsy if you would like to see any of our policies or procedures.

If you have a complaint or concern about any issue of Afterschool, please speak to Patsy or any member of Cambo Wraparound Committee (Caroline Dower, Nanette Robson or Claire Cowie).

Our regulatory body OFSTED can always be contacted directly if you are not satisfied with how your complaint is dealt with by ringing the telephone number below, alternatively their contact details are always on the Afterschool notice board

OFSTED - Telephone 0300 123 1231

The Management of our setting.

A parent management committee are members elected by the parents of the children who attend the setting.

The elections take place at our Annual General Meeting.

The committee is responsible for

- Managing the finances
- Employing and managing staff

- Ensuring policies and procedures are up to date and providing a high quality service.
- Ensuring the setting works in partnership with the children's parents.

The Annual general meeting is open to all parents who attend the setting. It is a shared forum for reviewing the year and shaping the year ahead.

In February 2009 the committee became a limited company by guarantee.

Copies of the memorandum and articles of Association are kept in the school office and is available on request (please note the file must not be removed from the school premises).

We hope that your child enjoys being a member of our Afterschool Club and that they find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions or if you have any interests that you would like to share with us e.g. cookery knitting woodwork!!! we really value your input.

Other extended services operating on Cambo First School site:

Breakfast Club

The school operates a breakfast club on weekdays from 8 a.m. until 9.00a.m. This facility is run by Mrs. Cummings and Mrs. Flatman. The cost for this is £1 per hour. Parents can book their child into breakfast club via the school office. 01670 774210

Holiday Club

We operate a holiday club for 5 days in the summer holidays Monday-Friday. 10a.m. -4.00p.m. A variety of activities are proffered including sports and crafts. Booking for this facility is carried out in June/July of each year. Cost:£10 per day.

Youth Club

Cambo Wraparound operates a youth club for children over the age of 9 years for further information please see the Youth Club hand book. Cost £2 per session

Stay n Play

Stay n Play runs every Tuesday term time only 1.30pm -3.00pm from Cambo first school hall. It welcomes children and families from birth

upwards and offers a friendly and stimulating environment for you and your child. It is run by Sharon Birdsall and Isobel Anderson.

If you would like more details please call us on the Wraparound mobile number. [0788409641](tel:0788409641) or email us at cambowraparound@hotmail.co.uk