Charges



 **Statement of Purpose**

**Afterschool/ Breakfast & Holiday Club**

Belmont Playcare

215 Belmont Road

Belfast

BT4 2AG

02890 671050

info@belmontplaygroup.org

www.belmontplaycare.com

 **Ethos**

At Belmont play care we provide a secure, caring and stimulating environment where each individual feels valued.

**Aims and Objectives**

We aim to create inclusive environment which embrace diversity. We encourage development through a range of age-appropriate activities in a safe and secure environment where the children can have fun. We aim to help the children to grow in confidence and build self-esteem. We aim to work in partnership with parents recognising that you are the first educators of your child.

**Our Club aims to:**

“A home from home atmosphere for your children out of school hours”.

We work together to explore experiment and investigate thoughts and feelings in a variety of ways. We aim to promote self-esteem, self-confidence and independence and positively promote an environment where children enjoy learning and develop the skills necessary to become a responsible member of society. All this within a caring and friendly environment, it is important for us to create a home from home.

**Our club is committed to meeting the needs of the parents by:**

* Listening and responding to their views and concerns.
* Keeping them informed of our policies and procedures, including opening times, fees and charges, and programme of activities.
* Sharing and discussing their child’s achievements, experiences, progress and friendship, along with any difficulties which may arise.

**Our club is committed to providing:**

* Care and activities that put the needs and safety of the children first.
* A programme of activities that is interesting, educational, stimulating and fun.
* Activities that promote each child’s social, physical, moral and intellectual development.
* Access to a variety of facilities and equipment under safe and supervised conditions.
* A staff team that is experienced, well trained and properly supported.
* Service that meets the conditions of the HSCT Minimum Standards, the Children’s Act 1989 and all other relevant legislation.
* An environment where no child is bullied or suffers discrimination in any form.

**Opening Hours**

* Breakfast Club opens between 8.00am and 8.45am every day during school term time.
* Afterschool Club opens between 2.15pm and 6.00pm every day during school time.
* Holiday club opens between 8.30pm and 5.30pm every day during school holidays.

**Staffing**

Staffing levels meet the requirements set by HSCT minimum standards at all times.

Belmont Afterschool’s welcomes boys and girls and is registered by HSCT to care for 24 Children between the ages 4 and 7 years, with a staff to child ratio of 1:8.

**Club Premises/ Facilities Offered**

Afterschool operates in the grounds of Belmont Primary School, East Belfast. The classroom has an entrance hall/cloakroom; children’s toileting facilities; kitchen area; two outdoor covered play spaces with a gate that is locked for each session and large indoor/outdoor stores.

**THERE ARE NO VEHICLES PERMITTED IN THE SCHOOL CAR PARK PARENT’S MUST PARK OUT ON THE BELMONT ROAD.**

\*Children have access to the school playground for physical play.

Services Offered

In line with the arrival and collection policy from school, the club staff collects children from Belmont Primary School only.

Snacks and drinks are provided in session. All food and drinks offered are in line with our healthy eating policy and meets the dietary needs and preferences of children as indicated on the children’s registration form.

**Activities Offered**

Activities will be planned weekly by afterschool staffs, whilst still offering opportunities for free play. Children will be encouraged to participate in the planning and evaluation of activities and ideas for equipment when it is being purchased. We provide a broad range of challenging and stimulating activities, both indoors and outdoors that take into account the children’s abilities and interests.

* Art and Craft
* Outdoor Play
* Small World Play
* Block Play
* Imaginative Play
* Cookery
* Drawing
* Topic Work.

Aims of shared planning with the children allow:

Experiences for children to

* Have Fun
* Make Discoveries
* Explore their interests.
* Seek answers to questions.
* Test their knowledge and hypothesise.
* Develop new skills.

Planning success and evaluations are reported in the following ways:

Communicating with families

Staff evaluation meetings – recorded.

Discussions with the children.

Visual displays of the children’s work which include photographs.

**Range of Resources Available**

Belmont Afterschool’s has a wide variety of resources for small world and imaginative play. Games and puzzles are available and accessible for the children. Craft materials are also in a huge supply with more intricate activities and resources on offer for the children to select. Fundraising monies allocated each term to the session, mean the children and staff can plan and develop resources which are of an interest to them.

**Routines**

**Free play** is offered to the children after school collection. Children can ask for additional resources at any point during the session. Topical art and craft are available for the children to participate in which is age appropriate. Children assist with the weekly planning through the ideas board, and interests and ideas incorporated throughout the week.

**Homework**

Homework packs are sent home on a Friday from Belmont Primary School and are to be returned to school on a Wednesday.

**Outdoors** is a daily part of the afterschool routine; children have the opportunity to use physical resources or bring items from the afterschool outdoors.

Snack is provided and a healthy eating plan is followed, all details of which are in the afterschool policies.

**Behaviour**

* Belmont Playcare Afterschool’s aims to offer a range of play activities in a welcoming atmosphere. Any instance of unacceptable behaviour will be dealt with in accordance with the Positive Behaviour Management Policy, complaints process and Afterschool Behaviour agreement.
* Bullying, harassment, intimidation and any behaviour that is likely to lead to the health and safety of others being compromised will not be tolerated (refer to Anti Bullying Policy).
* The club will record details of more serious breaches and discuss them with the parents as relevant to their child.

**Equal Opportunities**

Belmont Playcare’s afterschool aims to provide equal opportunities for all children whatever their age, gender, ability, race or background (refer to Equal Opportunities Policy).

**Additional Needs**

We welcome all children with additional needs and have experience in providing support across a range of needs. However, in some circumstances we may not be able to provide the care and support to best meet a child’s needs. In such situations this will be discussed with parents, carers and where necessary other medical and health care professionals.

**Deployment of Staff**

During the afterschool session staff are provided with non-contact time to prepare the room for the children. This allows the leader to brief the staff as to what activities and areas they will be deployed for the duration of the session.

Staff accompanies the children into the building to use the toilet facilities if required when outdoors. Staff follow accident procedures in the event of a serious incident and aware of their role.

**Terms and Conditions**

The terms and conditions for using the club are set out by Belmont Playcare’s Board of Directors. We ask parents to complete an Enrolment form which states they agree to the arrangements for collection of fees. Terms and conditions are part of this statement of purpose and attached to the end, they are also displayed in the foyer.

**WE ASK PARENTS TO TAKE PARTICULAR NOTICE OF THE LATE CHARGES AFTER 6pm OR 5.30 DURING HOLIDAY CLUBS.**

**Admission Policy**

The club is open to children of Belmont Primary School only. We have a detailed admissions policy which can be found in the afterschool policies and or terms and conditions.

**How to Access Afterschool’s Policies and Procedures.**

We have a comprehensive book of afterschool policies; these can be found in our foyer. These can be borrowed, and copies can be made available on request. We also email out a policy pack to families in September.

Several important policies are displayed on the parent’s notice board as well as other information.

Policy contents list is as follows:

**Parents Children Section**

* Mission Statement
* Admissions Policy
* Settling In
* Arrivals and Departures
* Care, Learning and Play and Involving Children.
* Equipment
* Child Protection
* Intimate Care
* Positive Behaviour Leadership/Management
* Bullying
* Health, Illness and Emergency
* Sickness and Cross infection
* Health and Safety and Risk Assessment
* Site Security
* Fire and Evacuation Procedure
* Food and Healthy Eating (Nut Allergy**)**
* Equal Opportunities
* Inclusion and Individual Learning Policy
* Visits and Outings
* Non collection of children by parents’ policy
* Missing Children
* Collection from School Policy
* Homework’s Policy
* Partnership with Parents and Carers
* Complaints Procedure

**Support**

Belmont Playcare is also managed by a board of directors who meet every month. The AGM is held in early October, and parents are encouraged to get involved and take an active role- without the committee, the playcare could not exist. The committee deal with the management side of the day-to-day running of the organisation, as well as issues regarding premises and staffing, etc. They also organise a number of fundraising events during the year which in turn benefit all of the children, enabling us to replace equipment and purchase new items. To contact the board of trustee’s email trustees@belmontplaycare.org

The afterschool staff team have support from an assigned Independent Early Years Specialist who visits us throughout the year to advise us on our practices and help us further develop the learning activities offered. We also have an assigned link social worker and receive information from the Health and Social Care Trust. These professionals are there for you too and can help if you have any queries.

**Parental Support**

Arrival and Collection of Children

Parent’s will notify Belmont Playcare’ s afterschool’s before 2pm regarding attendance/nonattendance for their child in accordance with Belmont Playcare’s arrival and collection policy.

For security reasons a daily register is kept, which must be signed by the adult who collects your child. Your child can only be collected by an adult named on the registration form and we must specify that only people over the age of 18 can collect your child.

 IF YOU HAVE INFORMED US OF ANYONE DFFERENT COLLECTING YOUR CHILD, STAFF WILL ALLOCATE A PASSWORD AND ASK FOR ID.

**Arrangements in case of illness**

I will not send my child to Belmont Playcare’s Afterschool’s if they are unwell and will inform the club as soon as possible. Please note if your child is sent home from school sick, we cannot accept them in the clubs if they are unwell.

I will also notify Belmont Playcare Afterschool’s a soon as possible if my child develops or is exposed to infectious illness so that the appropriate steps can be taken to notify other club users if necessary. The club will also notify you if your child develops an infectious illness whilst attending the club.

Medicines will not be routinely administered. I refer to the club’s medication policy that medicines MUST be prescribed by a doctor.

**Arrangements for Complaints/Concerns**

We welcome any suggestions and feedback from parent’s/carers and children to help us maintain a high-quality provision and will act on any complaint in accordance with the complaint’s procedures.

**For Suggestions:**

Please email Lisa at info@belmontplaycare.org

**Complaints/Concerns**

However, from time to time a parent/carer or child may find it necessary to follow the complaints procedures, copies of which can be found in the Afterschool policy book or follow the flow chart displayed in the foyer.

**Arrangements for dealing with Emergency.**

Belmont Playcare has comprehensive emergency procedures. Details can be found in the Afterschool Policy book or can be obtained from the coordinator.

**Reviews and Updates**

This statement of purpose and all policies and procedures are reviewed and updated as necessary and/or in line with any changes in regulation and at least annually.

**Contact Information**

Belmont Playcare

215 Belmont Road

Belfast BT4 2AG

02890671050

info@belmontplaygroup.org

afterschool@belmontplaycare.org

admin@belmontplaycare.org

Please send all written correspondence to the above contact address.

**Legal Correspondence**

Belmont Afterschool Club is managed by a voluntary committee and is registered by the Health and Social Care Trust (HSCT).

**The committee officers are:**

**Chairperson: Simon Morton**

**The person in charge and registered person on a day-to-day basis is Lisa Passmore**

**Finance Company is: PMB Accountants**

**Insurance Company Towergate/Markel**

Belmont Afterschool, Breakfast Club and Holiday Club are covered by public liability and employer’s liability insurance the certificate is displayed on the parent’s notice board.

**Role of the Years Team**

The early years Team registers monitor and inspect facilities for children under 12. The service is committed to raising the quality, range and accessibility of provision for children and their families. This is pursued through working in partnership with families, providers and relevant agencies to ensure children benefit from safe, stimulating, caring experiences.

The following is a summary of what the social workers in the Early Teams do:

* Register, monitor childcare provision.
* Offer training and support.
* Allocate the setting with a Link Social Worker.
* Liaise with statutory and voluntary agencies (networking).
* Develop publicity and information strategies for public use.
* Provide guidance and assistance for potential and existing childcare providers.
* Develop, innovate projects, which benefit parents and children in need of support.
* Encourage partnership with all relevant people and promote equality of opportunity.
* **Assist parents with concerns or complaints regards to the provision.**
* Advise parents on the choices available to them and their children.

**Recording practices and access to these records by HSCT**

In accordance with our data protection policy, information will be shared on a need-to-know basis. Records are stored in a lockable cabinet with restricted access. Essential information must be drawn up on a contract/registration form before entry to any of the clubs.