

Crwban Bach

Aims and Objectives

The aim of Crwban Bach is to provide quality, accessible childcare offering a range of play activities in a welcoming atmosphere.

Children for Whom Care is Provided

Crwban Bach operates for boys and girls aged 3 - 12 years as stated in the admissions policy. The setting caters for 26 children in line with Care Inspectorate Wales (CIW).

After School: Maximum of 26 children aged 3 – 12 (anticipated 12 children under 8 years and 14 children over 8 years)

Crwban Bach offers a child centred environment meeting the social, physical, intellectual, creative and emotional needs of children and recognising the individual needs of each child who attends.

Opening hours

Club runs from 3.00pm until 5.30pm Monday – Friday during school term-time

Staffing

Staffing levels meet the requirements set by CIW. One member of staff per eight children.

CIW Registered Person: Elizabeth Davies

Play Leaders: Elizabeth Davies

Assistant Play Leaders: Arianne Arnold, Julie Lewis

Assistant Playworker: Emma Huggett, Tabitha Davies, Samantha Thomas, Rhodri Jones

A person with the required childcare qualification and relevant certificates will deputise for the Play Leader if necessary.

Volunteers assist in the club at various times. All staff and volunteers have Criminal Records Bureau enhanced checks and where relevant checks by the Independent Safeguarding Authority and a full induction to the Club.

Crwban Bach works closely with Ysgol y Preseli as well as Ysgol Caer Elen and offers placements for students taking part in the Welsh Baccaulaureate where they are required to complete 30 hours work placement and Duke of Edinburgh Awards. These students are not left alone with our club members and are always supervised. They must abide by our policies and procedures at all times.

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Arrival & Collection

Children arrive at club between 3.00pm and 3.30pm. They are brought to club from school with a member of school staff. Club closes at 5.30pm and we ask for collection by this time. Late collection charges will apply for continued late pick-ups of £5 per 15 minutes. Social Services will be contacted after 30 minutes should no contact be made with the child's contacts.

Club Premises/Facilities Offered

The Club is based in the community room of Ysgol Caer Elen and has exclusive use during sessions of a secure outdoor area.

The Club provides appropriate areas for a range of needs including a food preparation, a quiet area, a large play area and outdoor play space. Toilet and first aid facilities are available as well as storage and administrative space. There are a suitable number of toilets available for use by the children attending the setting, and separate toilets for use by staff. There are nappy changing facilities even though this is not required by children that attend club.

Children with additional needs are welcome at Crwban Bach following a meeting with the parents/carers to discuss the needs of their child. This will give us the opportunity to ensure we have suitable play equipment available and all Play Workers can be briefed in their needs before the child begins club.

There are no pets kept on the premises.

Services Offered

No snacks are served. These were stopped during Covid restrictions and school staggered finishing times. They have not been reintroduced as children bringing their own is working well. There is fruit available for those who need something. If food and drink is served on occasions then it is offered in line with our healthy eating policy, and meets the dietary needs and preferences of children as indicated on the child's registration form. There is a NO NUT POLICY.

Activities Offered

During after school sessions there are a wide variety of activities that the children can take part in and the sessions are not strictly structured but they are themed. Children can take part if they wish, we will encourage them to take part, have a go but no pressure is put on them it is their choice. There is plenty of opportunities for the children to try new things indoors and outdoors.

Lego, table football, pool, dolls/super heroes and dinosaurs are currently always available when the children arrive then they are able to choose what they want from the cupboard. There is a wide variety of activities available. Some activities will be planned weekly by Playworkers especially craft activities if a special occasion is approaching, 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. It is their club so it is important they have a voice and that their voice is heard.

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There is also the opportunity to practice spellings, do their homework and read. This is all supported by the Play Workers.

Languages Used

Crwban Bach is a bilingual setting, both Welsh and English are spoken. Bilingual signs will be used where appropriate.

Club Routine Usual routine of the Club:

3.00pm Children will begin to arrive at Club escorted by a member of school staff and are welcomed by Crwban Bach staff. The Play Leader marks the children on Crwban Bach's register. Children will eat their snacks and then play.

3.30pm All children should have arrived and the main gate will be locked if it is open. Children will then be able to play outside. The football table and pool table are set up under canopy outside.

3.45pm Depending on numbers the group maybe split into different groups and planned activities begin.

4.45pm Planned activity ends. Children have free play.

5.15pm Children start to tidy away activities not being used.

5.30pm Parents/carers collect their children. Play Leader answers the door and calls the child. Play Leader signs the children out with the time they leave.

Terms and Conditions

The terms and conditions for using Crwban Bach are set out in our parent/setting contract and Crwban Bach's policies and procedures which are available in the porch and can be sent on request. Parents/carers must sign this before their child starts attending Crwban Bach. This contract includes arrangements for collection of fees. The booking system now includes a contract and completing this is an agreement between the parent/carer and Crwban Bach. It was decided that due to the amount of paper and printing required for paper copies of the contract for each child registered with us that a paperless system was one way for us to help the environment.

Paperless Booking System

Crwban Bach now uses an on-line booking system for after school and holiday club. It means bookings can be taken at any time day or night. For the club it means easy access to our members information and a quick way to email parents/carers booked in for a particular session. Payment can also be made using it.

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Admissions policy

Crwban Bach is open to any child. We have a detailed admissions policy which can be found in the family's handbook. A copy can also be obtained from the Play Leader.

Holiday Club

Crwban Bach offers a holiday club based in our registered setting in Newport. A staffed bus is provided, leaving Ysgol Caer Elen at 8.30am and returning for 5.30pm. There will always be a member of Crwban Bach staff on the bus and the bus driver is a school bus driver with a DBS. Children will be required to wear seat belts throughout the journey and if you wish to provide a car seat please do so.

Breakfast is served on arrival, with a hot lunch and afternoon tea all provided. The children will take part in lots of different activities throughout the day with opportunities to go to the beach, play park, lovely walks and play in the multi-use games area. Holiday club is all about making happy memories and the children have a big input in what they do throughout the day. Please do not hesitate to ask for more details.

Holiday Club is open for all children aged 3 – 12 years and not only for Ysgol Caer Elen children. Holiday Club needs to be booked and paid for in advance and will only run if minimum numbers are reached.

Website

Crwban Bach website is live. It tells you a little about what Crwban Bach has to offer, photographs of some of our activities and links to the booking system. In time our policies and procedures will also be on there.

Contact Information

Contact name:	Elizabeth Davies
Contact telephone number:	07891 443824
Contact address:	Pontrhiwfelen, Crosswell, Crymych SA41 3UE
Email address:	admin@crwbanbach.com
Website:	www.crwbanbach.com
Booking Site:	crwbanbach.pembee.app (or through website)

The contact address should be used for all written correspondence to Crwban Bach, including any correspondence to the registered person.

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Arrangements for complaints and concerns

We welcome suggestions and constructive criticism from parents/carers and children to help us maintain a high quality provision. Please speak with the Play Leader if you would like to make any suggestions. A suggestion box is also always available by the Crwban Bach's entrance. However, from time to time a parent/carer or child may find it necessary to follow the complaints procedures, which can be found in our policy & procedures file in the porch area of club. A copy can also be obtained from the Play Leader.

Arrangements for dealing with an emergency

Crwban Bach has comprehensive emergency procedures. Details can be found in the policy and procedure file at the entrance of Crwban Bach, or can be obtained from the Play Leader.

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. Any changes to the service are notified to CIW. Crwban Bach notifies parents/carers of any changes to the policies and procedures.