

# Howell's Prep School

## Out of School Care Clubs

### Breakfast Club, After School Care, TOOT Holiday Care Club and Before School Supervision

September 2018

## Statement of Purpose – Information for Parents

Howell's Prep School is delighted to offer its 'wrap around' care provision in the form of **Breakfast and After School Care Club** during term time for the 3-11 year olds, and **Holiday Care Club – TOOT (Themed out of term)** – during the autumn, Easter and summer school holidays for 3-11 year olds. Care in these clubs is regulated by Care Inspectorate Wales (CIW) and is provided through the English language.

We also offer Before School Supervision, organised by the school, for those parents who wish to leave their children before the start of the school day.

### Our Aims and Objectives

**Our objective is to provide all children with activities and experiences to ensure they have an exciting, stimulating and relaxing time before and/or after the school day and in the holidays within the familiar surroundings of Howell's School.**

We aim to:

- Provide a safe, stimulating and caring environment where physical, mental, creative and social skills can be developed
- Help to develop language and communication skills in an informal environment with staff that know the children well
- Provide high quality play and creative experiences appropriate to the age and development of your child ●
- Ensure a welcoming start and/or a warm and comforting end to the day for those who arrive early and stay later ●
- Provide an excellent out of term service in the holidays for our parents, with continuity for those children attending Howell's School
- Have plenty of fun!

**Section 1 of this booklet contains more information about Breakfast and After School Care Clubs and Before School Supervision.**

**Section 2 contains more information about TOOT.**

Section 3 contains our Policies and Procedures, Terms and Conditions, Booking details, and information about completing the Medical and Registration Form on Firefly. This forms the agreement between parents and Howell's School.

## SECTION 1

# Breakfast and After School Care Clubs Before School Supervision

## Breakfast Club and After School Care Managers



**Breakfast Club: Mrs Judith Ashill**



**After School Care: Mrs Emma Williams**

During term time, we offer an inclusive **Breakfast Club and After School Care** for Nursery, Reception, Years 1, 2, 3, 4, 5 and 6.

Both Breakfast Club and After School Care are held daily within the school environment. They provide a safe, secure and enjoyable extension to the school day for Howell's girls and all are welcome to attend.

The Infant Club has a maximum of 40 girls with a staffing ratio of 1:8 and the Prep School Club 30 girls with a staffing ratio of 1:13. Girls attending, whose classes are in Tŷ Hapus, will be escorted to the Club at the appropriate times. The Clubs are run by Howell's School staff.

## Hours, Venues and Registration

**Breakfast Club – Nursery, Reception, Years 1 and 2: 7.45am - 8.45am, Years 3-6: 7.45am - 8.35am**

Breakfast Club is in the Prep School Hall for all girls. If your daughter would like to have breakfast, please speak to a member of staff. After breakfast, girls in Year 1 - Year 6 can choose to play outside if they wish, joining the girls in Before School Supervision.

**After School Care – Infants and Prep: 3:15pm - 6:00pm**

The club for Nursery, Reception Years 1 and Years 2 is held in the Prep School Hall. Please collect your daughter from the Prep Hall side door entrance after ringing the bell. The club for Years 3-6 is held in the Library above the Music Wing. Please collect your daughter from the Prep School Hall using the above entrance. Your daughter will be brought down from the library to you. All girls must be signed out by the parent/carer upon collection.

## Before School Supervision from 7:45am

If you are unable to stay with your daughter until the start of the school day, you may leave her before 8:35am (Years 3-6) and 8:45am (Nursery, Reception, Years 1 and 2), with Prep School Staff in Hazelwood playground (Years 1-6) or the Prep School Hall (Nursery and Reception). She will then be able to play inside or outside until school begins. Before School Supervision is organised by Howell's School under similar arrangements to those at break times and lunchtimes. Please see Mrs Ashill or the member of staff on the playground to let them know that your daughter requires Before School Supervision and complete the register.

## Routines

Upon arrival in **After School Care**, the register is taken. The girls then have their tea or enjoy drinks and a healthy snack while sitting together and chatting with the staff. They can then select from a variety of activities and play with their friends until collected by their parents/carer.

## Activities

To enhance the girls' enjoyment of the extended school day, various multicultural and play-based activities are provided by the staff to create a relaxed yet stimulating environment for holistic development.

For **Nursery, Reception, Years 1 and 2** these include: table top and floor games such as the pirate ship which develops the imagination and helps the girls to communicate with one another; creative activities such as making bookmarks and door hangers which help to develop their manipulative and design skills; role play opportunities such as dressing up and construction which enable them to re-enact familiar stories and practise their social and imaginative skills. The girls can also relax by watching a DVD.

For **Years 3-6** these include: board games such as 'Monopoly', 'Snakes and Ladders' and 'Connect 4' which enable the girls to develop their understanding of number, tactics and cooperative play; socio-dramatic opportunities in which the girls select from an assortment of props to enhance their play and interaction with one another; and quiet areas where they can complete homework, read books or just rest. The girls also have access to the computer suite. A Wii is available for the Prep girls to use in the library.

Both groups of girls can play outside, weather permitting, and enjoy the school grounds. On special occasions during the school year, there will be additional activities such as cookery and play dough in **After School Care**.

We endeavour to meet the girls' individual needs and to promote their welfare and enjoyment through the opportunities provided.

As you are aware, we greatly value our links with parents, and the staff at all clubs are very pleased to discuss the activities chosen by your daughter, her interaction with others, her achievements and other relevant matters, when you drop her off or collect her.

## Food and Drink

Howell's School promotes healthy eating and we encourage the girls to eat regularly from a balanced menu. If your daughter has any specific dietary requirements, please let us know and we will endeavour to cater for them.

**Breakfast Club** – The breakfast menu, served from 8am, offers a choice of cereals, toast, waffles, crumpets and yoghurt with milk, sugar-free squash or water to drink. Your daughter can make her selection upon arrival.

**After School Care** – A healthy snack is provided for all those attending and the choice of foods includes pitta bread and hummus, cheese and crackers, fresh vegetable sticks, toast, fruit, frubes, pancakes, raisin bread and rice cakes.

A more substantial tea is available and this includes a sandwich of your daughter's choice (such as ham, cheese, cucumber, tuna, salad etc), a piece of fruit and healthy dessert, and a drink. Please indicate by letter, or note in your daughter's Reading Record Book **before 9:30am** if she requires tea.

If you would prefer to send in your own healthy snack or tea, please feel free to do so but we do ask that no nuts or nut products are included. We do not encourage girls to share their food for health and safety reasons.



## SECTION 2

# Holiday Care Club TOOT (Themed Out of Term)

## TOOT Holiday Care Club Manager



**Mrs Barbara Ludlam**

Based in the Prep School, in the Prep School Hall or Nursery classrooms, and with the freedom to use the wider facilities of the School, the TOOT Holiday Care Club is run by Howell's School staff during the Autumn, Easter and Summer school holidays. There is a different theme each week and activities and events based around this include art, craft, cookery, dance, gardening and outdoor exploration.

The Club provides inclusive, exciting, high quality holiday care for pupils of the school aged 3-11 years in the Nursery, Reception, Years 1-6 and also their siblings. Both boys and girls, within the age range, are welcome if there are places available. We also offer 'one-off' taster places for those girls considering coming to Howell's School.

The TOOT Club has a maximum of 40 children with a staffing ratio of at least 1:8 (3-7 years) and 1:13 (8-11 years).

# Hours, Venues and Registration

**Arrival and registration 8:00am - 10:00am**

**Activities 10:00am - 4:00pm**

**Collection 4:00pm - 6:00pm**

TOOT is based in the Prep School Hall, or the Nursery. Activities also take place in the playgrounds and gardens around the building, in the Swimming Pool and on the main Sports Field. We also have a trip out of school or visitors into TOOT on Thursdays.

Dropping off will take place at the main hall doors, or the front door of the Nursery. Any useful information, specific requirements for that day or changes to arrangements can be discussed at this time.

Collection will take place from the Hall or the Nursery after 4:00pm. While we ask for collection times in the booking form, we will try to accommodate any changes whenever possible. Parents or the authorised carer must sign their child out on the daily register.

**If anyone other than the known parent or carer is to collect your child, or he/she will be going home with another child, please let the TOOT Manager know and provide a name and contact number.**

If, during the day, it becomes apparent that you are going to be late or expect to be delayed, please call the TOOT Manager as early as possible by emailing [TOOT@how.gdst.net](mailto:TOOT@how.gdst.net) or by telephoning **029 2026 1811** (8am - 6pm).

## Activities and Themes

The children will enjoy a variety of activities including art and craft, construction, cookery, swimming, outdoor play, gardening, dressing up, music, story, drama, yoga, computer games and much more. These will be based around themes such as Superheroes, Pirates and Princesses, Wellies and Woods, Story chest, Wonderful Wildlife, All Around the World, Under the Sea, Wind and Water, Celebrations etc. They can also enjoy playing with 'loose parts', a selection of materials, with which they can create their own games and let their imaginations run free. Weather permitting, we offer free flow with the children moving between the inside and outside to make the most of our lovely grounds and play areas, spend time in the fresh air and enjoy exercise with their friends.

The themes and regular activities appear on the TOOT advertising posters and leaflets in the half term before each holiday and a detailed timetable is sent out to parents prior to the start of TOOT. We swim on Mondays and Fridays and have a trip off site or visitors into TOOT on Thursdays.

## Food and Drink

**Breakfast** of cereals, toast, yoghurt, fruit, waffles or crumpets and a drink will be available to all from 8.30am to 9.00am in the TOOT rooms. Healthy snacks of seasonal and other fruits are served in the morning. Water, sugar-free squash and milk are always available throughout the day.

One cooked meal is provided during the day and this can be either lunch or tea. Parents/carers are asked to provide children with a packed lunch or tea in a suitable named container if they are staying after 4pm for a longer day. We do ask that no nuts or nut products are included.

We endeavor to cater for specific diets. Do speak to a member of staff if your child has any special requirements.

## Links with Other Clubs held at Howell's during the School Holidays

If your child is attending another club at Howell's during the school holidays and the start and finish times are difficult for you, it may be possible for your child to come to TOOT at the start and end of the day. The TOOT Manager will arrange for your child to have breakfast in TOOT and be dropped off at the start and be picked up when the club finishes, and spend the end of the day in TOOT with tea at 4pm if required. Please indicate your requirement at the time of booking, or speak to the TOOT Manager.

## What to Bring

Your child will need:

- Comfortable clothes suitable for some wet and dirty play and trainers or hardwearing shoes
- Swimming kit and towel on Mondays and Fridays
- Waterproof Coat and Wellies
- A change of clothes in case of muddy, wet, paint or other accidents! These will be kept at school
- Sun cream and hat for sunny days
- Any medication that needs to be given (please refer to practices and procedures of the Clubs)

**Please do not bring any expensive electronic toys or any jewellery and ensure everything is clearly labelled with your child's name.**

## SECTION 3

# Policies and Procedures Booking and Contact Information, Terms and Conditions

### Fees for Breakfast Club, Before and After School Care

● <b>Breakfast Club (charge for food)</b>	<b>£1.20 per day</b>
● <b>Before School Supervision (currently)</b>	<b>no charge</b>
● <b>After School Care</b>	
Girls staying from 3.30pm until 4.30 pm (up to/any part of one hour)	<b>£5</b>
Girls staying from 3.30pm until 5.30pm (up to/any part of 2 hours)	<b>£9</b>
Girls staying from 3.30pm until 6pm	<b>£12</b>
Tea (optional)	<b>£1.75</b>

Parents will be **invoiced directly each half term for Breakfast Club and After School Care**. Payment is only made for those sessions that your daughter attends and there is no cancellation charge. Invoices should be paid within 20 days.

**Bill sent each half term ► Bill to be settled within 20 days ► A reminder letter will be sent**

▼  
**If no payment is received within 10 days your daughter will be unable to attend After School Care until the bill is paid.**

### Fees for TOOT Holiday Care Club

- **£200 per child per 5 day week Mon - Fri** ● **£160 per child per 4 day week (Easter bank holiday weeks)**
- **£45 per day payable by on line payment (Agora), by card in Prep School Office or Childcare Vouchers**
- **£15 per child for drop off and pick up at another Howell's club with breakfast and tea if required**

This includes breakfast, one fruit snack, one cooked meal (lunch or tea), and all trips. Tea is served at 4:00 - 4:45pm. Please indicate on the Booking Form if you would like your child to have the cooked meal at lunch time or tea time. A packed lunch or tea is needed if your child is staying after 4pm for a longer day.

### Staffing

The Breakfast Club, After School Care, Before School Supervision and TOOT staff are employed by Howell's School and have a great deal of experience working with young children. All hold an appropriate child care and playwork qualification, or are working towards gaining an appropriate and recognised playwork award, and most hold Paediatric First Aid.

The majority of staff in our Out of School Care Clubs work full or part time or on supply during school terms in the Prep School. They know the children well and bring this knowledge to the Clubs ensuring familiarity and continuity for your child. Some also have Food Hygiene qualifications.

Our staffing ratios meet with the recommended standards and are 1 adult to 8 girls for 3-7 year olds and 1 adult to 13 girls for 8-11 year olds.



## Equal Opportunities

Howell's School promotes equal opportunities at all times. Our policy is available from the Prep School Secretary in the school office. We endeavour to meet the Special Needs of the individuals in our care.

## Positive Behaviour Policy

Howell's School promotes a Positive Behaviour Policy and the ethos continues in all our clubs. The environment and atmosphere in the clubs encourage polite and courteous behaviour and the staff manage the children respecting their individual levels of understanding and maturity. Physical intervention is not used unless it is necessary to prevent personal injury or serious damage to property.

If there are any incidents, they are dealt with immediately by our well trained staff, recorded on our daily record and you will be informed of the incident and its resolution either by telephone or when you collect your child. It is also helpful if you pass on any observations and concerns you may have to the staff, in order that we can work together for your child's benefit.

## Medical Matters

It is vital that we are aware of any medical conditions or allergies that your child may have, in order to provide the best possible care.

If you would like her to attend any of the clubs, please complete all sections of the attached registration form in detail and complete the consent forms to administer first aid treatment and administer emergency medical treatment as described. You will be informed by telephone, and/or upon collection, of any treatment given to your child if unwell, or in the case of an emergency. Any treatment given will be recorded by the Breakfast, After School Care or the TOOT Manager.

It is not our policy to administer prescribed medicines during the Breakfast, After School Care and TOOT Clubs unless there are exceptional circumstances. If your daughter is taking any medication and you wish this to be given **during school hours**, please write to your daughter's class teacher with clear instructions. If your child is taking any prescribed medication and you wish this to be given during Breakfast/After School Care/TOOT hours, please write to the appropriate Manager with clear instructions. If the administration of medicine requires technical or medical knowledge, please make this clear when you make your booking. The school Nurse will be asked to provide training for staff prior to your child's attendance at the club.

Where a condition is considered infectious, the school's policy on ill and infectious diseases will apply and may involve exclusion. Please see the information sheet in Section 3.

## Late Collection Procedures

If any girl has not been collected by 6pm, the After School Care/TOOT staff will remain in the Prep Hall/TOOT rooms near the telephone and ring the contact numbers on the registration form at 10 minute intervals to ascertain if the parent/ designated carer is en route.

If no contact can be made, a member of the senior management team will be called at 6:15pm and staff will wait with the child until the parent/ designated carer arrives. After one hour without any contact being made, **following CIW guidelines, the school will contact the Social Services (MASH) Emergency Duty Team on 029 2078 8570 or the Police to assist with the situation.** CIW will also be informed.

**There is a late collection fee of £10 per 15 minutes or part thereof payable after 6pm.**

## Lost Child Procedures On and Off Site

In the event of a lost child on or off site, the Leader/Manager will inform the Head of Prep School and Principal and deploy staff appropriately to have maximum effect in finding the lost child. If on a school/TOOT trip, the Manager will contact the management or appropriate contact on the site, and/or members of the public in the vicinity, to help with the search. Where possible two members of staff will remain with the children while other staff and adults carry out a search.

If the child is not found within 10 minutes on school premises and 5 minutes off site, the Manager will inform the police and parents/designated carers. Once the child has been found, a full report will be written and signed by all staff present and the parents/designated carers. This will be submitted to the Head of Prep School/ Member of the Senior Management Team who will review all policies, procedures and safety issues in order to prevent similar incidents reoccurring. The Manager will also inform CIW.

## Child Protection

The health and safety of all our girls is of paramount importance to us at all times. The school has a Safeguarding and Child Protection Policy in place. This is available in the School Office.

## Complaints Procedure

Howell's School and the Girls' Day School Trust have Formal Complaints Procedure Policies which are available for any parent to see and are kept in the Prep School Office. In the case of a complaint, please inform the staff at the clubs to enable them to address the issue promptly and appropriately. We will inform you in writing within 14 days of the outcome of the investigation after receipt of complaint. This can be extended by a further 14 days with the agreement of the complaint. Alternatively, write to Mrs Ashill, Head of Prep School or Mrs Davis, Principal. We hope that we can resolve any matters as soon as possible but, in the unlikely event that you are not satisfied with our response, please contact **CIW (Care Inspectorate Wales), National Office, Welsh Government, Rhydydar, Merthyr Tydfil, CF48 1UZ**, email [CIW@gov.wales](mailto:CIW@gov.wales) or telephone **0300 7900 126**.

## Quality of Care

The Breakfast Club, Before and After School Care and TOOT provision will be reviewed at least annually by obtaining the views of relevant children, their parents and the staff involved. We are always grateful for feedback on any aspect of our 'wrap around' care provision. An annual report including the findings from the questionnaire, an evaluation of the year and future plans will be published at the beginning of each year in Mrs Ashill's newsletter, and will be available from the School Office.

## Promotion, Publicity and Recording

Occasionally we would like to be able to show pictures and items made in our clubs or show photographs of activities to the rest of the school and wider audience. This would be through newsletters, the school website, Twitter and press information. Please complete the photographic consent on the Medical/Registration Form on Firefly if you are willing for us to include your child's photograph.

## Booking and Cancellation Policy

Bookings for forthcoming TOOT weeks can be made by contacting school via the TOOT email address with the dates you require or by contacting the secretary on **029 2056 2019**. Payment of the full fee for each booking

will be due two weeks before the last day of term or half term.

Cancellation can be made up to a fortnight before the TOOT week/s. Cancellations made up to one week before TOOT week/s will be subject to an administration fee of 10% of the cost of the booking. Unfortunately, we are unable to refund the fee for any cancellations made the week before TOOT.

## How to Book

Please read this booklet carefully, complete the Medical/Registration Form which can be found on Firefly, signing to confirm that you agree to abide by the Policies and Procedures and Terms and Conditions in Section 3 of this booklet.

**Breakfast Club** – If you would like your daughter to attend Breakfast Club, please bring her to the Prep School Hall and speak to the Breakfast Club leader who will register her.

**After School Care** – If you would like your daughter to attend After School Care, please inform her class teacher in writing each Monday morning for the week ahead, and indicate whether she requires tea. We can then organise our staff accordingly.

Alternatively if you know what care you require for the term, please let us know in writing at the earliest opportunity. In the event of a last minute emergency, please book After School Care by telephoning the Prep School Secretary on **029 2056 2019**. It is also helpful to indicate the time your daughter will be collected.

**TOOT Holiday Care Club** – Information about the TOOT Holiday Club dates, themes etc can be found on Mrs Ashill's weekly newsletters, by school comms messages, on information posters and leaflets sent home and at the Prep School Reception. You can also email **TOOT@how.gdst.net** for information or to request a Booking Form.

Please complete the Booking Form and return to **TOOT@how.gdst.net** ensuring that you have filled in and returned the Medical/Registration Form to school. This can be found on the parent section of Howell's Firefly. A copy of the Statement of Purpose Booklet can also be found on the parent section of Howell's Firefly. Payment can be made by on line payment (please attach Agora receipt), by card at Prep School Office or by Childcare voucher.

Parents will also be required to complete a TOOT trip form for trips out of school on Thursdays. These will also be available on Firefly and further information will be sent to parents prior to each holiday.

**Incubation and Exclusion Periods of Common Infectious Diseases**

Disease	Usual incubation period (days)	Interval between onset of illness and appearance of rash (days)	Minimum period of exclusion provided child appears well
Diarrhoea and Vomiting	1-10		48 hours from last episode of diarrhoea or vomiting
Chickenpox	10-21	0-2	Until all vesicles have crusted over
Conjunctivitis			None
German Measles (Rubella)	14-21	0-2	Until clinical recovery – 4 days from onset of rash
Head Lice			None
Impetigo			Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment
*Measles	7-21	3-5	Until clinical recovery 4 days from onset of rash
*Meningococcal meningitis/ septicaemia			Until recovered
*Meningitis (viral) (bacterial)	2-10 few hours	Rash not always present but can appear within a few hours	Until recovered
*Mumps	14-21		Until disappearance of swelling or 5 days after swelling appears
*Scarlet Fever	2-5		Until clinical recovery – 24 hours after starting appropriate course of antibiotics
Threadworms			None
*Whooping Cough	5-14		Until clinical recovery. 5 days after start of antibiotics. If not taking antibiotics – 21 days

**Family contacts: There is no routine exclusion of contacts of any infectious diseases but individual children may be excluded on the advice of a GP.**

**\*Denotes notifiable diseases under the Public Health (control of disease) Act 1984.**

# Contact details for Parents

## Howell's Prep School Breakfast Club, After School Care, TOOT Holiday Care Club and Before School Supervision

### Breakfast Club and After School Care

During the school terms, for information or in the event of an emergency, please email:  
**ASC@how.gdst.net**

Telephone: After School Care Manager on **029 2026 1811** (after 3pm)  
or  
Telephone: Prep School Secretary on **029 2056 2019**

### Holiday Care Club TOOT

For information or to make a booking, please email **TOOT@how.gdst.net** or contact the secretary in Prep School Office on **029 2056 2019**.

During the holiday weeks, to notify us of absence or in the case of an emergency, please email:  
**TOOT@how.gdst.net**

Telephone: TOOT Manager on **029 2026 1811** (8am - 6pm)  
or  
Telephone: Senior School Reception on **029 2056 2019**

### Before School Supervision

Please see Mrs Ashill or the member of staff on duty in Hazelwood playground so that they can complete the register before you leave your daughter.

During the school terms, for information or in the event of an emergency, please email:  
**S.Hatcher@how.gdst.net**  
or  
Telephone: Prep School Secretary on or **029 2056 2019**

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