

# Howell's Junior School Out of School Care Clubs

## Breakfast Club, Before and After School Care and Toot Holiday Care Club (TOOT – Themed Out of Term)

September 2017

### Statement of Purpose – Information for Parents

Howell's Junior School is delighted to offer its 'wrap around care' provision in the form of **Breakfast, Before School and After School Care Club** during term time for the 3-11 year olds, and **Holiday Care Club – TOOT –** during the Autumn, Easter and Summer school holidays for 3-9 year olds. Care is regulated by Care and Social Services Inspectorate in Wales (CSSIW) and is provided through the English language.

#### 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, Before and After School Care Clubs.**

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

**Section 3 contains our Policies and Procedures, Terms and Conditions, Booking details, the Registration and Consent Forms which form the agreement between parents and Howell's School.**

## SECTION 1

# Breakfast, Before and After School Care Club

## 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 Before and After School Care** for both Infants (Nursery, Reception, Years 1 and 2) and Juniors (Years 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 Junior 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

**Infants: 7:45am - 8:45am**

**Juniors : 7:45am - 8:35am**

Breakfast Club is in the Junior School Hall for all girls. If your daughter would like to have breakfast, please speak to a member of staff.

### **Before School Care 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 (Juniors) and 8:45am (Infants), with Junior School Staff in Hazelwood playground or the Junior School Hall. She will then be able to play inside or outside until school begins.

### **After School Care**

**Infants and Juniors: 3:15pm - 6:00pm**

The Infant Club is held in the Junior School Hall. Please collect your daughter from the Hazelwood yard door entrance. Junior Club is held in the Library above the Music Wing. Please collect your daughter from the Junior 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.

### **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 **Infants** 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 **Juniors** 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 Juniors 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, juice or water to drink. Your daughter can make her selection upon arrival.

**After School Care** – A healthy snack is provided for all those attending.

A more substantial tea is available which includes a sandwich of your daughter's choice (such as ham, cheese,

tuna, salad etc.), a piece of fruit and 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 Junior School, in the Junior 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 3-9 years in the Nursery, Reception, Years 1, 2, 3 and 4 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 & 9 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 Junior 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 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 telephoning **029 2056 2019 ext 19811**.

### Activities and Themes

The children will enjoy a variety of activities including art and craft, construction, cookery, computer games, swimming, outdoor play, gardening, dressing up, music, story, drama, yoga and much more. These will be based around themes such as Pirates and Princesses, Wellies and Woods, Story Chest, Wonderful Wildlife, Puppets and Plays, Wind and Water, Celebrations etc. and the children will have a great deal of input into choosing the themes.

A timetable of activities will be sent out to parents and will appear on the TOOT advertising posters and leaflets prior to each holiday. We swim on Mondays and Fridays and have a trip off site on Thursdays.

### Food and Drink

**Breakfast** of cereals, toast, yoghurt, waffles or crumpets and a drink will be available to all from 8:30am to 9:00am in the TOOT rooms. Healthy snacks of fruit as well as items that the girls have cooked themselves as part of the activities, will be available morning and afternoon. Water, apple and orange juice and milk are always available throughout the day.

**Lunch** is a cooked meal with a dessert and drink prepared by Howell's School catering staff. It is eaten in the main dining room. Lunch will be supervised by the TOOT staff, who eat with the children.

**Tea** consisting of sandwiches, sausages, fish fingers, pizza or cheese on toast and salad, followed by yoghurt, a cake or biscuit and fruit will be available from 4:00pm - 4.45pm and is included in the cost. Please indicate on the Booking Form if you do not wish your child to have tea.

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 and the start and end of the day. The TOOT Manager will arrange for your child to have breakfast in TOOT, be dropped off at the start and be picked up at 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

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

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 ● £160 per child per 4 day week (Easter bank holiday weeks)
- £45 per day payable by on line payment (Agora), Childcare Vouchers, via Bacs or Credit Card
- £15 per child for drop off and pick up at another Howell's club, with breakfast and tea if required.

This includes breakfast (please request on booking form), snacks (morning and afternoon), lunch, tea and all trips. Tea is served at 4:00pm - 4.45pm. **Please indicate on the Booking Form if you do not wish your child to have tea.**

### Staffing

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

The TOOT staff are employed by Howell's School and most work full or part time or on supply during school terms in the Junior School. They know the children well and bring this knowledge to TOOT ensuring familiarity and continuity for your child. All staff have a First Aid or Pediatric First Aid qualification, or they are working towards this. 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 8-9 year olds.

### Equal Opportunities

Howell's School promotes equal opportunities at all times. Our policy is available from the Junior 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, Before or After School Care leader, or the TOOT Manager.

It is not our policy to administer prescribed medicines during the Breakfast, Before and 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, Before and 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 Junior 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 CSSIW guidelines, the school will contact the Social Services Emergency Duty Team on 029 2044 8360 or the Police to assist with the situation.** CSSIW will also be informed.

**There is a late collection fee of £10 per 15 minutes or part thereof payable after 6:00pm.**

## 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 Junior 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 Junior 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 CSSIW.

## 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 Junior 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 Junior 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 **CSSIW (Care and Social Services Inspectorate in Wales), Welsh Government, Rhydycar, Merthyr Tydfil, CF48 1UZ**, email [CSSIW.southeast@gov.wales](mailto:CSSIW.southeast@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. A report of our findings will be published within 28 days of the review 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 and return the attached photographic consent below the medical permission forms 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 registration form and consent forms in this section, sign the agreement and return to the Junior School Secretary/TOOT Manager.

**Breakfast Club** – If you would like your daughter to attend Breakfast Club, please bring her to the Junior 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 Junior 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, on information posters and leaflets sent home and at the Junior School Reception. You can also email [TOOT@how.gdst.net](mailto:TOOT@how.gdst.net) for information or to make a booking. Please indicate the dates you require.

Following your enquiry you will be sent the booking forms and need to return these completed, with the Registration Form, Consent form and payment. Payment can be made by on line payment (please attach Agora receipt) or by voucher. The forms are found on the following two pages.

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.

To book, please complete the Registration Form and Consent Forms overleaf.

**Registration Form for Breakfast Club, Before/After School Care and TOOT Holiday Club**

I would like my daughter to attend Breakfast Club/After School Care/TOOT (please delete as appropriate)

Name of child \_\_\_\_\_ DoB \_\_\_\_\_

Address of child \_\_\_\_\_

Names of Parents \_\_\_\_\_

Address of Parent 1 \_\_\_\_\_

Address of Parent 2 \_\_\_\_\_

Contact telephone numbers \_\_\_\_\_

Mobile nos. \_\_\_\_\_

Language spoken at home \_\_\_\_\_

Religion \_\_\_\_\_

Ethnic Origin \_\_\_\_\_

Emergency contact person other than parent (with authorisation to collect from school) \_\_\_\_\_

Relationship to child \_\_\_\_\_

Tel no. \_\_\_\_\_

**Medical Information/allergies** \_\_\_\_\_

Doctor's name \_\_\_\_\_

Address \_\_\_\_\_

Tel no. \_\_\_\_\_

**Dietary Information/preferences** \_\_\_\_\_

Year \_\_\_\_\_ Name of teacher \_\_\_\_\_

I agree to abide by the Policies and Procedures and Terms and Conditions in Section 3 of the Statement of Purpose/ Information for Parents Booklet which I have read and fully understood.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please complete all parts and return to the Junior School Secretary/TOOT Manager. Thank you.

September 2017

### Consent Form to Administer First Aid Treatment for Breakfast, Before and After School Care and TOOT Holiday Club

Dear Parents,

To save time and unnecessary distress to an injured child in the event of a minor injury, we would like to obtain your permission for the staff at the above clubs to treat your child immediately and to inform you afterwards about the treatment given. This first aid treatment would include:

- the application of an antiseptic cream/spray to an insect bite, sting, cut or graze
- the use of plasters

All treatment is kept on record by the staff.

Yours sincerely,  
Judith Ashill (Mrs),  
Head of Junior School

I give permission for my daughter \_\_\_\_\_ Year \_\_\_\_\_

to receive first aid treatment from the Breakfast Club/Before and After School Care/TOOT staff including:

- the application of an antiseptic cream/spray to an insect bite, sting, cut or graze
- the use of plasters

Please tick boxes as appropriate. Thank you.

Signed \_\_\_\_\_ Parent Date \_\_\_\_\_

### Consent Form to Authorise Emergency Medical Treatment during Breakfast/Before and After School Care/TOOT Clubs in the event that we are unable to contact parents for authorisation

Dear Parents

To save time and unnecessary distress to an injured child in the event of a more serious injury, we would like to obtain your permission to consent, on your behalf, to your daughter receiving treatment in an emergency where the attending physician's opinion is that any delay involved in contacting the parents to obtain their permission is inadvisable.

In the event of such an injury, every effort will be made to contact you using the details recorded on the Registration Form. Please inform the school if any of the details change.

Yours sincerely,  
Judith Ashill (Mrs),  
Head of Junior School

In the event that I cannot be contacted, I give/I do not give (please delete as appropriate) permission to Howell's

School to consent, on my behalf, to my daughter \_\_\_\_\_

Year \_\_\_\_\_ receiving treatment in an emergency, where the attending physician's opinion is that any delay involved is inadvisable.

Signed \_\_\_\_\_ Parent Date \_\_\_\_\_

### Consent Form to authorise use of photographic images

(Please delete as appropriate) I agree/do not agree to the use of my child's photographic image and/or information about his/her activities and achievements in School in printed material produced on behalf of the School and the GDST (Girls' Day School Trust) and on the School and GDST websites.

Signed \_\_\_\_\_ Parent Date \_\_\_\_\_

Please return to the Junior School Secretary/TOOT Manager. Thank you.

## Contact details for Parents Howell's Junior School Breakfast Club, Before and After School Care and Holiday Care Club (TOOT – Themed Out of Term)

### Breakfast Club, Before and After School Care

Please complete the **Registration and Consent Forms** in **Section 3** of this booklet and return to the Secretary in the Junior School office.

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

Email: **juniorsec@how.gdst.net**

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

### TOOT Holiday Care Club

For information or to make a booking, please email **TOOT@how.gdst.net** or contact the secretary in Junior School Office on **029 2056 2019 ext 19828**.

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 2056 2019 ext 19811** in the Junior Hall (8am - 6pm) or **ext 19882** in the Nursery (8am - 6pm).  
Telephone: Senior School Reception on **029 2056 2019**



Notes



*Make it happen...*